



PROCUREMENT MANAGEMENT UNIT

PROCUREMENT REFERENCE NO: W/RP/08-01/2023

REQUEST FOR THE EXPRESSION OF INTEREST FOR THE PROVISION OF SPARE PARTS, REPAIR AND MAINTENANCE SERVICES, FITMENT AND PANEL BEATING TO THE MINISTRY OF DEFENCE AND VETERANS AFFAIRS MOTOR VEHICLE

PURPOSE

To obtain company profiles from registered local companies interested in conducting business with the Ministry of Defence and Veterans Affairs (MODVA) for the provision of spare parts, repair and maintenance services, fitment and Panel beating to MODVA motor vehicles for the period of two (02) years.

BACKGROUND

The Ministry of Defence and Veterans Affairs has a fleet of different made and models comprising Sedans, Pick-ups, Buses, Medium and Heavy-duty Trucks, Tractors and Mobile Plant types of equipment across all fourteen (14) Regions.

Interested bidders may express interest in the Region(s) and Town(s) in which they are based for any of the following categories of services and works:

- a. Spare parts.
- b. General Service (minor and major Services).
- c. Engine overhauls and repairs.
- d. Gearboxes, differential, drive shafts and final drives.
- e. Auto Electronics System.
- f. Cooling, Air-Conditioning and Radiator Services.
- g. Exhaust System.
- h. Auto Brake System.
- i. Hydraulic System.
- j. Windscreens, glass panel fitment & repairs
- k. Locksmith
- l. Canopy supply, fitment and repairs.
- m. Line boring, re-bushing of frames and machining components.
- n. Welding and fabrication services.
- o. Panel beating and spray painting.
- p. Upholstery works.
- q. Vehicle Suspension System.
- r. Fire Suppression System.

ELIGIBILITY CRITERIA

Potential service providers are required to meet/attach the following requirements:

- a. A certified copy of a valid Company Registration Certificate, and should be in line with co-business;
- b. an original/certified copy of a valid Good Standing Tax Certificate registered with VAT;
- c. an original/certified copy of a valid good standing Social Security Certificate;
- d. a valid Affirmative Action Compliance Certificate, Proof from the Employment Equity Commissioner that the

- bibber is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- e. certified Insurance Certificate indicating the type of insurance, value and risks covered;
 - f. a minimum of three (03) references of past work done in the last five (05) years;
 - g. full company profile with categories of service(s) applied e.g. General, Engine overhaul and repairs etc;
 - h. companies must have their own fully equipped workshop with essential standard machinery and technical proficiency to diagnose motor vehicle problems/malfunctions. The physical location of the workshop(s) should also be indicated (A mandatory site visit and workshop inspection shall be carried out on shortlisted service providers before approval);
 - i. security of premises (Premises must be secure);
 - j. for spare parts, repair and maintenance services the companies should attach a certified proof of the dealership Certificate;
 - k. companies must indicate towns (list of branches) in which they are willing to provide services.

Note: Only the above-requested information should be provided. Prices should not be provided.

All interested service providers are informed that MODVA has the rights to:

- a. Reject company profiles, if any of the above-mentioned is not adhered to.
- b. Ask for clarifications during the evaluation process.
- c. Do security vetting for all potential service providers.

All enquiries should be addressed to Head Procurement Management Unit; Real Admiral (Junior Grade) LN Shitaleni at Tel 061-2042114 or Colonel W Ankama at Cell 0811223653. DELIVERY ADDRESS

Expression of interest must be delivered in a sealed envelope clearly marked Procurement reference number and deposited in the Bid box at the Ministry of Defence and Veterans Affairs, Bastion 4, 16 TV More Street, Ground Floor, Room 010 on or before Thursday, 1st June 2023 10h00. Please note: Late submissions will be rejected and no electronic submission will be permitted.

Dr. Wilhelmine Shivute
EXECUTIVE DIRECTOR

WA/EI

