



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CENTRAL ADMINISTRATION OFFICE

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COASTAL KZN TVET COLLEGE

LEASING OF 13 VEHICLES

CONTRACT PERIOD: 36 MONTHS

BID NUMBER: VEH CKZN 01/2025

CLOSING DATE & TIME: 16/01/2026

STRICTLY AT 12:00

NAME OF BIDDER:	
CENTRAL SUPPLIER DATABASE REGISTRATION No.	

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LEASING OF 13 VEHICLES

BID NUMBER: CIEG CKZN 1/2025

1. SUMMARY AND BACKGROUND

Coastal KZN TVET College is a Public TVET College with eight Campuses, four Skills Centres, and a Central Administration Office. Coastal KZN TVET College catchment area is South of Durban and continues for a strip of about 80km towards the South Coast. It includes Ozwathini, Hammarsdale, Durban, the Bluff area, Chatsworth, Lamontville, Umlazi, KwaMakhutha, Prospecton, Amanzimtoti, Illovo right down to Scottburgh and Umzinto.

COASTAL KZN TVET COLLEGE invites suitably qualified and experienced service providers to submit bids for the leasing of thirteen (13) vehicles for a period of thirty-six (36) months.

The successful bidder will be required to provide fully maintained, insured, and roadworthy vehicles as specified in this document.

2. REGISTRATION ON CENTRAL SUPPLIER DATABASE

The bidder must be registered on Central Supplier Database (CSD) to do business with the College. A copy of CSD Report must be submitted with the bid and failure to submit will result in disqualification.

3. COMPULSORY DOCUMENTS/ COMPULSORY CONDITIONS OF THE CONTRACT

The bid must be submitted in a sealed envelope with the name of the company, item description and bid number clearly marked on the envelope. The following documents **must** be submitted with the proposal.

- Company profile and proof of capacity to provide vehicle leasing services.
- At least three (3) previous contracts for vehicle leasing or fleet management. (lease agreements, Service level agreements or Memorandum of Understanding (MOUs)
- Proof of fleet ownership or access to vehicles (e.g., lease agreements, manufacturer partnerships). At least 13 vehicles
- B-BBEE Certificate or Sworn Affidavit.
- Valid Tax Clearance Certificate and
- CSD Report that is not more than three (3) months old
- Public Liability Insurance for at least R1 000 000.00
- Bank Rating Letter with ratings A/B/C

3.2 Stage 2 - Functionality / Technical

The functional/technical evaluation will be based on a threshold, where Bidders who fail to achieve a minimum of 70 points out of a total of 100 points will not be considered further in the evaluation process. It should be further noted that bidders who score less than 70% in each sub-category for Functionality / technical will not be considered.

The criteria will be as follows:

- **Scoring and Threshold – See Scoring for Weighting**

Item	Functionality Criteria	Means of verification	POINTS IN %	Points Scored
1	Locality of the Bidder Head Office within Durban and surroundings (25%) Head Office in KwaZulu Natal (15%) Branch Office Operating within KwaZulu Natal (10%)	Municipality Bills, Business Letters, Lease agreements & Title deeds.	25%	
2	Experience in Vehicle Leasing 1 contract = 4 % 2 contracts = 8 % 3 contracts = 12 % 4 contracts = 16 % 5 contracts = 25 %	Reference Letters	25%	
3	Fleet availability and condition 2 -3 Vehicles = 5% 4-6 Vehicles = 10% 8-10 Vehicles= 16% 12 Or more vehicles = 25%	Logbooks/ Proof of ownership	25%	

4.	Financial Capacity. Submission of valid proof of financial capacity issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business Non-submission of proof of duly completed and signed financial capacity in accordance with the law (0%) • Submission of a valid letter from financial institution to the monetary value of below R1000 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the value of R1000 000.00 and below. (15%) • Valid letter from financial institution to the monetary value of between R1000 001.00 and R1500 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value of between R1000 001.00 and R1500 000.00 (20%) • Valid letter from financial institution to the monetary value of between R1500 001.00 and R2000 000.00 issued by a financial institution authorized to offer credit in terms of National Credit Act 34 of 2005 or proof of overdraft facility in the name of the business to the monetary value of between R1500 001.00 and R2000 000.00 (25%)	Letter from the approved financial institution and credit overdraft statement	25%	
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TOTAL – PHASE 2	100%	
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4. DECLARATION OF INTEREST

4.1 Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where -

The bidder is employed by the state; and/or

The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

4.2 To give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.2.1 Full Name of bidder or his or her representative:

Identity Number.....

