

**REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF
TWO NEW DOUBLE-CAB VEHICLES:
JOHANNESBURG AND DURBAN**



ISLAMIC RELIEF SOUTH AFRICA

REQUEST FOR QUOTATIONS

**SUPPLY AND DELIVERY OF TWO NEW
DOUBLE-CAB VEHICLES**

FOR THE

JOHANNESBURG AND DURBAN REGIONS

**REQUEST FOR QUOTATIONS: SUPPLY AND DELIVERY OF
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TENDER APPLICATION FORM

Please ensure that the Tender Application is completed and submitted in the following manner with the relevant supporting documents.

How did you come to know about the Tender?

☐

PRESS

☐

WEBSITE

☐

FACEBOOK

☐

E-MAIL

☐

OTHER

SUPPLIER INFORMATION

Business Name & Surname:

Telephone Number:

Mobile Number:

Email Address:

Physical address:

Business Registration Number:

Director's name and ID (if the business is a sole proprietor without a business registration number)

.....
.....

TENDER SUBMISSION DOCUMENTS

1. **Tender Application Form**
2. **Official quotation with prices inclusive of VAT. (Quote to reflect Company Registration and VAT numbers).**
3. **SARS Tax Clearance Certificate**
4. **Business Registration Documents.**
5. **Bank letter to confirm Banking details**
6. **Certified Copy of ID or passport of Director/s (if business is a sole proprietor without a business registration number).**
7. **Reference letters (Annexure A)**

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YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION IN RESPONSE TO THE REQUEST FOR QUOTATION FROM ISLAMIC RELIEF SOUTH AFRICA					
BID NUMBER:	GG/OCT/2026	CLOSING DATE:	15 October 2026	CLOSING TIME:	16h00
DESCRIPTION	THE SUPPLY OF TWO (2) VEHICLES FOR THE OPERATION AND IMPLEMENTATION OF THE GOAL GETTERS PROJECT				
REGION:					
JOHANNESBURG:					
BID RESPONSE DOCUMENTS MAY BE SENT VIA EMAIL TO:					
tenders@islamic-relief.org.za					
BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Bids Representative – Somayya Mbawana				
TELEPHONE NUMBER	011 486 0378				
FACSIMILE NUMBER					
E-MAIL ADDRESS	JHB.Procurement@islamic-relief.org.za				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		AND	CENTRAL SUPPLIER DATABASE No:	MAAA

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ADDITIONAL INFORMATION REQUIRED

Have you previously provided a service as specified in the tender document? YES ☐ ☐ NO If yes, please provide details.	
Are you related to any member of Islamic Relief's Management, Directors, Staff, Volunteers or rights-holders? If yes, please provide details. ☐ ☐ YES NO	

CUSTOMER REFERENCES

Kindly complete Annexure A
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1) About Islamic Relief South Africa (IRSA)

Islamic Relief South Africa (IRSA) is registered as a non-profit company. Its mission is to assist the poor and those in need—regardless of race, ethnicity, or political affiliation—to live sustainable, self-reliant lives within safe and caring communities.

Under IRSA's Orphan Child Welfare (OCW) programme, the Goal Getters Project implements the Mobile SMART Goals Academy – an innovative outreach initiative that brings goal-setting support, motivation, and resources directly to children in under-resourced communities. The Academy and project itself operate through a dedicated vehicle (4×4) equipped with materials, incentives, and a structured follow-up system to track each child's progress and implement the project's other activities.

2) Invitation to Tender

IRSA invites reputable, authorised motor dealers/suppliers to submit four separate quotations, as specified in Clause 4, for the supply and delivery of two (2) new 4×4 double-cab vehicles for deployment in the Johannesburg and Durban regions, subject to the availability of funding.

3) Supplier Eligibility

Ability to provide after-sales service and honor manufacturer warranties.

Full compliance with South African road and safety regulations.

Ethical business practices and fair, transparent pricing.

Ability to deliver within 30 days from the date of the official Purchase Order (PO).

4) Minimum Vehicle Specifications

Type: Mahindra Pickup S6 Double Cab bakkie

Transmission: Automatic / Manual

Two separate quotations are required for the vehicle type, one for each transmission option.

Fuel: Diesel

Drive: 4x4

Engine Power: 103 kW @ 3750 r/min

Torque: 320 Nm @ 1500-2800 r/min

Colour: White

Mileage: Brand new / 0 km

Air Conditioning: Required

Fibre glass canopy with windows

Service Plan

Warranty

Registration & Licensing: Completed prior to delivery (roadworthy, number plates, licence fees included)

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Additional Features: Smash & Grab windows; front & rear bash guard; standard tow bar; mud flaps; central locking; alarm system; rubberised rear bed

5) Compliance & Standards

All vehicles must comply with applicable South African legislation and standards, including roadworthiness and emissions requirements, where applicable.

6) Submission Requirements

Separate formal quotations for each make and model proposed in Clause 4.

Itemised price per vehicle (ZAR), VAT breakdown, and total price inclusive of VAT.

Estimated delivery timeframe from PO date (in calendar days).

Warranty and service plan details (coverage, exclusions, intervals).

Nearest authorised service centres to the IRSA offices in Johannesburg and Durban (addresses are provided in Clause 7).

Availability of spare parts and components, including typical lead times.

Loan vehicle policy during servicing or warranty repairs, if available.

Company registration documents and valid SARS Tax Clearance.

B-BBEE certificate or affidavit if applicable.

A minimum of two (2) references, as per Annexure A.

