


2020 -11- 24
**P.O. BOX 1593
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24 NOVEMBER 2020

REQUEST FOR QUOTATION (RFQ)

ALL PROSPECTIVE BIDDERS REGISTERED ON CENTRAL SUPPLIERS DATABASE ARE HEREBY INVITED TO SUBMIT A PROPOSAL WITH QUOTATIONS FOR MUNICIPAL FLEET CONDITIONAL ASSESSMENT AND REVIEW OF FLEET MANAGEMENT STRATEGY

SCOPE

ITEM NO.	DESCRIPTION
1.	<p>The expected Service Provider must give a clear methodology and approach on how they propose to deliver on the requirements of Fleet Audit, particular as it relates to:</p> <p>Reviewing of the existing fleet and assets management strategy</p> <ul style="list-style-type: none"> ➤ Ensuring that the current processes align to the best fleet management practice ➤ Giving understanding of financial implications of the current Employer fleet procurement and ownership ➤ Delivering on assets assessment and audit trails <p>Identifying a viable strategy for assets and fleet maintenance, repairs and renewal costs</p> <ul style="list-style-type: none"> ➤ Financing: method used to pay for the assets acquisition ➤ Quantum. the amount of capital to be injected to acquiring assets under particular financing method ➤ Disposal: obsolete assets and fleet ➤ Fleet usage and right sizing of existing fleet; ➤ Developing optimal replacement cycle and policy; ➤ Implementation of corrective measures to improve efficiencies; ➤ Fleet costing on the usage, maintenance and repairs; ➤ Provision of information on the cost vs benefit analysis; ➤ How The Employer can manage the total cost of ownership of its assets in line with its cost measures undertaking of the study.

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Certified BBBEE certificate not older than three (3) months (for preference point scoring system 80/20)
- Attach MBD4, MBD 6.1, MBD 6.2, MBD8 and MBD9 downloadable from Municipal website, www.blouberg.gov.za
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate

[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]

Under functionality bidders must achieve a minimum of 75% scoring for quality in order to be considered for further evaluation on price. Bidders who score less than a minimum of 75 % will be disqualified.

Criteria	Weight	Applicable value system
COMPANY EXPERIENCE ✓ Bidder must demonstrate experience in executing projects of this nature. <i>[Attach at least 3 appointment letter/order with aligned testimonial letter on client 's letter head]</i>	15	Poor =1 Average =2
CAPACITY OF KEYPERSONNEL Detailed CV of team members ✓ Detailed cv of the team leader with at least 05 years of experience in related field and degree in fleet management of related ✓ Detailed cv of technical member with at least 03 years of experience with N3 mechanical engineering studies <i>[Attach the certified certificates of the qualification]</i>	10	Good =3 Very good =4 Excellent =5
PROJECT PLAN ✓ Methodology <i>[Attach a project plan outlining key activities and time frames ,as per project scope]</i>	10	
SYSTEM TECHNOLOGY USED ✓ Provide fleet conditional assessment technology system. <i>[attach proof of ownership and if not owning the system ,attach letter of support from system owner]</i>	10	
TOTAL POINTS	45	

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

[N.B: Failure to attach the above documents will disqualify the bidder from further evaluation]

The following condition will apply:

- Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

[NB: this regulation must not be read as affecting a person's rights to approach a court at any time]

All quotations must be submitted in a sealed envelope marked "MUNICIPAL FLEET CONDITIONAL ASSESSMENT AND REVIEW OF FLEET MANAGEMENT STRATEGY" at procurement office before/on the 01 December 2020 at 11H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, Mr. Ramothwala R and Ms. Sephesu LR for SCM related matters on 015 505 7100.

Machaba ms

Machaba Junias
Municipal Manager

24-11-2020

Date

