



LOCAL MUNICIPALITY – UMKHANDLU WENDAWO
SUPPLY CHAIN MANAGEMENT UNIT
259 KINGSWAY STREET, BERGVILLE, 3350
Tel: 036 448 8000 Ext. 8054 Fax: 036 448 1986/ 0867741577

Reference no: SCM04/2017 -2018

Date: 01 SEPTEMBER 2017

RFQ: SUPPLY AND DELIVERY OF A4 HEAVEY MOTOR VEHICLE TEST REPORT C1/C

Quotations are hereby invited from interested suppliers with a proven track record in terms of Section 83 of the Municipal System Act, Act 32 of 2000 (as amended) and Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for supply and delivery of 300 X A4 heavy motor test report C1/C

SPECIFICATION ATTACHED

Quantity 300

NB: Top 5 suppliers will be requested to submit the samples

Queries may be directed to the following officials during office hours Mr B.S Mabuya @ 072 596 2282

QUOTE SUBMISSION

Quotations must appear on an official letterhead or be endorsed by the official stamp of the submitting entity. Quotations must be submitted in a sealed envelope (which is clearly marked with the reference number above) in the Municipal tender box, by no later than: **12 September 2017 at 11:00**.

The following conditions, read together with the Municipality's SCM Policy will apply:

- Suppliers must be registered on the Okhahlamba Local Municipality Supplier data base. Registration forms can be e-mailed on request, downloaded from our website or collected from our offices.
- Suppliers must be registered on the National Treasury Central Supplier Database (CSD). Suppliers can use the following link to register: www.csd.gov.za
- Suppliers must submit a valid Tax Clearance Certificate or
- An Income Tax number and Tax Clearance Certificate number/ Tax Compliance Status Pin
- An original or certified copy of valid B-BBEE certificate as these are used in the evaluation processes
- Quotes will be evaluated on the 80/20 preferential points system.
- Suppliers must effect delivery within 7 (seven) working days of receiving an order.
- Where a supplier is unable to deliver within this period, the Municipality must be contacted in writing and the Municipality will determine whether the order will be cancelled or an extension for delivery will be granted.
- Delivery will only be accepted during office hours.
- The Declaration of interest (MBD4) form must be completed and attached.
- The Okhahlamba Local Municipality is not bound to accept the lowest or any bid and reserves the right to accept the whole or part of a bid.
- Proof of previous experience for the supply and delivery of requested books must be attached.

YARD TEST and ROAD TEST	
ROADWORTHINESS	Remarks: _____
VIOLATION OF TRAFFIC LAW	Remarks: _____
UNCONTROLLED/DANGEROUS ACTION	Remarks: _____
COLLISION/MECH. FAIL	Remarks: _____
COURTESY	(1) Lack of _____ Remarks: _____
YARD TEST	
PRE-TRIP INSPECTION (int)	(1) Un.veh _____ (2) Drs _____ (1) P.br _____ (1) N/P _____ (1) Obstr _____ (1) Seat _____ (2) Adj.mir _____ (1) Op.lts _____ (1) Op.lnd _____ (1) Op.wip _____ (1) Op.horn _____ Remarks: _____
PRE-TRIP INSPECTION (ext)	(1) Wip _____ (1) Wheel _____ (1) Eng.c _____ (5) Coup _____ (1) Len/Ref _____ (1) F.cap _____ Remarks: _____
ALLEY DOCKING	Roll _____ (2) P.br _____ (1) P.br.rat _____ (5) Obs _____ (5) Sig _____ (1) Gear _____ (1) Move _____ (1) Stall _____ (1) Count.st _____ Obstacles _____ T. line _____ No.att _____ (4) Sig.can _____ Remarks: _____
LEFT TURN	(3) Mir _____ (5) Bl.sp _____ (5) Sig _____ (4) Sig.can _____ (1) Mir.whilst car _____ M.kerb/T.line _____ No.att _____ Remarks: _____
REVERSE	Roll _____ (2) P.br _____ (5) Obs _____ (1) Gear _____ (1) Move _____ (1) Stall _____ T. line _____ No.att _____ Remarks: _____

