



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: SCM74/2016 -2017

Date: 10 April 2017

RFQ: FOR SUPPLY AND DELIVERY OF A4 HEAVEY MOTOR VEHICLE TEST REPORTS

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 Heavy motor vehicle test reports.

The details of the specification is attached.

200 X A4 Heavy motor vehicle test report for code C1/C
200 X A4 Heavy motor vehicle test report for code EC1/CE

NB: Shortlisted service providers will be required to submit samples.

Queries may be directed to the following officials during office hours:
Mr BS. Mabuya on 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:
24 April 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
- A 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.

NAME _____ ID No _____ CODE APPLIED FOR **EC1** **EC**

L/LIC. No. _____ CODE _____ PLACE ISSUED _____ EXPIRY DATE _____

VEHICLE MAKE _____ **AUT.** **MAN.** REG No. _____ REG No. _____

PHYSICAL DISABILITIES _____ APPOINTMENT TIME _____ WEATHER **WET** **DRY**

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) Dra (1) P.br (1) N/P (1) Obstr (1) Seat (2) Adj mir (1) Op.hs (1) Op.ind (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.cnr 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) N/D (5) Obs (5) Sig (1) Gear (1) Move (1) Stall (4) Sig.can Remarks	
ROAD TEST	
STARTING (2) P.br (1) N/P (1) Choke (1) Str.ong (1) Warn.ts/pauges (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) Whist.cnr (1) Needless Coasts Remarks	
SIGNALLING (3) Mir (5) Bl.sp (3) Hand.R (3) Hand.L (3) Hand.S (1) Horn Remarks	
TIME	YARD TEST
STOPWATCH	ROAD TEST
ACTUAL TIME	
DURATION	Min Min
PENALTY POINTS	20
PASS	FAIL
DEFERRED	

LANE CHANGING (3) Mir (5) Bl.sp (5) Sig (4) Sig.can Remarks	
OVERTAKING Left Right (3) Mir (5) Bl.sp (5) Sig (4) Sig.can (5) Cl.sp Remarks	
INTERSECTION / VEH.ENT (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) Fol.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 Ent Ex (3) Mir (5) Bl.sp (5) Sig (4) Sig.can (5) Cl.sp Remarks	
GENERAL REMARKS	
EXAMINER NAME (print)	
EXAMINER INFRA No	
EXAMINER SIGNATURE	
DATE OF TEST	
COPY RECEIVED BY	
DRIVER SIGNATURE	

NAME _____ ID No _____ CODE APPLIED FOR **C1** **C**

LJ/LC No _____ CODE _____ PLACE ISSUED _____ EXPIRY DATE _____

VEHICLE MAKE _____ **AUT.** **MAN.** REGISTRATION No. _____

PHYSICAL DISABILITIES _____ APPOINTMENT TIME _____ WEATHER **WET** **DRY**

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 its (1) Op ind (1) Op wip (1) Op hom 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 whitst.cnr 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 its/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/coo (1) Slips (1) Rides (3) Coasts (1) Dub CLT Remarks	
GEAR CHANGING	(1) Gear (1) Sm/coo (5) Eyes (4) Whist.cnr (1) Needless Coasts Remarks	
SIGNALLING	(3) Mir (5) Bl.sp (3) Hand.R (3) Hand.L (3) Hand.S (1) Horn Remarks	
TIME	YARD TEST	ROAD TEST
STOPWATCH		
ACTUAL TIME		
DURATION	Min	Min
PENALTY POINTS	20	
PASS	FAIL	DEFERRED

LANE CHANGING	(3) Mir (5) Bl.sp (5) Sig (4) Sig can Remarks
OVERTAKING	Left Right (3) Mir (5) Bl.sp (5) Sig (4) Sig can (5) Cl.sp Remarks
INTERSECTION / VE.HENT	(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) Fol 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	Ent Ex (3) Mir (5) Bl.sp (5) Sig (4) Sig can (5) Cl.sp Remarks
GENERAL REMARKS	
EXAMINER NAME (print)	
EXAMINER INFRA No.	
EXAMINER SIGNATURE	
DATE OF TEST	
COPY RECEIVED BY:	
DRIVER SIGNATURE	

DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the state*. 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 and/or take an oath declaring his/her interest.

1 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1.1 Full Name:

1.2 Identity Number:

1.3 Company Registration Number:

1.4 Tax Reference Number:

1.5 VAT Registration Number:

1.6 Are you presently in the service of the state*

YES / NO

1.6.1 If so, furnish particulars.

.....
.....

1.7 Have you been in the service of the state for the past

YES

* MSCM 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.

/ NO
twelve months?

If so, furnish particulars.

1.8 Do you, have any relationship (family, friend, other) with persons in
YES / NO

The service of the state and who may be involved with the evaluation
or adjudication of this bid?

1.8.1 If so, furnish particulars.

.....
.....

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

1.9.1 If so, furnish particulars

.....
.....

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

YES

1.10.1 If so, furnish particulars.

.....
.....

Are any spouse, child or parent of the company's directors,
managers, principle shareholders or stakeholders in service of the state?

1.11 If so, furnish particulars

.....

CERTIFICATION

I, THE UNDERSIGNED

(NAME)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS CORRECT.**

**I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder