CITY OF TSHWANE
IGNITING EXCELLENCE

Office of the City Manager

Block D | 2nd Floor | Tshwane House | 320 Madiba Street | Pretoria | 0002
PO Box 6338 | Pretoria | 0001
Tel: 012 358 4901 or 012 358 4904 | Fax: 012 358 1112 or 012 358 6660
Email: citymanager@tshwane.gov.za | www.tshwane.gov.za | www.facebook.com/CityOf Tshwane

My ref:	SS 02 – 2023/24	Tel:	012 358 0843
Your ref:		Cell:	-
Contact person:	Mr. Karabo Morake	Email:	KaraboMor@TSHWANE.GOV.ZA
Division/Section/Unit:	Corporate Fleet Management		

Messrs. **KATSHESA ENGINEERING SERVICES**
(REGISTRATION NUMBER: **2001/016633/23**) (Vendor: 3200)
PO BOX 83166
DOORNPOORT
0017
(Attention: Bheki / Sannah M. Tlogane)

12 March 2025

Sir/Madam

TENDER FOR THE CORPORATE HIRE OF GENERAL CONSTRUCTION MACHINES AND CONSTRUCTION EQUIPMENT: AS AND WHEN REQUIRED: THREE (3) YEAR PERIOD: WITH EFFECT FROM 01 APRIL 2025 OR NEAREST DATE

1. I have the pleasure to inform you that, **subject to the following**,

   - the successful registration as a vendor with the City of Tshwane within 14 days;
   - the signing of an SLA with the relevant Department within 14 days after commencement of work. Failure to sign the SLA with the City of Tshwane within the stipulated period will result in the termination of your appointment;
   - performing according to the performance requirements of the City of Tshwane, whereby any non-performance may result in termination of appointment; and
   - provision of general construction machines and construction equipment meeting the specification of the tender in respect of the age of VEM.

   your tender has been accepted by the City of Tshwane for the corporate hire of general construction machines and construction equipment, as and when required, over a three (3) year period, with effect from 01 April 2025 or nearest date.

You are hereby appointed as a **backup** for the following items that you have bidded for at the rates specified below:

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Item No.	Item Description	Number Of Items Qualifying For	Quoted Price (Vat Incl)	Appointment Price (Vat Incl)
3	EXCAVATORS - HYDRAULIC TYPE Operating weight: 18 000kg – 22 000kg	3	R8 280,00	R8 280,00
9	COMBINATION BACK-ACTING 4 X 4 EXCAVATORS/FRONT END LOADERS - TLB'	4	R3 864,00	R3 864,00
19	VIBRATING TYPE ROAD SMOOTH DRUM ROLLERS Gross mass:9 000kg – 13 000kg	1	R5 060,00	R5 060,00

all in accordance with the Municipality's Specification and Conditions of Tender and your tender.

2. All other requirements and information concerning this contract can be obtained from Mr. Karabo Morake at telephone number 012 358 0843.

3. This appointment is on an 'as-and-when' needed basis and therefore your services will only be required as the City needs them, and the City is under no obligation to allocate any work to you over the term of contract should the services never be needed. The City further has no obligation to allocate the full quota of the number of general construction machines and construction equipment you indicated as available in your tender submission.

4. The City fully reserves the right to allocate work according to the needs, allocation criteria and its discretion based on the City's Supply Chain Management Policy.

5. Any failure to provide the required general construction vehicles and refuse removal vehicles on request as well as provision of general construction vehicles and refuse removal vehicles that does not meet operational requirements by user departments at any point during the duration of this contract will lead to automatic revocation of allocations and re-allocation to other qualifying bidders.

6. In cases where the VEM's are required for less than 8 (eight) hours a day, the total for such usage be determined on a pro-rata basis, based on the actual number of hours used.