INCLINE START	Roll _____ (5) P.br _____ (1) P.br.rat _____ (1) N/D _____ (5) Obs _____ (5) Sig _____ (1) Gear _____ (1) Move _____ (1) Stall _____ (4) Sig.can _____ Remarks: _____																					
ROAD TEST																						
STARTING	(2) P.br _____ (1) P.br.rat _____ (1) N/P _____ (1) Choke _____ (1) Str.eng _____ (1) Warn.lts/gauges _____ (2) Br.press _____ Remarks: _____																					
MOVING OFF	(5) Obs _____ (5) Sig _____ (1) Gear _____ (1) W.T.L. _____ (1) Move _____ (1) Stall _____ Roll _____ (4) Sig.can _____ Remarks: _____																					
STEERING	(1) Method _____ (5) Obs _____ (4) Wide/Cut _____ (2) Wand _____ (2) Pos _____ (2) Strad _____ Remarks: _____																					
CLUTCH	(1) Sm/co _____ (1) Slips _____ (1) Rides _____ (3) Coasts _____ (1) Dub.CLT _____ Remarks: _____																					
GEAR CHANGING	(1) Gear _____ (1) Sm/co _____ (5) Eyes _____ (4) Whilst car _____ (1) Needless _____ Coasts _____ Remarks: _____																					
SIGNALLING	(3) Mir _____ (5) Bl.sp _____ (3) Hand.R _____ (3) Hand.L _____ (3) Hand.S _____ (1) Horn _____ Remarks: _____																					
TIME	<table border="1"> <tr> <th>TIME</th> <th>YARD TEST</th> <th>ROAD TEST</th> </tr> <tr> <td>STOPWATCH</td> <td></td> <td></td> </tr> <tr> <td>ACTUAL TIME</td> <td></td> <td></td> </tr> <tr> <td>DURATION</td> <td>..... Min</td> <td>..... Min</td> </tr> <tr> <td>PENALTY POINTS</td> <td colspan="2" style="text-align: center;">20</td> </tr> <tr> <td></td> <td>PASS</td> <td>FAIL</td> </tr> <tr> <td></td> <td></td> <td>DEFERRED</td> </tr> </table>	TIME	YARD TEST	ROAD TEST	STOPWATCH			ACTUAL TIME			DURATION Min Min	PENALTY POINTS	20			PASS	FAIL			DEFERRED
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LANE CHANGING	(3) Mir _____ (5) Bl.sp _____ (5) Sig _____ (4) Sig.can _____ Remarks: _____												
OVERTAKING	<table border="1"> <tr> <th>Left</th> <th>Right</th> </tr> <tr> <td>(3) Mir _____</td> <td>(3) Mir _____</td> </tr> <tr> <td>(5) Bl.sp _____</td> <td>(5) Bl.sp _____</td> </tr> <tr> <td>(5) Sig _____</td> <td>(5) Sig _____</td> </tr> <tr> <td>(4) Sig.can _____</td> <td>(4) Sig.can _____</td> </tr> <tr> <td>(5) Cl.sp _____</td> <td>(5) Cl.sp _____</td> </tr> </table> Remarks: _____	Left	Right	(3) Mir _____	(3) Mir _____	(5) Bl.sp _____	(5) Bl.sp _____	(5) Sig _____	(5) Sig _____	(4) Sig.can _____	(4) Sig.can _____	(5) Cl.sp _____	(5) Cl.sp _____
Left	Right												
(3) Mir _____	(3) Mir _____												
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(5) Sig _____	(5) Sig _____												
(4) Sig.can _____	(4) Sig.can _____												
(5) Cl.sp _____	(5) Cl.sp _____												
INTERSECTION / VEHELENT	(3) Mir _____ (5) Bl.sp _____ (5) Sig _____ (3) Ln.chng _____ (5) Ch.R/L _____ (4) Pos.turn _____ (3) Wheels _____ (4) Sig.can _____ Remarks: _____												
SPEED CONTROL	(3) Mir _____ (5) Fast _____ (5) Slow _____ (1) Acc _____ (1) Dec _____ (1) Exht.br _____ (2) Br _____ (5) Fod.dist _____ Remarks: _____												
STOPPING	(3) Mir _____ (5) Bl.sp _____ (5) Sig _____ (2) Br _____ (1) Exht.br _____ (1) Dis.cl _____ (5) Cl.sp _____ (2) P.br _____ (1) N/D/P _____ (4) Sig.can _____ (1) Needless _____ Remarks: _____												
FREEWAYS	<table border="1"> <tr> <th>Ent</th> <th>Ex</th> </tr> <tr> <td>(3) Mir _____</td> <td>(3) Mir _____</td> </tr> <tr> <td>(5) Bl.sp _____</td> <td>(5) Bl.sp _____</td> </tr> <tr> <td>(5) Sig _____</td> <td>(5) Sig _____</td> </tr> <tr> <td>(4) Sig.can _____</td> <td>(4) Sig.can _____</td> </tr> <tr> <td>(5) Cl.sp _____</td> <td>(5) Cl.sp _____</td> </tr> </table> Remarks: _____	Ent	Ex	(3) Mir _____	(3) Mir _____	(5) Bl.sp _____	(5) Bl.sp _____	(5) Sig _____	(5) Sig _____	(4) Sig.can _____	(4) Sig.can _____	(5) Cl.sp _____	(5) Cl.sp _____
Ent	Ex												
(3) Mir _____	(3) Mir _____												
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(5) Sig _____	(5) Sig _____												
(4) Sig.can _____	(4) Sig.can _____												
(5) Cl.sp _____	(5) Cl.sp _____												
GENERAL REMARKS													
EXAMINER NAME (print) _____													
EXAMINER INFRA No. _____													
EXAMINER SIGNATURE _____													
DATE OF TEST _____													
COPY RECEIVED BY: _____													
DRIVER SIGNATURE _____													

SPECIFICATION FOR MOTOR VEHICLE TEST REPORT (C1/C)

A4 motor vehicle test report (EC1/EC) printed 1 colour 2sides 50sets per book, collated and stitched with overlay cover

Size: 310mm x 225mm (| Finished)

Stock: Blue CB NCR Paper

Pink CFB NCR Paper

Yellow CF NCR Paper

MBD 4

DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state¹.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

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

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder