



METROBUS

REQUEST FOR QUOTATION (RFQ)

RFQ Number	HO1242	
Description: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TESTING, ANALYSES OF OIL AND ANTIFREEZE PRODUCTS DELIVERED TO METROBUS AND REPORT ON THE TEST RESULTS		
Date of advertisement:	18 July 2023	
Closing date:	25 July 2023	
Closing time:	11:00 am	
Compulsory briefing meeting date (if applicable)	Date: 21 July 2023; Time: 11:00 Venue: Milpark Workshop Depot, 5 Raikes Road, Braamfontein	
Quotations must be deposited in bid box at: Transportation House 1 Raikes road Braamfontein, 2001	Email pmashamba@mbus.joburg.org.za	
Procurement Enquiries	pmashamba@mbus.joburg.org.za	Tel: 011 403 4300
Technical Enquiries	Sindi zuke	Tel: 011 403 4300

NAME of Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor	Legal Name: _____ Trading as: _____
Registration Number	
Metrobus Vendor Registration Number (if already have)	
National Treasury Central Supplier Database number: (Compulsory)	
Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor Street Address	Postal Code _____
Contact Details of the Person Representing the Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor Registration Number	Name: _____ Telephone: _____ Cell phone: _____ E-mail address: _____
Income Tax Number	
VAT Reference Number (if applicable)	



METROBUS REQUEST FOR QUOTATION (RFQ)

PRICING SCHEDULE – FIRM PRICES

Bidder's Name: _____

- Metrobus is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered in cases where different delivery points influence the pricing; a separate pricing schedule must be submitted for each delivery point.
- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____%.
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.**

SCHEDULE OF PRICES/ RATES:

Quotation Description APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TESTING, ANALYSES OF OIL AND ANTIFREEZE PRODUCTS DELIVERED TO METROBUS AND REPORT ON THE TEST RESULTS	
Sub Total Price	R
Vat 15% (if applicable)	R
Total Quoted Price (Inclusive of Vat)	R



METROBUS REQUEST FOR QUOTATION (RFQ)

MBD 4 DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. 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 Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT 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

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.10.1 If yes, furnish particulars



METROBUS REQUEST FOR QUOTATION (RFQ)

.....

3.11 Are you aware of any relationship (close family member, partner or associate) 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?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars

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?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

.....

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) 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);
- (e) a member of the accounting authority of any national or provincial public entity; or



METROBUS REQUEST FOR QUOTATION (RFQ)

(f) 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

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (MBD 6.2)

Metrobus promotes local production and content in line with Preferential Procurement Regulations, 2017.

Therefore, recommended service providers who respond to our RFQ that requires a minimum stipulated threshold in relation to a designated sector will be required to comply with the minimum stipulated threshold and sign the declaration certificate for local content.

Local content minimum threshold is non-negotiable and no correspondence will be entered into regarding compliance.

Metrobus reserves the right to increase the threshold above the stipulated minimum threshold.

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, service providers must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011.

1. The stipulated minimum threshold(s) for local production and content are as follows:

Supply and delivery of _____

Description of services, works or goods	Stipulated minimum threshold	Confirmation that minimum threshold will be complied with: Tick appropriate box			
		Yes		No	

2. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

2.1. If yes, the service provider may not be considered for appointment.



METROBUS REQUEST FOR QUOTATION (RFQ)

3. DECLARATION CERTIFICATE

DECLARATION CERTIFICATE

IN RESPECT OF RFQ NO. _____

ISSUED BY: METROBUS

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the service provider.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
 - (i) the goods/services/works to be delivered in terms of the above-specified RFQ comply with the minimum local content requirements as specified.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011.

Bid price, inclusive of Vat	R
Local content %	
Imported content %	

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____



**METROBUS
REQUEST FOR QUOTATION (RFQ)**

WITNESS No. 2 _____	DATE: _____
----------------------------	--------------------

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (tick applicable box).

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

**METROBUS
REQUEST FOR QUOTATION (RFQ)**

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

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

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity



METROBUS REQUEST FOR QUOTATION (RFQ)

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Form "I" 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. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" 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 must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

Metrobus

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:



METROBUS REQUEST FOR QUOTATION (RFQ)

- (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
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.
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

.....
Full Names of Person Representing Company

.....
Position in Company

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by Metrobus SOC hereinafter referred to as “Metrobus”, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual (bidder) communicating with Metrobus and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that Metrobus requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

Metrobus is legally obligated to collect, use and disclose personal information for the purposes of:

- Reporting initiatives to the City of Johannesburg Municipality;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- Verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- for the purpose of audits
- complying with the law; and/or
- for a purpose that is ancillary to the above. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3.How will Metrobus process personal information?

