

**INVITATION TO QUOTE BEY SCM 349:**

**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE TRAINING: EXAMINE VEHICLES FOR ROAD-WORTHINESS**

Quotes are requested from registered service providers for:

Examine vehicles and road-worthiness

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| **SOUTH AFRICAN QUALIFICATIONS AUTHORITY** |

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| **REGISTERED UNIT STANDARD:** |

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| **Examine vehicles for road-worthiness** |

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| **SAQA US ID** | **UNIT STANDARD TITLE** | | | |
| 336639 | Examine vehicles for road-worthiness | | | |
| **ORIGINATOR** | | | | |
| SGB Traffic,Traffic-Related,L.Government Law Enfor | | | | |
| **PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY** | | | | |
| - | | | | |
| **FIELD** | | | **SUBFIELD** | |
| Field 08 - Law, Military Science and Security | | | Safety in Society | |
| **ABET BAND** | **UNIT STANDARD TYPE** | **PRE-2009 NQF LEVEL** | **NQF LEVEL** | **CREDITS** |
| Undefined | Regular | Level 4 | NQF Level 04 | 18 |
|  | |  |  | **SAQA DECISION NUMBER** |
|  | |  |  | SAQA 06120/18 |

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| **PURPOSE OF THE UNIT STANDARD** |

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| This Unit Standard is intended for learners who are required to determine the fitness and road-worthiness of all motor vehicles at vehicle test stations and at registering authorities. Competent motor vehicle fitness examination will contribute to minimizing traffic related accidents thereby improving the safety on South African roads.  Learners credited with this unit standard will be able to:   Verify a motor vehicle using the motor vehicle descriptors.   Categorise a motor vehicle.   Assess the systems of a motor vehicle.   Certify road-worthiness status based on assessment.   Apply customer service principles. |

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| **LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING** |

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| It is assumed that the learner has the following knowledge and skills:   The relevant drivers licence.   Communication at NQF Level 3.   Computer Literacy at NQF Level 3.   Mathematical Literacy at NQF Level 3.   Vehicle Systems Knowledge. |

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| **Specific Outcomes and Assessment Criteria:** |

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| **SPECIFIC OUTCOME 1** |

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| Verify a motor vehicle using the motor vehicle descriptors. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| An explanation is given of motor vehicle descriptors and characteristics in terms of the relevant legislation and standard operating procedures. |

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| **ASSESSMENT CRITERION 2** |

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| All validations are recorded in accordance with the relevant legislation and standard operational procedures. |

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| **SPECIFIC OUTCOME 2** |

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| Categorise a motor vehicle. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| Manufacturer plate information of the motor vehicle is verified for recording purposes. |

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| **ASSESSMENT CRITERION 2** |

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| Information plate specifications of the motor vehicle are calculated for recording purposes. |

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| **ASSESSMENT CRITERION 3** |

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| Seating and/or standing capacity of the motor vehicle is determined for all passenger carrying motor vehicles. |

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| **ASSESSMENT CRITERION 4** |

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| The type and class of the motor vehicle is determined for recording purposes. |

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| **SPECIFIC OUTCOME 3** |

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| Assess the systems of a motor vehicle. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| Tests and inspections are performed in accordance with the relevant legislation and South African National Standards codes of practice. |

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| **ASSESSMENT CRITERION 2** |

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| Irregularities/discrepancies are noted in accordance with standard operational procedures and relevant legislation. |

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| **ASSESSMENT CRITERION 3** |

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| Irregularities/discrepancies are referred to appropriate persons, bodies or organisations in accordance with standard operational procedures and relevant legislation. |

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| **ASSESSMENT CRITERION 4** |

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| The load specifications of a motor vehicle is verified as required in accordance with the relevant legislation and standard operational procedures. |

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| **ASSESSMENT CRITERION RANGE** |

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| Load specification is determined using the Road Traffic Quality Systems. |

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| **ASSESSMENT CRITERION 5** |

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| Inspection criteria are selected which are appropriate for relevant motor vehicle type and classes. |

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| **SPECIFIC OUTCOME 4** |

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| Certify road-worthiness status based on assessment. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| The motor vehicle is identified in accordance with the relevant legislation and documentation. |

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| **ASSESSMENT CRITERION 2** |

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| Defects on the motor vehicles are identified in accordance with standard operational procedures and legislation. |

