



REQUEST FOR PROPOSALS (RFP): INVITATION FOR SERVICE PROVIDER TO PROVIDE FLEET MANAGEMENT SERVICES TO THE NECT FOR A PERIOD OF THREE (3) YEARS.

BID NUMBER: NECT/2026/05/007

RFP SUBMITTED BY:

Name of Company: National Education Collaboration Trust

Contact Person: Martha Nkosi

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NECT: SCM ENQUIRIES	TECHNICAL ENQUIRIES
Contact person: Martha Nkosi	Contact Person: Martha Nkosi
Tel: 012 752 6200	Tel: 012 752 6200
E-mail: <u>scm@nect.org.za</u>	Email : <u>scm@nect.org.za</u>
CLOSING DATE:	29 May 2026
CLOSING TIME:	11:00
COMPULSORY VIRTUAL BRIEFING SESSION:	Join:
DATE: 13 May 2026	<u>https://teams.microsoft.com/meet/332760878870334?p=OQYtKpQkCu1mI6pTSH</u>
TIME: 10:00-11:00	Meeting ID: 332 760 878 870 334
TENDER VALIDITY:	Passcode: gH36AV3y
	90 DAYS
SUBMISSIONS: HEAD OFFICE (GAUTENG)	
Address: 272 West Avenue, Block D Lakefield office Park, Centurion, 0163	The bid documents may be delivered or couriered (at sender's risk) to the NECT, 272 West Avenue Lakefield Office Park, Ground Floor Block D, Centurion , in good time so as to reach the NECT before the above-mentioned closing date and clearly indicated attention supply chain management unit .The bid documents will be accepted on condition that it is handed to the procurement official assigned. Please note that the submission should be between 08:00 and 16:00 from Monday to Friday, however on the 29 th of May (Last day) the cut-off time will be 11:00 as stated above.

MANDATORY DOCUMENTS

CONDITIONS FOR COMPLETING BID DOCUMENTS (FAILURE TO COMPLY/SUBMIT ANY OF THE DOCUMENTS STATED BELOW, MAY RESULT IN DISQUALIFICATION)

Document	Comments	Submitted? (Yes / No)
Tax Clearance Certificate	Certificate must be original and valid	
Declaration of interest	Make sure it is fully signed	
Preference Points in terms of PPPFA of 2017	Make sure it is completed and points claimed are allocated as per BBBEE certificate and fully completed and signed	
Certified copies of Original of Company Registration Documentation NB: Certification stamp must be original and no more than 3 months old as at date of closing of tender	1. certificate of registration, 2. change of name certificate (if applicable) 3. register of directors, and most current registered business address (Company Registration: CM1 and CK1, Change of Name Certificate: CM9, Latest Registered address: CM22, Most current register of directors CM29 and CK2)	
Total Bid Price	Bidders to complete price schedule or provide a separate financial proposal	
Vat Registration Certificate	If applicable	
BBBEE Certificate & BBBEE Statement or Sworn Affidavit	Valid certified copies must be submitted	
Company Profile	Bidders must submit a detailed company profile outlining the structure of the company, years of experience, core business activities, and details of current and previous clients/customers relevant to the services required under this RFP.	



TERMS OF REFERENCE

The National Education Collaboration Trust (NECT) herewith invites proposals from interested service providers to submit proposals to render Fleet Management services for the period of three (3) years.

1. ENTITY BACKGROUND

The NECT was formed in July 2013 as a response to the call by the National Development Plan (NDP) for increased collaboration among stakeholders to improve educational outcomes.

The NECT is an organisation dedicated to strengthening partnerships with civil society, trade unions and government at national and provincial levels in order to achieve South Africa's national goals for basic education. It strives both to support and to influence the agenda for reform of education.

The organisation is based on the principle that collaboration and focused effort by important role players increases our power as a nation to secure the changes needed to deliver quality education to all our children.

NECT's point of departure is that government and civil society have different but complementary roles to play in relation to education. The provision of basic education for the general population is the responsibility of the government which is uniquely equipped to fulfil this overarching mandate. Civil society, with its diversity and flexibility, is able to support government by innovation and accelerated delivery. Civil society becomes more relevant and more influential when channelling its efforts in a coordinated way into the national education system.