Metrobus will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to Metrobus;
- from Metrobus own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4.To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information,



METROBUS REQUEST FOR QUOTATION (RFQ)

service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Metrobus' mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to Metrobus to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in Metrobus being unable to perform its functions and/or any services or benefits I may require from Metrobus.
- Where I shared personal information of individuals other than myself with Metrobus I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold Metrobus not responsible in respect of any claims by any other person on whose behalf I have consented, against Metrobus should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold Metrobus responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Metrobus with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Metrobus agrees to same in writing. Metrobus specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the Metrobus Information Officer/SCM
- A copy of the full Metrobus policy is available
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify Metrobus so that our records may be updated. Metrobus will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that Metrobus may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

-the information comes under legal privilege in the course of litigation,



METROBUS REQUEST FOR QUOTATION (RFQ)

- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to Metrobus,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

• Please submit queries relating to the breach of personal information to the Metrobus' information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date:
Name and Surname :	Designation/ Capacity :

Mandatory Requirements

- ISO 9001 Certification – Quality Management Systems.
- Sample of oil and anti freeze will be provided to the successful bidder.
- Please note briefing session attendance is compulsory as there will be attendance register taken.
- Registration with CSD
- Tax Compliance
- Municipal rates and taxes account for the company and all directors not older than three (3) months and not over 90 days in arrears (proof of payment /arrangement made with the municipality to settle arrears), or signed lease agreement **in case where bidders do not own or rent a property then an affidavit should be provided .**



METROBUS REQUEST FOR QUOTATION (RFQ)

FORM "E"

SPECIFICATION /SCOPE OF WORK/TERMS OF REFERENCE

REQUEST FOR A QUOTATION – APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT TESTING, ANALYSES OF THE OIL AND ANTIFREEZE PRODUCTS DELIVERED TO METROBUS AND REPORT ON THE TEST RESULTS

A. SCOPE OF WORK/SPECIFICATIONS

Metrobus appointed a company to supply and deliver oil, grease and anti-freeze (lubricants). The oil and anti-freeze were delivered to the various depots within Metrobus.

Oil is used to lubricate moving parts, seal clearance between mating parts and dissipate heat. It acts as an effective medium for power transmission with efficient operation.

The performance of the engine has a strong relation with the engine oil type and efficiency. The degree of stability of oil properties is very important because if the oil or lubricants lose their properties, mechanical and chemical excessive corrosion of the fleet metals may occur. Consequently, damage occurs to one or more parts of the engine, thereby the system is breaking down where the cost of downtime is too expensive.

Metrobus request a service provider to do an analysis on two lubricants, namely 10W40 Engine Oil (Synthetic), and Anti-freeze that were delivered by the appointed service provider.

The purpose of this RFQ is to verify that the oil and antifreeze supplied and delivered are in line or according to the specifications indicated in the bid document. Metrobus will make available the samples of oil and anti-freeze to be tested and analysed. The service provider must have access to a laboratory that is able to analyze fuels and oils according to quality specifications and adhering to industry standards such as IS, ASTM, ISO and IP test method protocols.

The analysis is required to offer an indication of lubricants whether they are in line with specifications of the bid document in place namely: **Provision for a service provider(s) for the supply and delivery of oil, grease and anti-freeze (lubricants) for a period of (03) three years on as and when required basis.** Metrobus will make the specification available for this bid if required.

The specification for the various physical and chemical properties to be analyzed is indicated below:

1. 10w40 Synthetic oil

The **Service Provider** is required take samples, perform tests and provide a detailed report indicating whether the oil is:

- a. Light distillate
- b. Suitable for use in diesel engines
- c. Generally in accordance with the latest Issue of SABS 342
- d. Compliance with the following specification
- e. Distillation Temperature for 90% (v/v) recovery 357° maximum



METROBUS REQUEST FOR QUOTATION (RFQ)

- f. Flash Point over 55°C
- g. Copper strip corrosion (3h @100°C classification IP 154) 1 maximum
- h. Pour Point -7°C maximum
- i. Carbon residue on 10% (v/v)
- j. Distillation residue % (m/m) 0.35 maximum
- k. Ash % (m/m) 0.005 maximum
- l. Water % (m/m) 0.005 maximum
- m. Sediment (mg/l) 1 maximum

Additional Requirements for Oil

- a. Viscosity @ 37.8°C (mm² /s) 1.0 minimum
- b. Aromatic Content (v/v) 5% - 30% maximum
- c. Total Acidity (mg KOH/g) 0.5 maximum
- d. Sodium and Potassium (PPM)(m/M) 0.6 maximum
- e. Calcium (PPM)(m/m) 10.0 maximum
- f. Lead (PPM)(m/m) 2.0 maximum
- g. Vanadium (PPM)(m/m) 1.0 maximum

The Oil supplied should comply with the following standards for Mercedes Benz and Volvo:

- a. MB: Approval 228.3
- b. Volvo:VDS-3

The oil specified should be homogeneous hydrocarbon liquids, free from inorganic acids and foreign matter likely to make frequent cleaning of strainers necessary.

