

Mandatory Requirements

Appendix Number	Description of Appendix	Requirement
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix B and B1	Technical specifications and pricing	Bidder's offer must comply with the specification and complete pricing schedule in full
Appendix C	Proof of Bank Account	Signed letter from bank (not older than 3 months)
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax clearance certification	An original valid tax clearance certificate or Tax Pin
Appendix F	B-BBEE certification	A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA
Appendix G	Declaration of Interest	Please sign point 9 of this tender document
Appendix H	Identity documents	Attached copies of certified (not older than 3 months) identity documents for all directors and shareholders
Appendix I	Address	Submit proof of servicing workshop address that bidder is within 100 km SWGC Head Office: 1822A Molele Street, c/o Koma Road & Molele Street, Molapo, Soweto, 1801 (e.g. lease, municipal rates statement, levy account, etc)
Appendix J	Dealership accreditation	Submit proof of being registered as a Motor Dealer as contemplated in the National Road Traffic Act 83 of 1996, as well as proof of accreditation
Appendix K	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.

Functionality Requirements

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 80% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1:

References table

FUNCTIONALITY CRITERIA	POINTS ALLOCATED	TOTAL POINTS ALLOCATED
Provide three (3) contactable references of contracts of similar size, value and nature (Supply and delivery of New Vehicles or lease) in the past three (3) years:		
3 References verified	=80 points	80
2 References verified	=40 points	
1 Reference verified	=20 points	
If no references are provided, the bidder will be disqualified.		
Audited Annual Financial Statements (latest)	= 20 points	20
Total Points		100