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| **ASSESSMENT CRITERION 3** |

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| Certification status is determined based on assessment results and in accordance with the relevant legislation and documentation. |

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| **ASSESSMENT CRITERION 4** |

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| Road-worthiness assessment results, certification status and supporting documentation are completed for recording purposes in accordance with the standard operational procedures and legislation. |

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| **ASSESSMENT CRITERION 5** |

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| Documentation is archived in accordance with the relevant legislation and standard operational procedures. |

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| **ASSESSMENT CRITERION 6** |

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| The certification status of the motor vehicle is communicated to the driver of the vehicle. |

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| **ASSESSMENT CRITERION 7** |

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| Concluding action taken is in accordance with relevant legislation and standard operational procedure. |

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| **SPECIFIC OUTCOME 5** |

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| Apply customer service principles. |

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| **ASSESSMENT CRITERIA** |

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| **ASSESSMENT CRITERION 1** |

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| Customer service principles are explained in terms of Batho Pele principles. |

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| **ASSESSMENT CRITERION 2** |

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| Customer service principles and Batho Pele principles are demonstrated while interacting with the person whose vehicle is being examined. |

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| **UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS** |

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|  An individual wishing to be assessed (including through Recognition of Prior Learning) against this Unit Standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.   Anyone assessing a learner against this Unit Standard must be registered as an assessor with the relevant ETQA or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.   Any institution offering learning that will enable achievement of this Unit Standard or assessing this Unit Standard must be accredited as a provider with the relevant ETQA or with an ETQA that has a Memorandum of Understanding with the relevant ETQA.   Moderation of assessment will be conducted by the relevant ETQA at its discretion. |

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| **UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE** |

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|  Relevant Sections and Regulations of the National Road Traffic Act.   Organisational standard operating procedures.   South African National Standards codes.   Occupational Health and Safety Act related to the evaluation of vehicle fitness.   Electronic equipment used to evaluate the fitness of all motor vehicles.   Specific computer software (NATIS/eNATIS) utilized at the test stations to record/update vehicle fitness of all motor vehicles. |

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| **UNIT STANDARD DEVELOPMENTAL OUTCOME** |

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| N/A |

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| **UNIT STANDARD LINKAGES** |

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| N/A |

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| **Critical Cross-field Outcomes (CCFO):** |

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| **UNIT STANDARD CCFO IDENTIFYING** |

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| Identifying and solving problems in which responses display that responsible decisions using critical and creative thinking have been made when:   Verifying a motor vehicle using the motor vehicle descriptors.   Categorising a motor vehicle.   Assessing the systems of a motor vehicle.   Applying customer service principles. |

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| **UNIT STANDARD CCFO ORGANISING** |

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| Organising and managing oneself and one's activities responsibly and effectively when:   Verifying a motor vehicle using the motor vehicle descriptors.   Categorising a motor vehicle.   Assessing the systems of a motor vehicle. |

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| **UNIT STANDARD CCFO COMMUNICATING** |

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| Communicating effectively using visual, mathematical and/or language skills in the modes of oral and/or written persuasion when:   Verifying a motor vehicle using the motor vehicle descriptors.   Categorising a motor vehicle.   Assessing the systems of a motor vehicle.   Certifying roadworthiness status based on assessment.   Applying customer service principles. |

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| **UNIT STANDARD CCFO SCIENCE** |

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| Using science and technology effectively and critically, showing responsibility towards the environment and health of others when:   Verifying a motor vehicle using the motor vehicle descriptors.   Categorising a motor vehicle.   Assessing the systems of a motor vehicle. |

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| **UNIT STANDARD ASSESSOR CRITERIA** |

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| N/A |

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| **REREGISTRATION HISTORY** |

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| As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015. |

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| **UNIT STANDARD NOTES** |

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| N/A |

**PRICING SCHEDULE:**

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|  | **TOTAL PRICE (VAT EXCLUDED)** | **14% VAT** | **TOTAL PRICE (VAT INCLUDED)** |
| Price per Learner | R | R | **R** |

***Number of learners to be confirmed upon award of the ITQ***

***All traveling, accommodation disbursement etc costs to be included in price***

Quotes must be placed in the municipal tender box, Robert Sobukwe Building, in sealed envelopes clearly marked **"BEY SCM 349**", not later than 12h00 Thursday on the 17TH of November 2022 and will be opened in public immediately thereafter.