2. OBJECTIVE AND SPECIFICATIONS OF THIS RFQ

The purpose of this tender is to appoint a Fleet Management Service Provider to supply, manage, maintain, insure and administer a pool of vehicles for NECT staff and programme activities for a period of **three (3) years**.

The appointed service provider will be expected to deliver professional, efficient and compliant fleet management services in line with good industry practice and applicable legislation.

3. SCOPE OF SERVICES

The successful bidder will be required to provide end-to-end fleet management services, including but not limited to the following:

3.1 Fleet Provision, Advisory and Composition

- Provision and management of approximately **30 pool vehicles** which are mainly in Gauteng, Mpumalanga, North-West, Eastern Cape, Limpopo and KZN. The current fleet include the following:

Vehicle category	Description	Quantity
Group B (POLO, Renault etc)	Volkswagen Polo, Renault (or similar class vehicles)	15
Group C – Compact SUV / Crossover	Ford Eco Sport, Suzuki Fronx	1
Group J – bakkie	Double Cap Bakkie 4X2 Automatic	3
Group L - Bakkie	Double Cap Bakkie 4x4 auto	6
Group M -Bakkie	Double Cap Bakkie 4X4 Manual	5

- The current fleet is located as follows:

Region	Quantity of cars
Gauteng	4
Kwazulu-Natal	7
Limpopo	5
Eastern Cape	7
Northern Cape	3
Northwest/Mpumalanga	4

- Vehicles must be suitable for travel in rural and semi-urban environments.
- Full fleet details will be confirmed upon contract award.
- All replacement vehicles must have an initial odometer reading not exceeding 4,000 km at the time of delivery not older than 3 years. Vehicles exceeding this limit may be rejected as non-compliant.

3.2 Vehicle Replacement

- Vehicles must be replaced with new vehicles upon reaching **220 000 kilometres** or earlier if deemed unfit for use.
- Replacement vehicles must be delivered within 30 days of reaching the kilometre threshold or suffering irreparable damage.
- Quotations for replacement vehicles must:
 - Include **standard wear and tear**
 - Exclude reconditioning costs for normal usage

3.3 Maintenance Management

The service provider shall be responsible for full vehicle maintenance, including preventative and corrective maintenance, in accordance with manufacturer specifications and the following minimum requirements:

Item	Activity	Minimum Interval
1	Wheel alignment & balancing	Every 6 000 – 7 000 km
2	Tyres	Every 40 000 – 60 000 km
3	Brake system	Every 40 000 km
4	Shock absorbers	Checked during tyre replacement
5	Windscreen wipers	Every 45 000 km

3.4 Vehicle Inspections

- The service provider must develop and implement a **vehicle inspection schedule**.
- Each vehicle must be formally inspected **at least once per year**.
- Inspection reports must be submitted to NECT and highlight:
 - Mechanical condition
 - Roadworthiness
 - Safety risks
 - Required remedial actions

3.5 Insurance and Risk Management

The service provider shall provide **comprehensive insurance cover** for all fleet vehicles, including:

- Comprehensive accident, theft and third-party cover.
- 24-hour roadside assistance and emergency breakdown support.
- Emergency response services.
- Overnight accommodation for affected NECT employees (where required).
- Like-for-like courtesy vehicles during repairs.
- Claims handling and administration.



3.6 Licensing, Fines and Administration

- Registration and licensing of vehicles.
- Annual licence renewals and delivery of licence discs to NECT.
- Toll account administration (where applicable).
- Traffic fines administration to be shared between NECT and the service provider, with reporting mechanisms in place.

3.7 Fuel Management

- Provision of fuel cards for all vehicles.
- Monitoring and reporting on fuel usage.

3.8 Tracking, Monitoring and Driver Behaviour

- Vehicle tracking and recovery systems.
- Driver behaviour monitoring (speeding, harsh braking, route deviations).

