



**REQUEST FOR QUOTATION: Supply of 13X 7-8 Seater Minibuses with trailers and fuel Cards**

Date of Reissue: 25 April 2024

Closing Date: 29 April 2024

Quotation Reference Number: **RFQ644/2024**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	<b>SPECIFICATION BELOW</b>	13X 7-8 Seater Minibuses with trailers and fuel cards		

**M Tshipepele**

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**FOR SECRETARY TO PARLIAMENT**

**(BUSINESS UNIT OR SCM TO SIGN HERE)**

**1. GENERAL CONDITIONS**

- ✓ Quotations will be evaluated on 80 /20 preference point system.
- ✓ 80 points allocated for price and 20 points allocated for HDI and RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament
- ✓ Preference Points will be awarded to tenderers for completing column 3 and supplying the supporting documents listed in column 4 below. Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.
- ✓ Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.

1. Specific Goals	2. Number of Points	3. Points claimed by the Tenderer	4. Tenderers must supply the following documents when claiming preference points
<b>HDI'S</b>			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
<b>RDP GOALS</b>			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to [mtshipepele@parliament.gov.za](mailto:mtshipepele@parliament.gov.za)
- ✓ Further information regarding this quote may be obtained from to [rmabunda@parliament.gov.za](mailto:rmabunda@parliament.gov.za)
- ✓ All quotations received after the closing date will not be accepted.
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy.
- ✓ All suppliers are required to fill in and submit the declaration of interest document.
- ✓ A current list of references where similar work was undertaken should be supplied.
- ✓ All suppliers must submit valid tax pin and all supporting documents as per the specific goals table.

## 2. SPECIFIC CONDITIONS

- ✓ The appointment of the supplier will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost; market related prices will be negotiated with the preferred supplier.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Suppliers are prohibited from using Parliament's logo on their proposal.
- ✓ The RFQ document must be completed in full, and the declaration of interest form must be filled in, signed, stamped by a Commissioner of Oaths, and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by supplier for a period of 3 months unless the supplier's details has changed in said period.
- ✓ Failure to submit all documents as required might result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in the procurement process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request suppliers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/tender to the highest scoring tenderer if such a tenderer has been awarded a tender by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/tender.
- ✓ Parliament reserves the right to re-appoint or extend the service of the supplier where there is a natural continuation of assignments.
- ✓ Tenderers will qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim, however information on CSD that Parliament considers valid will also be considered.

## 3. HDI GOALS

The below mentioned HDI and RDP goals will be applicable to this RFQ as identified in paragraph 8, 6 of the preferential procurement policy of Parliament.

Specific goals	Means of Verification:	Comments:
Black	Identity Document /CSD/ CK document	African, Indian, and Coloured are classified as Black
Women	Identity Document /CSD/ CK document	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with Disabilities	Medical Certificate/CSD	Only a qualified medical practitioner can certify a disability.
SMME	CSD/ Annual Financial Statement or written confirmation from accountant	Annual turnover as declared on CSD or verified through annual financial statements or written confirmation from the accountant.
Youth	Identity Document /CSD/ CK document	Ages between 18 – 35

**SUPPLIER INFORMATION FORM**

<b>REGISTERED NAME</b>		
<b>TRADING NAME (IF APPLICABLE)</b>		
<b>COMPANY REGISTRATION NUMBER (or ID)</b>		
<b>VAT REGISTRATION NUMBER</b>		
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>		
<b>TAX COMPLIANCE STATUS PIN</b>		
<b>TAX COMPLIANCE STATUS PIN EXPIRY DATE</b>		
<b>INCOME TAX NUMBER</b>		
<b>PHYSICAL ADDRESS</b>	<b>ADDRESS</b>	
	<b>CITY/TOWN</b>	
	<b>POSTAL CODE</b>	
<b>POSTAL ADDRESS</b>	<b>ADDRESS</b>	
	<b>CITY/TOWN</b>	
	<b>POSTAL CODE</b>	
<b>CONTACT DETAILS</b>	<b>OFFICE</b>	
	<b>CELLPHONE</b>	
	<b>FAX</b>	
	<b>EMAIL</b>	
<b>CONTACT PERSON</b>		
<b>BANK DETAILS</b>	<b>BANK NAME</b>	
	<b>BRANCH CODE</b>	
	<b>ACCOUNT NUMBER</b>	
	<b>ACCOUNT NAME</b>	

- ✓ I .....hereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

\_\_\_\_\_  
**Signature**  
 (Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

\_\_\_\_\_  
**Date**

**PRODUCT OR SERVICE DESCRIPTION**

**OBJECTIVES**

The broad objectives of this RFQ include:

- To provide prospective service providers with adequate information to understand and respond to Parliament's requirements for car rental service provider.
- To ensure uniformity in the responses received from each prospective service provider.
- To provide a structured framework for the evaluation of proposals.

**PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)**

Parliament seeks to identify and appoint suitable car rental company(ies) to provide all car rental services required at specified times for the duration of the Programme for the Members and Guests of Parliament.

The purpose of this RFQ is to contract with a suitably qualified service provider(s) with the requisite capacity to execute this project within the desired quality, scope, time frame and cost for Parliament.

**SCOPE OF SERVICES REQUIRED**

Successful service provider(s) will be required to provide car rental service according to the Programme and as per the directive from Parliament of the Republic of South Africa.

**CAR RENTAL SERVICES - SUPPLY OF 13 7-8 SEATERS WITH TRAILERS AND FUEL CARDS**

Collection date: 09 JUNE 2024  
Collection time: TBC  
Collection Points: CAPE TOWN INTERNATIONAL AIRPORT

Return date: 14 JUNE 2024  
Return time: TBC.  
Return Point: CAPE TOWN INTERNATIONAL AIRPORT

**ADDITIONAL INFORMATION:**

- TRAVEL DATES ARE SUBJECT TO CHANGE. WRITTEN NOTICE WILL BE ISSUED TO POTENTIAL SUPPLIERS
- NUMBER OF VEHICLES TO BE COLLECTED AT EACH PICKUP POINT WILL BE COMMUNICATED TO POTENTIAL SUPPLIERS
- PARLIAMENT RESERVES THE RIGHT TO VARY TRAVELING POINTS. QUOTES TO INDICATE RATE PER DAY
- SERVICES MUST BE FLEXIBLE TO ACCOMMODATE ANY POTENTIAL ADJUSTMENTS

**MANDATORY FUNCTIONAL REQUIREMENTS**

REQUIREMENTS	INDICATE YES OR NO	COMMENTS
Vehicles must be clean, roadworthy, and licensed.		
Vehicles must be sufficiently equipped with fuel and all required parts & accessories to complete each journey.		
The vehicles must comply with safety standards required for its use.		
Suppliers must be able to provide a back-up vehicle/s in case of breakdown, accidents, etc. of their assigned vehicles		

**BACKGROUND AND EXPERIENCE IN THE INDUSTRY**

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

**PROPOSED PRICING SCHEDULE**

Area: Cape Town, Western Cape Province, South Africa

DESCRIPTION OF VEHICLE	NUMBER OF VEHICLES	INDICATE PRICE PER VEHICLE PER DAY (INCLUSIVE OF VAT)	SUB-TOTAL
7-8 - Seater Minibus with trailers and Fuel Cards	X 13	R _____	R _____
<b>TOTAL</b>			R _____

**NB: At Parliament's discretion a site inspection may be conducted. Parliament will visit the selected service providers' premises with the objective of verifying facts of the bidders as contained in their respective bid documents.**

**NB: Quotations for car rentals must clearly show additional charges (Inclusions and Exclusions)**

- Contract/admin fee.
- Fuel card admin fee.
- Refuelling fee.
- Traffic fine admin fee.
- Tourism Levy.
- Airport/Location Surcharge.
- Additional driver fee and;
- Any Other fees not captured above.

**DECLARATION OF INTEREST**

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament, or a Cabinet Member?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(b) Are you or any person connected with the tenderer, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(c) Are you or any person connected with the tenderer, employed by the state?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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**DECLARATION**

I hereby agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement.
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: \_\_\_\_\_

Identity number: \_\_\_\_\_

Signature: \_\_\_\_\_

**(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)**

No Contract to provide goods or services to Parliament may be awarded to -

- A Member of Parliament or a Member of the Cabinet
- A Member of a Provincial Legislature or a Member of a Provincial Executive Council.
- A Municipal Councillor.
- A person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

COMMISSIONER OF OATHS STAMP