

TERMS OF REFERENCE: PROCUREMENT OF SEDAN VEHICLES FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION.

1. PURPOSE

To request prospective bidders to submit bids on the supply of sixteen (16) sedan vehicles to the Department of International Relations and Cooperation ("DIRCO").

2. BACKGROUND

The existing fleet of vehicles within DIRCO requires replacement, enabling DIRCO to render an effective and reliable transport service to its employees and clients.

3. PROJECT DISCRPTION

To appoint a service provider to supply sixteen (16) sedan vehicles in terms of the specifications to DIRCO to render an effective and reliable transport service to DIRCO employees and its clients.

	Minimum Requirements	Specification offered	Comply / do not comply
Design: Wheels & Tyres			
Wheel type	Alloy		
Spare wheel	In boot (Full size)		
Design: Body			
Configuration	4-door sedan		
Bumpers	Body color		
Body color	White		
Design: Interior			
Seating	5		
Steering	Power steering		
Ventilation	Air conditioning		
Electric windows	Front and rear		
Exterior Mirrors	Electrically adjustable		
Steering wheel	Height and reach adjustable		
Radio	AM/FM		
Seat Cover	Material		
Design: Dimensions			
Luggage compartment, rear seats in use.	450 Liters		
Safety & Security:			
Airbags	Driver		
	Passenger front		
	Side airbags		
Headlamps	Halogen		
Braking system	ABS		
Windows	Smash and grab (50%)		
Gear lock	Concealed pin lock VESA and SABS approved		
Alarm	VESA – Level 4		

Door lock	Central locking		
Under the bonnet:			
Engine	1600cc		
Cylinder	4		
Transmission	5- speed Manual		
Warranty and maintenance			
Warranty	3 years / 100 000km		
Maintenance plan	5 year / 120 000km		
Delivery:			
Delivery in Pretoria (Eleven (11) x vehicles)	60 Days		
Delivery in Cape Town (Five (5) x vehicles)	60 Days		

4. EVALUATION METHODOLOGY

All the bids received will be evaluated in the following 3 phases:

4.1. Phase 1: Responsive Criteria

The minimum requirements that must be satisfied/met by prospective bidders in order to pass to the next stage of the evaluation process are:

- 4.1.1. Valid Tax Clearance Certificate submitted with bid documents.
- 4.1.2. Complete all Standard Bid Documents (SBD).
- 4.1.3. No partial bids will be allowed.
- 4.1.4. All prices should include delivery, licensing, registration and number plates.
- 4.1.5. All prices should include the warranty and maintenance plan.
- 4.1.6. Only bids from bidders accredited with the Retail Motor Industry Organization (RMI) will be considered - Please attach proof of accreditation.

4.2. Phase 2: Vehicle inspection

- A bidder that scores less than 60 points out of 100 in respect of the inspection will be regarded as submitting a non-responsive bid and will be disqualified.

Inspection Criteria	Points
-	-
- Design: Wheels & Tyres:	- 10
- Design: Body:	- 10
- Design: Interior:	- 10
- Design: Dimensions:	- 10
- Safety & Security:	- 20
- Under the bonnet:	- 10
- Warranty and maintenance:	- 10
- Delivery:	- 20
- Total	- 100

4.3. Phase 3: Price and preference points

The values and its respective preference point system are outlined:

- The applicable formula 90/10 will be utilized to evaluate the bid, of which ninety (90) points are allocated for price and for the remaining ten (10) points certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD 6.1 and SBD 6.4 that must be completed in detail.

B-BBEE Status Level of Contributor	Number of points (90/ 10)
1	10
2	9
3	8
4	7
5	6
6	5
7	3
8	1
Non-compliant contributor	0

- DIRCO is committed to the promotion of Black Economic Empowerment (BEE) and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000) ("PPPFA"). Bidders are requested to provide information on their BEE status and how they will ensure fulfilment of the Broad Based BEE objectives through this tender.
- In the evaluation of the bidders, DIRCO will also be guided by the Integrated National Black Economic Empowerment Strategy, which provides a framework for economic growth with black participation as a fundamental pillar. The specific guiding principles will be transformation, employment equity, skills development, affirmative procurement and Corporate Social Responsibility ("CSR").

5. SPECIAL CONDITIONS

ASPECTS	COMMENTS	YES	NO
5.1 Delivery	Delivery cost should be included in bid		
5.2 Maintenance and Repairs	The vehicle offered should be serviceable in all major centers on the Maintenance Contract to no additional cost to the Department.		
5.3 Payment	Payment will be effected within 30 days of delivery (No deposits will be payable).		
5.4 Inspection	Proposed vehicle should be made available for inspection.		
5.5 Delivery	Penalties for late or non delivery will be applicable in terms of the General Conditions of Contract (GCC), as per Bid Documents supplied.		

6. GENERAL CONDITIONS

6.1. Tender evaluation can only be done on the basis of information, which was asked for. The comprehensiveness of the bid can therefore be decisive in awarding thereof.

6.2. In case of a consortium, i.e. if companies enter into a joint venture for the purpose of this tender, the bid must clearly indicate how the supply of the vehicles, will be split between the companies. The percentage involvement of the different companies in the joint venture must be stipulated. Though only one contract will be entered into with the consortium, DIRCO reserves the right to audit the actual supply allocation between the companies.

6.3. The General Conditions of Contract will be applicable to this bid:

6.3.1. DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of bids.

6.3.2. Please take note that DIRCO is not obliged to select any of the bidders submitting proposals.

6.3.3. Please take note that DIRCO has the right to appoint more than one bidder.

6.3.4. No partial bids will be allowed.

6.3.5. All prices should include delivery, licensing, registration and number plates, for every vehicle.

6.3.6. All prices should include the warranty and maintenance plan.

7. FEES AND PAYMENT SCHEDULE

7.1. Fees must be quoted in South African currency.

7.2. All prices quoted must include VAT.

7.3. Bidders should take note that DIRCO will pay within 30 days after the receipt of invoice and the vehicles have been delivered.

- 7.4. The format of the quotation must be the same as the specification list attached to this document (SBD 3.1). Please do not submit in any other format.
- 7.5. The Bid must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO, OR Tambo Building 460, Soutpansberg Road, Rietondale, Pretoria.

8. CONTACT PERSONS AND SUBMISSIONS

- All enquiries can be directed to Supply Chain Management as per fax: 012 329 1267
- Enquiries pertaining to the completion of tender documents can be directed to the Bid Office: Tel.: 012 301 8538/8537/8594/8674.
- Prospective service providers should submit their proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand: Security (Reception),
OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria, 0001

Post: Department of International Relations and Cooperation
Private Bag X 152
Pretoria, 0001

Submissions should be posted to be received or hand delivered to mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.