2. Anti-freeze

The **Service Provider** is required to take samples, perform tests and provide a detailed report indicating whether antifreeze is:

In standard to Mercedes Benz specification MB 325.2.

50/50 mixture, pre-mixed

3. Tests Report

METROBUS REQUEST FOR QUOTATION (RFQ)

The Service Provider should provide a detailed report indicating results of all tests conducted as per specification above. It is expected that the Service Provider provide all the results of all the tests requested above.

Metrobus will never accept a report if all the tests were not conducted as per specification. Furthermore the report should explain the results of all the tests in detail.

B. EVALUATION CRITERIA (FUNCTIONALITY)

No	Criteria for Quality and Experience Evaluation	Weight Allocation
1.	<p>Previous experience in the field of analysing and testing of oil lubricants or related items. The experience in the fields of analysing and testing Oil lubricants includes both the public sector and the private sector. (Provide full details of previous experience and contactable reference on the Companies Letter heads Reference letters to be attached not older than (05) years.</p>	45
	<p>1 Reference provided = 1 Points 2 References provided = 2 Points 3 References provided = 3 Points 4 References provided = 4 Points 5 References provided = 5 Points</p>	
2.	<p>The service provider must have access to a laboratory that is able to analyze fuels and oils according to quality specifications and adhering to industry standards such as IS, ASTM, ISO and IP test method protocols. Copy of proof of laboratory industry standard registration to be attached</p>	45

METROBUS REQUEST FOR QUOTATION (RFQ)

	Proof of an accredited laboratory = 5 points No available laboratory or no proof submitted = 0 points	
3,	Turnaround time on delivery of a detailed report indicating results of all tests conducted as per specification above.	10
	7 working days after appointment = 5 points 10 working days after appointment = 4 points 13 working days after appointment = 3 points 15 working days after appointment = 2 points 20 working days after appointment = 1 point	
	Total	100
	MINIMUM THRESHOLD	60

C.

D. PRICE SCHEDULE

Item Number	Description	Unit Price (Rand, R) excl VAT	Total Price (Rand, R)	Time required for delivery
1.	10w40 Synthetic oil (include collection of samples, perform all tests under specification, produce results and detailed report)			
2.	Anti-freeze (include collection of samples, perform all tests under specification, produce results and detailed report)			
Total Amount (excl VAT)				
VAT @15%				



METROBUS REQUEST FOR QUOTATION (RFQ)

Total Amount (incl VAT)	
--------------------------------	--

Evaluation Criteria

In line with the Preferential Procurement Regulations, 2022, all procurements above R200 000 will be evaluated on **80/20** preference point system with the following specific goals:

- a) an EME or QSE which is at least 51% owned by black people = **10 points**
- b) an EME or QSE which is at least 51% owned by black people who are women = **5 points**
- c) an EME or QSE which is 51% owned by black youth people= **5 points**.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for this RFQ. The points scored for the specific goal will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

The highest scoring bidder would be recommended, however Metrobus reserves the right not to award to the highest scoring bidder.

Points can be claimed by ticking the appropriate box below: Metrobus will verify the information on the National Treasury's CSD report. **Failure to claim points may results to zero (0) point being awarded.**

SPECIFIC GOALS	MAIXIMUM POINTS	TICK WITH (X / √) POINTS CLAIMED
EME or QSE which is at least 51% owned by black people	10	
EME or QSE which is at least 51% owned by black people who are women	5	
EME or QSE which is 51% owned by black people who are youth	5	



METROBUS REQUEST FOR QUOTATION (RFQ)

Checklist

Checklist documents and requirements should be submitted or attached as failure to do so may lead to disqualification.

Documents required to be attached :-	Attached	
	Yes	No
Quotation on company letterhead.		
Valid Tax Clearance certificate		
CSD registration number to be filled in on the front page of RFQ in clear handwritten		
Completed RFQ:		
Municipal account not in arrears for more than 90 days for all directors appearing on CSD report or lease agreement if leasing a property or affidavit if the directors are nether leasing nor own a property.		
Municipal account not in arrears for more than 90 days for the company with address appearing CSD Report or lease agreement if leasing a property or affidavit if the company are nether leasing nor own a property.		
Local content declaration		
Is this supplier a VAT Vendor?		
Relevant Certificates required		