7. **Please note: The inspection of VEM's will be conducted during the first deployment as provided for in the tender specification. The City is currently doing a desktop verification, inspection and audit of all submitted vehicle registration documents. Where the inspection picks up variances and discrepancies between the indicated quantities on the bid documents and submitted vehicle registration documents, the City will accordingly rescind or amend the appointment for that particular item as may be applicable. And that all other conditions including (9-year vehicle limit as well as provision of insurances, etc.) will be enforced without fail**.

8. Any failure to provide the required general construction vehicles and refuse removal vehicles on request as well as provision of general construction vehicles and refuse removal vehicles that does not meet operational requirements by user departments at any point during the duration of this contract will lead to automatic revocation of allocations and re-allocation to other qualifying bidders.

9. In cases where the VEM's are required for less than 8 (eight) hours a day, the total for such usage be determined on a pro-rata basis, based on the actual number of hours used.

10. **Please note: The inspection of VEM's will be conducted during the first deployment as provided for in the tender specification. The City is currently doing a desktop verification, inspection and audit of all submitted vehicle registration documents. Where the inspection picks up variances and discrepancies between the indicated quantities on the bid documents and submitted vehicle registration documents, the City will accordingly rescind or amend the appointment for that particular item as may be applicable. And that all other conditions including (9-year vehicle limit as well as provision of insurances, etc.) will be enforced without fail**.

11. As an appointed service provider, you may subcontract any portion of this contract or work allocated to you. In the event of subcontracting, you are required to obtain the written permission of the City.

12. As an appointed service provider, you must pay the relevant landfill site fees as applicable and as determined by the City annually. The amounts due to the City in this regard will be subtracted from the invoices submitted by you irrespective whether the service is rendered by you or by an appointed sub-contractor. All other fees, charges or any other amount due to the City will be enforced for payment by you through the same principle and in a similar fashion as mentioned above.

13. Your appointment also needs to ensure that you contribute to the following:
    - Creation of jobs for the local community;
    - Spin offs to the Local Economy;

14. Information regarding insurance is obtainable from the Office of the Chief Financial Officer of the CoT, attention: Ms. Morongwa Mokoena at telephone number (012) 358 1126.

15. Official orders which numbers must be quoted on all invoices, will be placed as and when the supply of general construction machines and construction equipment to the City of Tshwane are required. The general construction machines and construction equipment shall be supplied and must be executed in strict accordance with the Municipality's Specification and Conditions of Tender and your tender.

Please submit, to the relevant department, every 3 months, proof by your company that all municipal rates and taxes or Municipal service charges owed by your company or any of the directors are paid and not in arrears for more than three months.

PLEASE ACKNOWLEDGE RECEIPT OF THIS LETTER to:
Office of the City Manager (attention **Ms. Ninette Snyman**),
E-mail Address: NinetteB@TSHWANE.GOV.ZA
PO Box 440,
Pretoria,
0001,
after which all correspondence must be forwarded to the Shared Services: Corporate Fleet Management, attention: Mr. Karabo Morake at telephone number 012 358 0843.

Yours faithfully

Johann Mettler
CITY MANAGER

On request, this document can be provided in another official language.

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1. SHARED SERVICES:
   CORPORATE FLEET MANAGEMENT
   ATTENTION: Mr. Karabo Morake

2. OFFICE OF THE CHIEF FINANCIAL OFFICER
   (For your information re: Insurance)
   ATTENTION: Ms. Morongwa Mokoena

3. OFFICE OF THE CITY MANAGER
   ATTENTION: Mr. Aigan Williams

4. SUPPLY CHAIN MANAGEMENT
   ATTENTION: Mr. Cain Mphofu

For your information:

Contractor: Messrs. **KATSHESA ENGINEERING SERVICES**
(REGISTRATION NUMBER: **2001/016633/23**) (Vendor: 3200)
PO BOX 83166
DOORNPOORT
0017

Contact person: Bheki
Cell: 076 882 0845
Tel: 087 808 4233
Facsimile: -
E-mail Address: Katshesa@gmail.com; bhekimokhele@vodamail.co.za
admin@katshesa.com

Johann Mettler
CITY MANAGER

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