

TRANSPORT DEPARTMENT

INVITATION TO QUOTE

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

Quote number	Quote description	Price and BBBEE	Closing date	Mandatory requirements
RFQ MUT 431/2026	Appointment of a suitably qualified and experienced motor vehicle dealership or authorised vehicle suppliers for the supply, delivery, registration, licensing, branding and commissioning of one (1) new 23-seater diesel passenger bus or approved equivalent for operational use by the University	80/20	28 August 2026 Time: 11:00 am	Refer to a document

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE).

Procurement Enquiries contact Mr Sikhulile Thusi, email thusi.sikhulile@mut.ac.za (031) 819 9535.

Technical Enquiries contact Mr Khehla Ndlovu, email ndlovukc@mut.ac.za (031) 907 7214.

No Briefing session.

Bid documents can be downloaded from MUT website <https://www.mut.ac.za/tenders-procurement/> and must be returned to thusi.sikhulile@mut.ac.za

No facsimile, late or electronic bids will be accepted. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid. If you are not contacted within 180 working days after the closing date of the tender, consider your tender unsuccessful. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid.

OFFICIAL REQUEST FOR QUOTATION (RFQ)

INSTRUCTIONS: The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

Business Unit: Transport Department	RFQ number: RFQ MUT 431/2026
RFQ Description:	Appointment of a suitably qualified and experienced motor vehicle dealership or authorised vehicle suppliers for the supply, delivery, registration, licensing, branding and commissioning of one (1) new 23-seater diesel passenger bus or approved equivalent for operational use by the University
Requestor: Mr Khehla Ndlovu Contact No: (031) 907 7214. E-mail: Ndlovuck@mut.ac.za	Buyer: Mr Sikhulile Thusi Contact no: (031) 819 9535. E-mail: thusi.sikhulile@mut.ac.za
Request Date:	20 August 2026
Compulsory Briefing/Information session	None
Closing date: 28 August 2026 Closing Time: 11h00	Completed Quotation should be returned via e-mail: thusi.sikhulile@mut.ac.za
Payment term	30 days in arrears upon receipt of a valid invoice
NB: RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

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SECTION 1- SERVICE PROVIDER'S INFORMATION, CONDITIONS, TERMS OF REFERENCE AND SERVICE PROVIDERS' DISCLOSURE

Service provider's Name:	
Contact Number:	
Name & Surname of Authorized Person:	
E-mail:	
Vendor No:	
Company Registration Number:	

1.1. RFQ CONDITIONS:

1. Service providers must submit all necessary documents and complete all forms and questionnaires contained in this RFQ in full. MUT applies the two-stage process of evaluating tenders, namely functionality and Price component.
2. MUT does not permit advance payments. Service providers are required to make provision for all costs associated with the supply and delivery of the goods/services. Payment shall be made only after successful completion of the required deliverables, verification by the end-user department, and receipt of a valid tax invoice.
3. Pricing: do not show separately.
4. Service providers responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms of Reference of this quotation.
5. The 90-day validity period may not be extended unless otherwise stated by the MUT.
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided herein before closing date and time.
8. Should the service provider not receive the letter of award or the purchase order within the validity period, the service provider must consider their quotation unsuccessful.
9. MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT's discretion to appoint the most suitable service provider who will add value to MUT.
10. Expected Delivery Date is within 2 months from the date a Purchase Order/Award Letter is issued.

1.2. WHAT IS MUT LOOKING FOR?

Mangosuthu University of Technology (MUT) hereby invites quotations from suitably qualified and experienced motor vehicle dealerships or authorised vehicle suppliers for the supply, delivery, registration, licensing, branding and commissioning of one (1) new 23-seater diesel passenger bus or approved equivalent for operational use by the University.

The vehicle offered must be a new 2026 model, unused, and supplied with all standard equipment, manufacturer warranties, service plans, registration documentation, and accessories specified in this RFQ.

1.3. SCOPE OF WORK:

The successful service provider shall be responsible for the supply, delivery, registration, licensing, branding and commissioning of one (1) new 23-seater passenger bus meeting the minimum specifications detailed below:

A. Vehicle Specifications

Item	Minimum Requirement
Vehicle Type	23-Seater Passenger Bus
Model Year	2026 Model
Condition	Brand New (0 km)
Engine Type	Diesel
Engine Capacity	2.8D GL (74H) or Equivalent
Transmission	Automatic, 6-Speed
Drive Configuration	Twin Rear Wheels
Colour	White / Dark Grey
Fuel Tank Capacity	Minimum 95 Litres
Air Conditioning	Full Body Air Conditioning
Seating	Factory-fitted passenger comfort seats.
Wheel Size	R17 Steel Wheels (215/70R17.5)
Spare Wheel	Full-size spare wheel matching supplied wheel specification R17
Convenience Features	
Central Locking	Electronic Central Locking
Electric Window	Required
Audio System	
	Radio with USB, AUX and Bluetooth
	Four (4) Extra Speakers as additional audio
Safety Features	
Hill Assist	Required
Braking System	ABS
Airbags	Driver and Passenger Airbags
Reverse camera and/or parking sensors.	Required
Emergency exits.	Required
Accessories	
Parcel Trays	Required
Tow Bar	Required
Smash and Grab Protection	Required
First Aid Kit	Required

B. Warranty and Service Plan

The vehicle shall be supplied with:

- Manufacturer's warranty of not less than five (5) years.
- Service plan for five (5) years or 120 000 km, whichever occurs first.
- Maintenance and support through an authorised dealer network within South Africa.