3.9 Fleet Coordination, Towing Services and Roadside Assistance

- The Roadside assistance procedures must be applicable and available nationally at all the NECT locations. The assistance must not only focus on the vehicle but also assist the driver involved, passengers, luggage and other contents of the vehicle.
- Reliable call centre services available 24 hours, 7 days week including public holidays and weekends.
- Must have reliable Repair Service Providers network nationally to ensure the vehicle is towed to the nearest Service Provider to carry out repairs.
- The Service Provider shall be responsible for any additional damage to the vehicle during the tow in process.
- In an **urban area** the Service Provider will have a maximum of **1 hour** to ensure that the tow in or roadside assistance service are on site. In a **rural area** a **maximum of two** hours to be on site and in a **remote area, 3 hours**.



3.10 Training and Support

- Training for NECT fleet administrators, officers and vehicle users on:
 - Vehicle inspections.
 - Reporting of incidents and faults.
 - Responsible vehicle use.
- Ongoing advisory support on fleet best practices.

3.11 Management Reporting.

The service provider shall submit monthly and ad-hoc reports, including but not limited to:

- Fleet operating and lifecycle costs.
- Maintenance and repair summaries.
- Fuel consumption reports.
- Variance analysis against agreed benchmarks.
- Fleet utilisation reports.
- Incident and claims reports.
- Proactive monitoring of vehicle utilisation and provides regular reports per vehicle indicating distance travelled per period.
- Provide advice to assist with improved vehicle utilization.

All reports must be submitted in formats approved by NECT.

4. DELIVERABLES

The key deliverables include:

- Fully operational fleet of approximately 30 roadworthy vehicles.
- Approved inspection and maintenance schedules.
- Monthly fleet performance and cost reports.
- Fully insured and licensed fleet for the duration of the contract.
- Functional tracking, fuel and reporting systems.



5. DURATION OF CONTRACT

The appointment will be for a period of three (3) years, subject to satisfactory performance, commencing from the effective date as agreed in the Service Level Agreement.

6. SERVICE STANDARDS AND PERFORMANCE MANAGEMENT

- Services must be rendered in accordance with **Good Industry Practice**.
- Time is of the essence in respect of vehicle availability, maintenance and replacement.
- NECT reserves the right to perform audits, inspections and performance reviews.
- Corrective action plans may be required where service standards are not met.

7. COMPLIANCE REQUIREMENTS

The service provider must comply with:

- All applicable South African legislation
- Occupational Health and Safety Act
- Protection of Personal Information Act (POPIA)
- NECT policies and governance requirements

8. ELIGIBILITY AND MINIMUM REQUIREMENTS

Bidders must demonstrate:

- Proven experience in fleet management (minimum number of years may be specified)
- Financial standing and sustainability
- Appropriate insurance cover
- Capacity to operate nationally
- Adequate systems for tracking, reporting and compliance

9. PRICING AND COST STRUCTURE

- Bidders must submit a detailed pricing schedule covering:
 - Monthly fleet management fees



- Variable and additional charges
- Insurance excess and optional services
- Pricing must clearly indicate:
 - VAT treatment
 - Included vs excluded costs
 - Escalation conditions (if any)

10. EVALUATION CRITERIA (INDICATIVE)

Proposals may be evaluated based on:

- Technical capability and experience
- Methodology and service approach
- Pricing and value for money
- B-BBEE status
- References and past performance

11. EVALUATION METRICS & CRITERIA

In terms of good corporate governance, a supplier should not be appointed where there is an existing real or perceived conflict of interest. Confirmation is required from each service provider that there are no existing or perceived conflicts of interest affecting independence.

- a) This RFQ will be conducted in accordance with NECT procurement policy.
- b) Shortlisted service providers may be invited to provide a presentation to the NECT on their proposed solution, at their own cost.
- c) In accordance with the NECT procurement policy, the proposal evaluation process shall be carried out in three (3) steps, namely:
 - **Step 1: Administrative Compliance or pre- compliance**
 - **Step 2: Functionality evaluation**
 - **Step 3: BEE and Pricing**
- d) Service Providers will be evaluated on functionality as spelled out in Step 2 below. The proposals that score points which exceed the minimum threshold provided on functionality will be invited to proceed to Phase 2 (submission of full and costed proposal).
- e) The evaluation criteria for the assessment of the proposals will be based on qualitative and quantitative aspects of the proposal.



