

INVITATION TO SUBMIT AN EXPRESSION OF INTEREST



STEVE TSHWETE LOCAL MUNICIPALITY

PROJECT NO. BS07/06/2019

CLOSING DATE: 17/07/2019

EXPRESSION OF INTEREST FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF FLEET MANAGEMENT SYSTEM AND ADMINISTRATION OF THE MUNICIPALITY FLEET FOR THE PERIOD OF 36 MONTHS

Prospective suppliers are hereby invited from selected and qualified service providers for the appointment of a service provider for the provision of fleet management system and administration of the municipality fleet for the period of 36 months.

A compulsory clarification meeting with representatives of the Employer will take place at the Mechanical Workshop Boardroom, Service Center, Corner Protea Street and Walter Sisulu Street, Middelburg, on 25/06/2019 **starting at 10:00. Only prospective service providers who attend the compulsory clarification meeting and have submitted their expression of interest will be allowed to take part in the presentations on a date and venue to be communicated by the Municipality. Prospective service providers who do not take part in the presentations will not be invited to participate in the closed bidding process.**

Documents in respect of this submission will be obtainable on the same day from Department: Legal & Administration, Room B 207, First floor, Municipal Building, Corner Walter Sisulu and Wanderers Avenue, P.O. Box 14, Middelburg, Mpumalanga against payment of a non-refundable tender amount of R540,00. Only bank guaranteed cheques or cash will be accepted. Cheques shall be made payable to the Steve Tshwete Local Municipality. It is advised that the documents be acquired before commencement of the clarification meeting.

The closing time for the delivery of submissions is **17/07/2019** at 12:00. Telegraphic, telephonic, telex, facsimile, e-mail and late submissions will not be accepted.

Duly completed bid documents enclosed in a sealed envelope marked "APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF FLEET MANAGEMENT SYSTEM AND ADMINISTRATION OF THE MUNICIPALITY VEHICLE FLEET FOR THE PERIOD OF 36 MONTHS .

" with the name of the bidder, shall be deposited with Department: Legal & Administration, Room B207, Municipal Building, Corner Walter Sisulu and Wanderers Avenue, P O. Box 14, Middelburg, Mpumalanga 1050, Tel: (013) 249-7365 & Fax: (013) 243-2550) before 12:00 on 17/07/2019.

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BIDDER	WITNESS	EMPLOYER	WITNESS		

Queries relating to this document may be addressed during normal office hours to the Assistant Director: Fleet Management, Ms. D. Mngomezulu on 013 249 7706.

Submissions may only be submitted on the documentation that is issued.

Only prospective suppliers who score a minimum of 70 points for functionality and have participated in the presentations will be invited to participate in the closed bidding process.

This document will be used to determine the functionality and responsiveness of the prospective service providers, whereafter the qualifying service providers will be invited to take part in a closed bidding process. Prospective suppliers must not submit any financial proposals with this document. Prospective suppliers are requested to only provide the following information requested and Service Providers who fail to submit the documents indicated as compulsory will be disqualified.

- Covering letter
- Company profile
- Provision of a copy / print Tax compliance status pin
- Summary of CSD registration
- Original certified copy of valid BBBEE Certificate – (only SANAS accredited or Affidavits will be accepted)
- Company registration documents (CK documents) – **Compulsory**
- Joint Ventures must be registered on CSD as a joint venture
- Copy of current municipal account (not older than 3 months) – copy of Lease Agreement – **Compulsory**

B. KHENISA
MUNICIPAL MANAGER
 Steve Tshwete Local Municipality
 Municipal Civic Building
 Wanderers Avenue
MIDDELBURG
 1050

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