

LETSEMENG LOCAL MUNICIPALITY



REQUEST OF PROPOSAL: LETSEMENG LOCAL MUNICIPALITY HEREBY INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO SUBMIT REQUEST FOR PROPOSALS FOR APPOINTMENT TO A PANEL FOR THE REPAIRS AND MAINTENANCE OF MUNICIPAL VEHICLES FOR A PERIOD OF THREE (3) YEARS ON AN AS-AND-WHEN-REQUIRED BASIS

REF	DESCRIPTION
LETS/REPAIRS AND MAINTENANCE /PANEL -2025/2026	APPOINTEMENT OF A PANEL OF SERVICE PROVIDERS FOR THE REPAIRS AND MAINTANANCE OF MUNICIPAL VEHICLES FOR A PERIOD OF 3 YEARS ON AN AS-AND-WHEN REQUIRED BASIS .

Placement Date :04/03/2026

Closing Date :17/03/2026

Duly completed Proposal must be placed in a sealed envelope and clearly marked with the correct reference number and description for the attention of the Municipal Manager:

Letsemeng Local Municipality
P/BAG X 3
KOFFIEFONTEIN
9986

The Proposal must be placed in the tender box strictly on or before 12H00 on Monday, on the closing date as indicated above at the following address:

Reception Area (Ground Floor)
Letsemeng Local Municipality Offices,
7 Groottrek Street
Koffiefontein
9986.

Proposals must be submitted in the tender box as per the details above not later than closing date and time. Proposals received after the closing date and time; faxed; completed with erasable ink; incomplete or e-mailed will not be considered. **The following compulsory documents must be attached: Tax Compliance Status Pin, Municipal Rates and Taxes not owing for more than 3 months or Lease agreement for both Directors and a Company indicating who is responsible for the payment of Municipal Rates and Taxes, CSD Report and Company registration documents.**

Proposals will be evaluated and adjudicated in line with the approved Supply Chain Management Policy of the Municipality 80/20 preference point system in line with the Preferential Procurement Policy Framework Act and supply chain regulations.

Firstly, the assessment of functionality will be done in terms of the evaluation criteria, A proposal which scores less than 60% for functionality will be regarded as non-responsive and will be disqualified.

Evaluation Criteria

Bidders are required to submit detailed information addressing the following:

- **Company Profile and Capability**
All relevant strengths and weaknesses of the service provider bidding for the services, including but not limited to similar previous experience, in-house technical skills, available resources, capacity, competitive advantages, and any other information that will assist Letsemeng Local Municipality in assessing the bidder's capabilities and capacity to deliver the required services.
- **Corporate Information**
A summary of the bidder's mission and vision statements, core values, and short-term and long-term strategic objectives.
- **Organisational Structure and Key Personnel**
An organogram or list of partners, managers, specialists, technicians, and support staff who will be assigned to the contract, together with detailed curriculum vitae (CVs) of personnel who will be available for the duration of the contract.
- **References**
A list of contactable references for previous and current municipalities where similar services were or are being rendered.
- **Methodology**
A clear overview of the proposed methodology and approach to be applied in executing the required services, including quality control measures, turnaround times, and reporting mechanisms.

Appointment and Second Stage (Panel Implementation)

- Service providers will be appointed to the panel for a period of three (3) years.
- The second stage of procurement will apply, whereby service providers will be requested to submit quotations as and when required.
- Appointments for specific repair and maintenance work will be made on a rotation basis amongst the panel members, subject to compliance, availability, pricing, and performance.

The municipality is not bound to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof. Proposals should be valid for a period of not less than 90 days from closing date. Enquiries can be directed to the SCM Unit at 053 3300 217 during office hours



Ms ST Maneli
Acting Municipal Manager