12. SUBMISSION AND PROCESSING OF PROPOSALS

- a) All proposals must be submitted on company letterheads.
- b) All service providers must submit their B-BBEE Verification Certificates from Verification Agencies accredited by the South African Accreditation System or a Registered Auditor approved by the Independent Regulatory Board of Directors (IRBA) OR AN Accounting Officer as contemplated in the Close Corporation Act (CCA) in order to claim preference points or sworn affidavit for B-BBEE exempted micro enterprises.
- c) Late and incomplete submissions will not be accepted.
- d) In bids wherein the consortiums and joint ventures are involved, an agreement fully signed by all partners involved must be submitted.

13. MANDATORY REQUIREMENTS

A service provider may be disqualified for failure to comply with the following:

- a) Provision of a valid Tax clearance certificate.
- b) Submitting information that is fraudulent, factually untrue, or inaccurate.
- c) Failure to attach a declaration of interest.
- d) Failure to attach company registration (for both parties in case of joint venture/consortium).
- e) Failure to attach a B-BBEE certificate or sworn affidavit.
- f) Failure to attend a compulsory virtual briefing session.
- g) Failure of service provider to indicate previous experience in software development / application customisation.

14. SUBMISSION REQUIREMENTS

Step 1: Mandatory requirements

The failure to meet the following requirements or to provide the information requested below, may lead to an immediate disqualification.

The following documents must be attached with the submission:

- a) BBBEE Certificate or Exempted micro enterprise certificate signed by Registered auditor.
- b) Tax clearance certificate
- c) Declaration of interest
- d) Company registration documents including Identity documents of Directors.
- e) Banking details – original cancelled cheque or bank statement/ Confirmation letter.

Step 2: Functionality Evaluation

Bidders who provided all required administration documents will be evaluated on functionality as per the below evaluation criteria, where a minimum threshold of 75 out of 100 points must be achieved. Bidders who scored overall score of 75 points and above will be evaluated on the next stage of evaluation whilst bidders who score below 75 points will be disqualified from the evaluation process.

CRITERIA	MAX POINTS
1. Relevant experience in Fleet management services: Demonstrated experience in providing Fleet management services of similar scope and complexity (supported by appointment letters) for the last five years. • 5 or more years of experience = 30 points • 3- 4 years of experience = 20 points • 1-2 years relevant experience = 10 points • Less than years of experience = 0 points Must also demonstrate responsibilities such as vehicle tracking, maintenance coordination, cost control, and compliance.	30
2. Portfolio evidence/contactable references: Submission of appointment letters and corresponding reference letters (on official letterhead) confirming successful completion of similar contracts within the past five (5) years: • 40+ vehicles, with at least three (3) valid references = 26–30 points • 30–39 vehicles, with at least three (3) valid references = 11–25 points • 20–29 vehicles, with at least three (3) valid references = 5–10 points • Less than 20 vehicles or insufficient proof = 0 points Note: Services must be similar in nature (fleet management)	30
3. The Fleet Management company must have a or must appoint a dedicated and capable with fleet management experience. The bidder must submit a comprehensive Curriculum Vitae (CV) that clearly outlines the individual's years of experience in fleet management, including specific roles, responsibilities, and relevant skills. Years of Experience: 5 years or more – 15 points 3 to 4 years – 10 points 1 to 2 years – 5 points Less than 1 year or none - 0 points	15
4. Methodology and technical approach: Bidders must provide a detailed methodology covering the following components: a) Licence Renewal & Certificate of Fitness (COF) • Process for vehicle licence renewals • Process for roadworthiness / COF compliance	25

CRITERIA	MAX POINTS
b) Call Centre Operations: 24/7/365 support for emergencies, breakdowns, roadside assistance, insurance, maintenance, and general queries c) Toll Management • Process for toll payments and reporting • Proof of toll management facility with a banking institution d) Fuel Management • Fuel card administration (issuance, replacement, cancellation, renewal) • Distribution process for fuel cards nationally • Real-time controls to prevent fraud/abuse • Daily transaction uploads into a fleet system • Weekly exception reporting to NECT • Project plan for implementation and disengagement • Proof of banking partners and/or service providers e) Traffic Fines Management System • Live or demonstrable system • Ability to track, redirect, resolve, or pay fines • Integration with traffic authorities f) Reporting capability • Evaluation will be based on completeness, practicality, and alignment to NECT requirements	
Total	100

SCORING	
Very Good: 16-25	Important issues are approached in an innovative and efficient way, indicating that the bidder has outstanding knowledge of their area of expertise.
Good: 10-15	The approach is tailored to address the specific objectives and requirements and is sufficiently flexible to accommodate changes that may occur during the execution. There is a fair degree of details that facilitate understanding of the proposed work plan.