C. Licensing and Registration

The successful service provider shall:

- Arrange pre-delivery inspection and licensing.
- Register the vehicle in the name of Mangosuthu University of Technology.
- Provide personalised registration number "**MUT 28 ZN**" (subject to availability and approval by the licensing authority).
- Include all registration, licensing and administration fees in the quotation.

D. Branding

The successful service provider shall:

- Brand the vehicle in accordance with MUT corporate identity requirements.
- Branding design and specifications will be provided by MUT upon award.
- The quotation must include all branding costs.

E. Delivery

The vehicle shall be delivered to:

Mangosuthu University of Technology

511 Griffiths Mxenge Highway

Umlazi, Durban

The service provider must indicate the delivery period from receipt of an official MUT Purchase Order.

1.4 BIDDERS 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 service provider 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. SERVICE PROVIDER'S DECLARATION

2.1 Is the service provider, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ 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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the service provider, 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 service provider 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 service provider 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the service provider, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the service provider 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 service provider was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 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 CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of service provider

SECTION 2- EVALUATION PROCCES

Quotations will be evaluated in three stages as set out below:

- Stage 1: Administrative and mandatory compliance.
- Stage 2: Price and Preference Evaluation

2.1. STAGE 1 – ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS

1. RFQ document completed and signed where applicable.
2. CIPC Registration document
3. Valid SARS Tax Compliance Status Pin
4. Confirmation of availability of an authorised service Centre within KwaZulu-Natal (Letter from the Councilor confirming address / Utility Bill in the Company's Name).
5. Confirmation of warranty and service plan
6. Proof of valid National Association of Automobile Manufacturers of South Africa certificate OR National Automobile Dealers Association Certificate (Whichever is applicable).

2.1.1. NON – MANDATORY RETURNABLE DOCUMENTS (STAGE 1)

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. BBBEE Certificate for Preferential points claim.

2.2 STAGE 2 - PRICE AND PREFERENCE EVALUATION

Quotations that comply with Mandatory requirements (Stage 1) will be evaluated on price, and preference.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: 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

THE OFFER SHALL REMAIN VALID FOR A PERIOD OF NINETY (90) CALENDAR DAYS FROM THE CLOSING DATE OF THE BID. PRICES QUOTED MUST BE IN SOUTH AFRICAN RAND (ZAR) AND SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES

ITEM NO	ITEM DESCRIPTION		UNIT PRICE	TOTAL AMOUNT
1.	Supply and Deliver One (1) 23-Seater Bus Engine Capacity 2.8D GL (74H) with twin tyres at the Rear, Colour white Dark Grey FB10 Transmissions Automatic 6 speed Diesel; Hill Assist, Tanker size L 95, full body Aircon, Radio USB Aux cable and Bluetooth with 4 Extra speakers. Parcel Trays, Tow Bar Smash and & Grab, Comfort Seat, Central Lock, Electronically Controlled, ABS, Airbags Model 2026, Okm with 5-year warranty plan /120000km service plan and 5-year service plan or up to 105 000km Service Plan. Wheel Size R 17 -inch 215/70R17.5 steel Steel Full size spare wheel R 17. with first aid kit. and Branded with MUT Colours Pre-Delivery License, Personalize Number MUT 28 ZN License & Admin fee.	X1		
	SUB-TOTAL			
	VAT@15%			
	TOTAL AMOUNT			

2.2.1 The following preference point systems are applicable to invitations to tender: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.2.2 Points for this tender shall be awarded for:

(a) PRICE and BBBEE

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a service provider for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

SECTION 3: MUT RFQ FORM DECLARATION AND RFQ CHECKLIST

MUT RFQ FORM DECLARATION

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to MUT on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ), and on the terms regarding time for delivery and/or execution stipulated therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by MUT during the validity period indicated and calculated from the closing time of the RFQ.
3. If I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, MUT may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and MUT and I/we will then pay to MUT any additional expense incurred by MUT having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, MUT shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss MUT may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, and that it covers all the work/item(s) in these documents and all my/our obligations under a resulting contract. I/we accept that any mistakes in the RFQ submission will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.
10. -----

Are you duly authorized to sign for this the RFQ? ***YES / NO**

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?
*YES / NO

DECLARATION: I, the undersigned (full names): Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false. Signature:
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Ensure that all pages are completed in full before returning this document.

Name & Surname of Authorized Person / Representative: Signature of Service provider’s Representative: 	Date:
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CHECKLIST TO BE COMPLETED BY THE SERVICE PROVIDER:

	YES/NO
• Does this Offer comply with specification, state brand where applicable?	
• Does the service provider have the required experience, state period?	
• Can this order be delivered within the specified period, state delivery period?	
• Do you intend sub-contraction/Partner?	
• Pricing Schedule (Recalculate to ensure accuracy)- Indicate whether prices are firm or non-firm)	
• Service providers Disclosure (Read, Understand and Sign)	
• Proof of Valid National Association of Automobile Manufacturers of South Africa certificate OR	
• National Automobile Dealers Association Certificate (Whichever is applicable)	
• CSD Registration Number (MAAA.....) / CSD report	