Position occupied in the Company (director, trustee, shareholder²):

Company Registration Number:

Tax Reference Number:

VAT Registration Number:

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ “State” means–

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or

(e) Parliament.

2" Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

4.2.3 Are you or any person connected with the bidder presently employed by the state? **YES/NO**

- If so, furnish the following particulars:

Name of person / director / trustee / shareholder/
member.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution.....

Any other particulars:

.....

.....

.....

- If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

- If yes, did you attach proof of such authority to the bid document **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid).

- If no, furnish reasons for non-submission of such proof:

.....

.....

.....

- Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES/NO**

- If so, furnish particulars:

.....

.....

.....

Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

If so, furnish particulars.

.....

.....

4.2.4 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

If so, furnish particulars.

.....

.....

.....

• Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether they are bidding for this contract? **YES/NO**

• If so, furnish particulars:

.....

.....

.....

Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Persal Number

• **DECLARATION**

I, THE UNDERSIGNED (FULL NAMES & SURNAME)

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

5. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

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This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

- **GENERAL CONDITIONS**

- The following preference point systems are applicable to all bids:
the 80/20 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

- The value of this bid is estimated to **not** exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

- Points for this bid shall be awarded for:

- a. Price; and
- b. B-BBEE Status Level of Contributor.

- The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

- The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

- **DEFINITIONS**

- a. **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- b. **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- c. **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- d. **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- e. **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- f. **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- g. **“prices”** includes all applicable taxes less all unconditional discounts;
- h. **“proof of B-BBEE status level of contributor”** means:
 - B-BBEE Status level certificate issued by an authorized body or person;
 - A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - Any other requirement prescribed in terms of the B-BBEE Act;
- a. **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- a. **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

POINTS AWARDED FOR PRICE

- **THE 80/20 PREFERENCE POINT SYSTEMS**

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

80/20

$$\text{Price Points} = 80 \times (1 - \frac{P_{\text{min}} - P}{P_{\text{min}} - P_{\text{min}}})$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

- **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**
- In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- **BID DECLARATION**
- Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:
- **B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**
- B-BBEE Status Level of Contributor: =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.
- **SUB-CONTRACTING**
- Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

YES	☐	NO	☐
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- If yes, indicate:
 - What percentage of the contract will be subcontracted.....%
 - The name of the sub-contractor.....
 - The B-BBEE status level of the sub-contractor.....
 - Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

SECTION 6

6.1 GENERAL CONDITIONS

- The contract shall be for a fixed period of 36 months from the date of commencement.
- Escalation of rates will be in according to the inflation rate of the financial year.
- The College reserves the right to terminate the contract within 30 days' notice in the event of non-performance.
- The lessor must provide monthly fleet reports, including vehicle condition and mileage.
- Vehicles must be delivered to the College within 30 days of award.
- Delivery will be inspected for compliance with specifications before acceptance.
- The College reserves the right not to accept the lowest or any bid.
- Late, faxed, or emailed bids will not be accepted.
- All bids must be submitted in a sealed envelope marked with the bid number and description.
- The successful bidder may not sublease or subcontract without written approval of the College.
- Ownership of all vehicles remains with the lessor; the lessee shall not incur any liability.