Satisfactory: 6-10	The approach does not adequately deal with the critical characteristics of the project. All key activities are included in the activity schedule but are not detailed
Poor: 1-5	Proposal/work plan is poor and is unlikely to achieve project objectives and requirements. The plan omits important tasks and correlation among them are inconsistent with the approach paper. There is lack of clarity and logic in the sequencing.

Step 3: B-BBEE and Pricing Bidders who scored overall score of 75 points and above will be evaluated on price and specific goals.

Quotations above will be evaluated on 80/20 preference points system (PPFA), where 80 is for price and 20 for specific goals.

The following table would apply for allocation of preference points

Specific Goals (PPFA sec 2 (1) (d) Enterprises	Number of points (80/20 system)	Proof to be submitted to claim specific goals
Owned by black people (50% or more)	5	Valid B-BBEE certificate or Affidavit
Owned by black people who are youth	5	Certified ID copies of directors
Owned by Black people who are woman (30% or more)	5	Valid B-BBEE certificate or Affidavit
Owned by black people with disabilities	5	Medical certificate
TOTAL	20	

Bidders are required to provide proof of claim for each specific goal and failure to provide proof, zero will be allocated on that specific goal

15. PRICING SCHEDULE (RATE)

The bidders are allowed to suggest alternative format to present the rate card:

Description	Monthly rate (excl. VAT)	Monthly rate (incl. VAT)
Administration costs		
Fuel card fee per vehicle		
Once off fee per installation of new tracking device (start of contract)		



Incident fee per incident (High jacked/ Accident/ Stolen)		
Miscellaneous claims per incident i.e. windscreen repairs		
Lost and stolen replacement fuel cards		
Rate per Car based on the following groups (not older than five years):		
Group B (POLO, Renault etc Manual)		
Group A (POLO, Renault etc Auto)		
Group J (Double Cap Bakkie 4X2 Auto)		
Group P (Double Cap Bakkie 4X2 Manual)		
Group C (Ford Eco Sport, Suzuki Fronx Auto)		
Group R (Ford Eco Sport, Suzuki Fronx Manual)		
Group L (Double Cap Bakkie 4X4 Auto)		
Group M (Double Cap Bakkie 4X4 Manual)		
Monthly Kilometer allocation and specify the excess km charge rate		
Other:		

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

16. TERMS AND CONDITIONS OF THE BIDDERS

- 16.1 The NECT reserves the right not to award the bid/project/contract.
- 16.1.1 The NECT reserves the right to call for interviews with short-listed bidders before final selection.
- 16.3 Successful Bidder/s may be invited for presentation when deemed necessary.
- 16.4 The NECT reserves the right to negotiate price with the preferred bidder.
- 16.5 The NECT reserves the right to appoint more than one (1) service provider.
- 16.6 The NECT is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the NECT have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NECT website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 16.7 The NECT reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the NECT.
- 16.8 The NECT reserves the right to award this bid as a whole or in part.
- 16.9 The NECT reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 16.10 The NECT reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 16.11 The NECT reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the NECT to conduct background checks, including FICA verification, on the bidding entity and any of its directors / trustees / shareholders / members.
- 16.12 The NECT reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 16.13 The NECT reserves the right of final decision on the interpretation of its tender requirements and responses thereto.
- 16.14 The NECT reserves the right to consider professional conduct and experience it had with any bidder which rendered similar services to the NECT in the past 5 years over and above the references put forward by the bidder in its response.



APPENDIX B: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any



interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 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.

I ACCEPT THAT THE NECT MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder