



# KAROO HOOGLAND

## MUNISIPALITEIT / MUNICIPALITY



### REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Procurement from R30 000.00 up to a transaction value of R300 000.00(incl VAT)  
(For Publication on Karoo Hoogland Website and Notice Boards)

**QUOTATION NUMBER: R22/8/622/2025-2026**

**ADVERTISING DATE: 16 September 2025**

**CLOSING DATE: 22 September**

Karoo Hoogland Municipality hereby invites all interested Qualified Service Providers to furnish us with written quotations for the supply and delivery of the services/goods as detailed in the enclosed specifications.

The quotation must be submitted on the letterhead of your business quoting the above quotation number not later **than 22 September 2025 at 12H00**

**PROJECT NAME: DRIVERS LICENSE FOR A PERIOD OF 1 YEAR FROM DATE OF APPOINTMENT.**

The quotation can either be hand delivered in a sealed envelope marked with quotation number to: **The SCM Practitioner, Karoo Hoogland Municipality Offices, 2 Mulder Street, Williston, 8920** or emailed to [t.petoors@karoohoogland.gov.za](mailto:t.petoors@karoohoogland.gov.za) for the attention of the SCM Office. Please specify in your email or on your sealed envelope the **Quotation Number** stated above.

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The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from closing date of quotation.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Goods must be delivery within 7 days after receiving the order
- Bidders must complete the following forms: (obtainable from the municipal SCM office and submit it with their quotation)
  - MBD 2 (Tax Clearance Certificate)
  - MBD 4 (Declaration of Interest)
  - MBD 6.1 (B-BBEE Status Level )
  - MBD 8 (Declaration of Bidders past supply chain management practices)
  - MBD 9 (Certificate of independent Bid determination);
  - MBD 15(Municipal accounts)
- Bidders must be registered on the National Treasury Central Suppliers Database.
- Bidders must ensure that they submit a valid Tax Clearance and B-BBEE Certificate.
- Quotations between **R 30 000** and **R 300 000 (Vat Incl)** will be evaluated using **80/20** preferential system.
- The Municipality reserves the right to partial acceptance of one or more quotations, to withdraw any invitation to quotations and/or to re-advertise or to reject any quotation.

***NB: No quotation will be considered from persons in the service of the state!***

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

SCM Department -Tel: 053 285 0998 / [t.petoors@karoohoogland.gov.za](mailto:t.petoors@karoohoogland.gov.za)

### **SPECIAL CONDITIONS OF CONTRACT**

#### **Background**

Municipality wishes to enter into a contract with a suitably accredited service provider for **PROVISION OF TRAINING: DRIVERS LICENSE (AS REQUESTED OF THE KAROO HOOGLAND MUNICIPALITY) FOR A PERIOD OF 1 YEAR FROM DATE OF APPOINTMENT-for 15 delegates**, this will be done as and when the municipality needs the service.

Note:

- Correspondence on progress of learners must be sent after every 3<sup>rd</sup> lesson
- Final progress communication must be submitted after every drivers license test.
  
- Orders will be issued based on the number of officials registered for a driver's license program and will be distributed over the contract period. Therefore, more than one (1) order can be issued during the contract period.
- Payment will be done on actual attendance
- Prices submitted must be all inclusive and valid for a period of 1 year from date of appointment. No prices increases / adjustments will be allowed-(SEE ANNEXURE A).
- Pricing must be in line with our internal policy

|                                                                                    |
|------------------------------------------------------------------------------------|
| <b>PRE-QUALIFICATION CRITERIA</b>                                                  |
| ○ Valid instructor competency certificate which must include the relevant gradings |



|                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DRIVERS LICENSE SPECIFICATIONS:</b>                                                                                                                                                                                                  |
| A training need for Driver's Licenses has been identified by Karoo Hoogland Municipality. Service providers are invited to bid for the below detailed Driving Licenses training in terms of the National Road Traffic Act (NRTA) & K53. |

**The project will commence from the date of appointment for 1 year.**

1. The successful bidder/s must have an active e-mail address to be able to correspond on a full-time basis.
2. The successful bidder of the Driver License Program will be expected to provide theoretical and practical training they will equip learner drivers to be able to operate a vehicle and obtain the required driver's license.
3. Each driving lesson must be a minimum of 1 (one) hour, and learner driver will be expected to sign the trainer's log sheet.  
The driving school instructor will be expected to keep records of each learner driver separately and report progress on a weekly basis to the HR Manager.
4. Learners must complete lessons and tests within 6-month period.
5. Training to take place in **Fraserburg**.