**Note:**

1. Faxed, e-mailed or late quotations will not be accepted.
2. The tender will be evaluated on 80/20 system.
3. All contractors must be registered on the Central Supplier Database (CSD)
4. SARS verification pins to be submitted if possible.
5. No upfront payments will be permitted
6. A current certified Municipal (rates& services) clearance certificate to be submitted.
7. Attached MBD forms to be completed.
8. A current certified BBBEE certificate or Sworn Affidavit must be submitted in order to claim preference points.
9. Council is not bound to accept the lowest or any quotation and reserves the right to accept any tender or part thereof.
10. For further details contact **Ms D. Klaasen 049 807 5700 / klaasend@bnlm.gov.za**

**DR. E.M. RANKWANA**

**MUNICIPAL MANAGER**

**DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state¹.

1. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:……………………………………………..

3.2 Identity Number: ………………………………………………………………………………….

3.3 Position occupied in the Company (director, trustee, hareholder²):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5Tax Reference Number:…………………………………………………………………………

3.6VAT Registration Number: ……………………………………………………………………

3.7 The names of all directors / trustees / shareholders members, their individual identity

numbers and state employee numbers must be indicated in paragraph 4 below.

3.8Are you presently in the service of the state? **YES / NO**

3.8.1If yes, furnish particulars. ….……………………………………………………………

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**¹**MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;

an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

a member of the accounting authority of any national or provincial public entity; or

an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9Have you been in the service of the state for the past twelve months? ………**YES / NO**

3.9.1If yes, furnish particulars.………………………...……………………………………..

……………………………………………………………………………………………. 3.10Do you have any relationship (family, friend, other) with persons

in the service of the state and who may be involved with

the evaluation and or adjudication of this bid?………………………………… **YES / NO**

3.10.1If yes, furnish particulars.

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3.11Are you, aware of any relationship (family, friend, other) between

any other bidder and any persons in the service of the state who

may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1If yes, furnish particulars

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3.12Are any of the company’s directors, trustees, managers,

principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

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3.13 Are any spouse, child or parent of the company’s directors

trustees, managers, principle shareholders or stakeholders

in service of the state? **YES / NO**

3.13.1If yes, furnish particulars.

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……………………………………………………………………………….

3.14 Do you or any of the directors, trustees, managers,

principle shareholders, or stakeholders of this company

have any interest in any other related companies or

business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

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# 4. Full details of directors / trustees / members / shareholders.

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| **Full Name** | **Identity Number** | **State Employee Number** |
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**Signature Date**

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**Capacity Name of Bidder**

SBD 8

# DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
   1. abused the institution’s supply chain management system;
   2. committed fraud or any other improper conduct in relation to such system; or
   3. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

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| **Item** | **Question** | **Yes** | **No** |
| 4.1 | Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audi alteram partem* rule was applied).  **The Database of Restricted Suppliers now resides on the National Treasury’s website(**[www.treasury.gov.za](http://www.treasury.gov.za)**) and can be accessed by clicking on its link at the bottom of the home page.** | Yes | No |
| 4.1.1 | If so, furnish particulars: | | |
| 4.2 | Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  **The Register for Tender Defaulters can be accessed on the National Treasury’s website (**[**www.treasury.gov.za**](http://www.treasury.gov.za)**) by clicking on its link at the bottom of the home page.** | Yes | No |
| 4.2.1 | If so, furnish particulars: | | |
| 4.3 | Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? | Yes | No |
| 4.3.1 | If so, furnish particulars: | | |
| 4.4 | Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? | Yes | No |
| 4.4.1 | If so, furnish particulars: | | |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)…………………………………………………**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

**………………………………………... …………………………..**

**Signature Date**

**………………………………………. …………………………..**

**Position Name of Bidder**

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.

3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:

a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.

b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;

2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;

5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

(b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

(c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

(a) prices;

(b) geographical area where product or service will be rendered (market allocation)

(c) methods, factors or formulas used to calculate prices;

(d) the intention or decision to submit or not to submit, a bid;

(e) the submission of a bid which does not meet the specifications and conditions of the bid; or

(f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

………………………………………………… …………………………………

Signature Date

…………………………………………………. …………………………………

Position Name of Bidder

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