Declaration of Interest – Annexure B

7) Delivery & Handover

Vehicles must be delivered to:

IRSA Johannesburg: 157 Barry Hertzog Avenue, Emmarentia, 2195

IRSA Durban: 488 Lillian Ngoyi Road, Morningside, Durban, 4001

Vehicles must be delivered clean, fueled to minimum quarter tank, with owner's manual, service book, spare key, jack, and tools.

Pre-Delivery Inspection (PDI) certificate to be provided on handover.

8) Evaluation & Two-Gate System

This tender will be evaluated in two stages (gates):

Gate 1 – Technical & Service Evaluation (Non-Financial – 80%)

Suppliers must achieve a **minimum score of 80%** to progress to Gate 2. The scoring for Gate 1 is as follows:

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Criterion	Weight	Description	Max Score
Compliance with Specifications	40%	Technical fit, required vehicle specifications, safety features, spares availability, service plan	40
After-Sales Support	25%	Service centres, warranty coverage, maintenance support, loan vehicle availability	25
Delivery Timeframe	15%	Ability to deliver within 30 days from Purchase Order (PO)	15
Supplier References	20%	Minimum two verifiable references confirming delivery performance, after-sales support and customer satisfaction	20
Total	100%	Gate 1 Maximum Score	100

Suppliers must score **≥80 out of 100** in Gate 1 to qualify for Gate 2 (Price Evaluation).

Gate 2 – Price Evaluation (Financial – 20%)

- Only suppliers passing Gate 1 will be considered.
- The **lowest-priced compliant bid** will be recommended for award.
- IRSA reserves the right to verify supplier references and perform due diligence checks.

9) Tender Price Validity

Prices must remain valid for 60 days from the closing date.

10) Submission Method

Submit quotations and supporting documents via email to: tenders@islamic-relief.org.za

Alternatively, hand-deliver the documents to the procurement officers at the following Islamic Relief offices:

Somayya Mbawana, 157 Barry Hertzog Avenue, Emmarentia, 2195

Nazrana Kalil, 488 Lillian Ngoyi Road, Morningside, Durban, 4001

Mark the envelope: CONFIDENTIAL – Tender: Supply and Delivery of 4x4 Double Cab Vehicles

11) Closing Date

All submissions must be received by **15 October 2026 at 16h00**. Late submissions will not be considered.

12) Queries/Clarifications

All enquiries must be submitted in writing to JHB.Procurement@islamic-relief.org.za no later than five (5) working days before the closing date.

13) IRSA Rights

Request additional information/clarification.

Conduct due diligence and reference checks.

Accept or reject any quotation, in whole or in part.

Withdraw or cancel the tender at any stage without liability.

Award to one or more suppliers or not award at all.

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**Annexure A:
Supplier Reference Form**

Supplier Name: _____

Reference Organisation Details

Organisation Name: _____

Address: _____

Contact Person: _____

Position/Designation: _____

Email: _____

Phone Number: _____

Supply Information

Scope of Supply (what was purchased):

Date of Delivery: _____

Performance Evaluation

Criteria	Rating (Please tick)	Comments
Delivery on time	☐ Excellent ☐ Good ☐ Fair ☐ Poor	
Compliance with specifications	☐ Excellent ☐ Good ☐ Fair ☐ Poor	
After-sales support (warranty, servicing, spares)	☐ Excellent ☐ Good ☐ Fair ☐ Poor	
Professionalism & communication	☐ Excellent ☐ Good ☐ Fair ☐ Poor	
Overall satisfaction	☐ Excellent ☐ Good ☐ Fair ☐ Poor	

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Recommendation

Would you purchase from this supplier again? ☐ Yes ☐ No ☐ Maybe

Reference Completed By

Name: _____

Signature: _____

Date: _____

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Annexure B

DECLARATION OF INTEREST

1. Any legal person, including persons employed by Islamic Relief South Africa (IRSA), or persons having a kinship with persons employed by Islamic Relief South Africa, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by IRSA, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
- the bidder is employed by IRSA; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and/or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder)

.....

2.4 Company Registration Number:

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2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.7 The names of all directors / trustees / Board of Directors / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in paragraph 3 below.

.....

2.8 Are you or any person connected with the bidder presently employed by IRSA
YES / NO

2.8.1 If so, furnish the following particulars:

Name of person / director / trustee / board of directors/ member:

.....

Position occupied in IRSA:

Any other particulars:

.....

.....

2.9 If you are presently employed by IRSA, did you obtain the appropriate authority to undertake remunerative work outside employment of IRSA?

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YES / NO

2.9.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.9.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.10 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouse's conduct business with IRSA in the previous twelve months?

YES / NO

2.10.1 If so, furnish particulars:

.....
.....
.....

2.11 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by IRSA and who may be involved with the evaluation and/or adjudication of this bid?

YES / NO

2.11.1 If so, furnish particulars.

.....
.....

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- 2.12 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by IRSA who may be involved with the evaluation and/or adjudication of this bid?

YES/NO

- 2.12.1 If so, furnish particulars.

.....
.....
.....

- 2.13 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

- 2.13.1 If so, furnish particulars:

.....
.....
.....

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3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number

4. Compliance Declaration

- The bidder confirms that the company:
- Is not involved in any illegal activities;
- Does not support or engage in activities considered unlawful under South African law or international law;
- Does not support or engage in terrorist activities or financing of terrorism;
- Complies with Islamic Relief South Africa's zero-tolerance policy on fraud, corruption, and bribery;
- Complies with safeguarding, protection, and ethical standards required by Islamic Relief South Africa.

5. DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT IRSA MAY REJECT THE BID OR TAKE ACTION AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.