



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



ESAYIDI TVET COLLEGE (ESA)

Herein referred to as (ESA)

REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE

PROVISION OF A FLEET OF LEASED VEHICLES, INCLUDING DELIVERY, MAINTENANCE AND SUPPORT SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS

Tender No: PU2510/013

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

Proposals in response to **PU2510/013 THE PROVISION OF A FLEET OF LEASED VEHICLES, INCLUDING DELIVERY, MAINTENANCE AND SUPPORT SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

TENDER DOCUMENTS:

The closing time and date for receipt for online tender **PU2510/013** is at 11h00 AM on **Wednesday, 01 July 2026**.

Tender number	PU2510/013	
Date issued	11 June 2026	
Tender closing date	01 July 2026	Time: 11:00 AM Tender Submission will be Electronic on www.purcosa.co.za Supplier Hub- Online Tender Submission Guide
Non-Compulsory Information Session	22 June 2026	Time: 12h00 AM An online non-compulsory briefing session will be facilitated via MS Teams

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

1.1.1 PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Description	Requirement	YES	NO
RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Technical specifications and pricing	Attach fully signed technical specifications and pricing (Don't change the pricing schedule and specification)	Yes	No
Proof of Bank Account	Signed or electronically stamped letter from bank (not be older than 6 months)	Yes	No
Company registration documents	Submit copy of certified (not older than six (6) months) company registration documents	Yes	No
ID documents	Certified copy(s) of Identity Document(s) (ID) for directors/shareholders (not be older than 6 months)	Yes	No
Tax Compliance Certificate	Certified copy of valid SARS Tax compliance status (must be valid on the tender closing date)	Yes	No
B-BBEE Certification	A valid B-BBEE certificate from a SANAS accredited agency/Affidavit	Yes	No
SBD Forms	Certified (not older than six (6) months) copy of completed and signed SBD 1, SBD 4, SBD 6.1	Yes	No
Board resolution	Submit a copy of signed board resolution. Unless if you are sole proprietor	Yes	No
Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.	Yes	No

Annual Financial Statements/ Management Accounts	Provide Annual Financial (signed) statements or Management accounts for the last 2 Years	Yes	No
COIDA	Submit valid letter of good standing from the department of labour	Yes	No
SAVRALA	Submit a certified valid copy of the membership certificate issued by the Southern African Vehicle Rental and Leasing Association (SAVRALA) or an equivalent recognized industry association	Yes	No
Bank Rating Letter	Letter of Good Standing from the bank (Bank Rating Letter) (not be older than 6 months)	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

1.1.2 TAG 1: EVALUATION OF FUNCTIONALITY

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 70% and above in order to progress to the next stage of evaluation.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
Provide three (3) contactable reference letters <ul style="list-style-type: none"> • of contracts of similar nature or service • for the past five (5) years: • Letters must be clearly dated (Commencement, Completion and Duration) 3 References verified 2 References verified 1 Reference verified No evidence provided	 = 30 Points = 20 Points = 10 Points = 00 Point	30
Company profile with a list of projects completed in the same Industry Both Provided One Provided None Provided	 = 10 Points = 05 Points = 00 Points	10
Provide typical Delivery,Lead and Set up time for a standard project: Within 4 Weeks Within 4 to 6 Weeks More than 6 Weeks	 = 20 points = 10 points = 05 Points	20

<p>Proof of locality under the bidding company (Ward Councillor letter, original bank statement with address, Eskom bill, telephone bill, or rates bill only).</p> <p>Business address in Harry Gwala / Ugu district municipality</p> <p>Business Head Office address in KZN</p> <p>Business not in KZN</p>	<p>=20 Points =10 Points =00 Points</p>	<p>20</p>
<p>Proof of Maintenance/Warranties</p> <p>Provided</p> <p>None provided</p>	<p>= 10 points = 00 points</p>	<p>10</p>
<p>Proof of Insurances</p> <p>Provided</p> <p>None provided</p>	<p>= 10 points = 00 points</p>	<p>10</p>
<p>Total Points</p>		<p>100</p>

SPECIFICATION

Vehicle Leasing Specification

DESCRIPTION			QTY	MONTHLY RENTAL (INCL. VAT)
Admin	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
Curriculum	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
Exams	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
Part Time	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
Finance	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
Assets	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
SSS	7-seater vehicle, manual transmission, petrol	VW Caddy or similar	1	R
HR	7-seater vehicle, manual transmission, petrol	VW Caddy or similar	1	R
WBE	7-seater vehicle, manual transmission, petrol	VW Caddy or similar	1	R
Sizanani	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
IT	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
Central	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki		
TVETMIS	5-door hatch or 4 door sedan, automatic transmission, petrol or diesel	Toyota / Hyundai / Kia / VW / Ford / Suzuki	1	R
MONTHLY RENTAL (INCL.VAT)				R

VEHICLE LEASE SPECIFICATION

1. Introduction and description

- 1.1. The objective is to establish a contract with a SERVICE PROVIDER to provide full maintenance leasing, vehicle and driver tracking and monitoring systems to Esayidi TVET College.
- 1.2. The SERVICE PROVIDER shall provide a continuing service wherein the quality, quantity and manner of service and economy of price to the consumer are the primary considerations.
- 1.3. The leasing, vehicle and driver tracking, and monitoring system will be subject to the supervision and control of ESAYIDI TVET COLLEGE.
- 1.4. ESAYIDI TVET COLLEGE will arrange for insurance cover on the vehicles during the contract period.
- 1.5. The duration of the contract will be for a period of 3 years.

2. Description of Services Required

2.1. Full maintenance leasing, vehicle and driver tracking and monitoring system

To provide full maintenance leasing, vehicle and driver tracking and monitoring systems to Esayidi TVET College as set out below:

Vehicle specification

- Power steering
- Air conditioning
- Electric windows
- Antilock braking system (ABS)
- Airbags (driver and passenger)
- White colour
- 25-40% Tinted Smash and Grab fitted to windows
- Radio/cd
- Tow bars fitted to all 17-seater vehicles.
- Vehicles must be new
- Full Maintenance Lease for duration of lease.
- Road-side assist
- Netstar Vigil tracking to be fitted to vehicles, or similar.
- Active tracking device for all drivers. The system must be able to restrict drivers in the use of certain vehicles and if licence have expired. Management reporting required.
- Branding of new leased vehicles with ESAYIDI TVET COLLEGE branding.

3. Service provider obligations

The SERVICE PROVIDER will be responsible for the following:

- a. The appointment of a Key Contract Manager and all related personnel to provide the service required
- b. Service providers must show proof that they are members in good standing of a recognized industry regulatory body.
- c. Maintain high levels of customer satisfaction
- d. Ensure compliance to all relevant Acts and regulations governing the industry and general Occupational Health and Safety.

4. **Legislation**

The SERVICE PROVIDER is required to comply with the following Acts and Regulations:

- a. Occupational Health and Safety Act 85/1993
- b. Compensation for Occupational Injuries & Diseases Act 130/1993 (COID Act)
- c. Labour Relations Act
- d. Basic Conditions of Employment Act
- e. AARTO
- e. Any other relevant Act or Regulation