**Costing per learner include:**

1. Appointment for license, at traffic department in **Fraserburg**
2. 10 x Driving lessons per person
3. ID Photos (Black and white)
4. Rental of vehicle for lessons as well as days of testing
5. Facilitation of test bookings at the Traffic Department. (Including collection of photographs and ID copies from the learners, and upfront payment of bookings fees.)
6. Attendance registers, for lessons, signed by learners
7. Weekly progress reports
8. Weekly progress reports
9. Valid Certificate of Instruction in terms of the NRPA & K53 must be attached to quote
10. Provision of Vehicle, as per required Code License, for lessons & driving test
11. Cost to cover 1 Test.
12. Appointment plus payment for learners.
13. Issue learners payment.
14. Issue license payment.

**Conditions of the vehicle:**

1. The successful bidder's vehicle should be marked and bear the name of the driving school to warn the public that the vehicle is possibly being driven by a learner driver.
2. The successful bidder will be expected to provide registered vehicles with comprehensive insurance and certified as roadworthy. Karoo Hoogland Municipality reserves the right to check vehicles to confirm roadworthiness

*The successful bidder will be expected to have fire extinguishers in the vehicle at all times.*

**Information to be provided with the quotation**

- ID documents of directors and shareholders
- Valid Tax Clearance Certificate
- MBD Forms
- CSD Report

**Any enquiries: TN Petoors [t.petoors@karoohoogland.gov.za](mailto:t.petoors@karoohoogland.gov.za)**

| <b>FINANCIAL EVALUATION – POINT SCORING</b>                                |            |
|----------------------------------------------------------------------------|------------|
| The evaluation will be performed on 80/20 principles as Provided in PPFA : |            |
| Price :                                                                    | 80 points  |
| Specific Goals: 10 -Youth and 10 -Locality                                 | 20 points  |
| Total                                                                      | 100 points |

**ANNEXURE A**

| PRICING SCHEDULE                                                  |                                                                                                                                                                                                                                    |                            |                                           |                  |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------|------------------|
| Items                                                             | Particulars                                                                                                                                                                                                                        | Estimated Quantity         | Unit price (VAT Inclusive)<br>Per Learner | Total Price      |
| 1                                                                 | <u><b>DRIVER’S LICENSE CODE EC</b></u> <ul style="list-style-type: none"><li>• Price for Hiring of vehicle for Testing of Driver’s license</li><li>• Price for driver’s license test</li><li>• Price per driving lesson</li></ul>  | TBD                        |                                           |                  |
| 2                                                                 | <u><b>DRIVER’S LICENSE CODE C1</b></u> <ul style="list-style-type: none"><li>• Price for Hiring of vehicle for Testing of Driver’s license</li><li>• Price for driver’s license test</li><li>• Price per driving lesson</li></ul>  | TBD                        |                                           |                  |
| 3                                                                 | <u><b>DRIVER’S LICENSE CODE EC1</b></u> <ul style="list-style-type: none"><li>• Price for Hiring of vehicle for Testing of Driver’s license</li><li>• Price for driver’s license test</li><li>• Price per driving lesson</li></ul> | TBD                        |                                           |                  |
| 4                                                                 | <u><b>DRIVER’S LICENSE CODE B</b></u> <ul style="list-style-type: none"><li>• Price for Hiring of vehicle for Testing of Driver’s license</li><li>• Price for driver’s license test</li><li>• Price per driving lesson</li></ul>   | TBD                        |                                           |                  |
| TOTAL (VAT Exclusive)                                             |                                                                                                                                                                                                                                    |                            |                                           |                  |
| VAT 15% (if applicable)                                           |                                                                                                                                                                                                                                    | VAT registration nr: ..... |                                           |                  |
| TOTAL (VAT INCLUSIVE)                                             |                                                                                                                                                                                                                                    |                            |                                           | R.....-<br>..... |
| NB!!! QUOTATIONS/PRICES MUST BE VALID FOR THE DURATION OF THE SLA |                                                                                                                                                                                                                                    |                            |                                           |                  |

**If the bidder fails to sign this schedule, it will be interpreted that the bidder does not comply with the Special Conditions of Contract and therefore will be regarded as being non-responsive.**

**I hereby declare that I comply with all the special conditions of contract as set out above.**

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature on Behalf of Tenderer

\_\_\_\_\_  
Date