6.2 SCOPE OF WORK

The successful service provider will be required to lease and maintain the following vehicles for Coastal KZN TVET College:

Vehicle Type	Quantity	Transmission	Engine Capacity	Seating Capacity	Fuel Type
Double Cab Bakkies	2	auto/ manual	2.0l -2.5l	5	Diesel
Standard Sedans	5	3 Manual and 2 Automatic	1.4l-2l	5	Petrol
7-Seater Vehicles	3	Manual	1.4l-2l	7	Petrol
Single Cab Bakkies	2	Manual	2.0l -2.5l	2	Diesel
22-seater bus	1	Automatic/ manual		22	Diesel

6.3 VEHICLE SPECIFICATIONS AND REQUIREMENTS

All leased vehicles must meet the following minimum requirements:

Condition:

Vehicles must be brand new

Odometer reading must not exceed 1,000 km at handover.

Registration & Licensing:

Fully registered and licensed in the name of the lessor, with copies provided to the College.

License renewals must be done by the lessor at their cost for the duration of the contract.

Insurance:

Comprehensive insurance must be provided by the lessor.

Insurance must cover theft, fire, accidents, natural disasters and third-party liability.

Maintenance & Repairs:

All servicing and repairs (mechanical, electrical, and bodywork) to be carried out at the lessor's cost.

Vehicles must be serviced according to manufacturer specifications.

The lessor shall provide a service schedule for each vehicle.

Replacement Vehicles:

When any vehicle is taken for service or repair, a replacement vehicle of similar class must be provided within 24 hours to ensure continuity of College operations.

Breakdowns and Emergencies:

24-hour roadside assistance must be available.

Contact numbers for emergencies must be provided.

Branding:

Vehicles must be branded with the Coastal KZN TVET College logo.

Fuel:

The College will be responsible for fuel costs unless otherwise specified.

Tracking System:

All vehicles must be fitted with a GPS tracking device with live monitoring capability for lessee's vehicle management

College Vehicle Replacement Cycle

Should any vehicle become uneconomical to repair or remain unserviceable for more than 5 working days, the lessor must replace it with an equivalent vehicle at no additional costs.

6.4 PRICING SCHEDULE

Vehicle Type	Quantity	Monthly Cost per Vehicle (Incl. VAT)	Total Monthly Cost	36-Month Total
Double Cab Bakkie (Manual)	2	R_____	R_____	R_____
Sedan (Standard)	5	R_____	R_____	R_____
7-Seater	3	R_____	R_____	R_____
Single Cab Bakkie (Manual)	2	R_____	R_____	R_____
22 seater bus	1	R-----		
TOTAL (36 Months)	13			R_____

SECTION 7

SUMMARY FOR BID OPENING PURPOSES ONLY

(To be completed by Bidder)

BID NUMBER: VEH CKZN 01/2025

- BID PRICE INCLUDING VAT: R.....
- AMOUNT IN WORDS:
.....
- TIME FOR COMPLETION/DELIVERY: within **30 days**

IMPORTANT

Mark appropriate block with "X"

- HAVE ANY ALTERATIONS BEEN MADE? YES/NO
- HAS AN ALTERNATIVE BID BEEN SUBMITTED? YES/ NO
- ***IF APPLICABLE:*** DID THE BIDDER ATTEND THE OFFICIAL BRIEFING SESSION/ COMPULSORY SITE INSPECTION?
YES/ NO

NAME OF COMPANY:	SIGNATURE:	DATE:
.....		

SECTION 8

8. TENDER / PROPOSAL SUBMISSION INSTRUCTIONS

Completed proposals must be submitted in a sealed and clearly marked envelope (**LEASING OF MOTOR VEHICLES**) with the tender reference number **VEH CKZN 01/2025** . They must be physically submitted to the at CAO (Central Administration Office) at 50051 Mfundu Mngadi Drive, KwaMakhutha Township, 4126.

SUBMISSIONS FOR PROPOSALS WILL CLOSE ON Friday 16 January 2026 AT 12:00 NOON.

➤ No late or proposals will be accepted.

For enquiries contact:

Mr P.N. Khanyile (**SCM MANAGER**)

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