



FULL TENDER DOCUMENT – 11 SEPTEMBER 2020

Public TENDER of 11.09.2020 of the Goethe-Institut South Africa in Johannesburg About the Procurement of a Company Car

a) Invitation to Submit an Offer

With this invitation to tender, the Goethe-Institut South Africa is calling for tenders for the procurement of a company car. The services tendered are defined under *b) description of services*.

The invitation to tender runs from **11.09.2020 up to and including 02.10.2020, 14.00 hrs (UTC+2/SAST time)**.

The tender must be submitted by

02.10.2020, 2 pm (UTC+2/SAST time)

in writing in a sealed envelope to the guard at the entrance (address: 119 Jan Smuts Avenue, Parkwood, 2193; opening hours: Monday - Thursday: 08:30-18:00; Friday: 08:30-14:00). The envelope must be labeled as follows: *Submission of an Offer for a Company Car* and addressed to *Arnd Saretzki, Head of Administration of the Goethe-Institut South Africa*.

The following documents must be enclosed:

- i. Tender for the service to be rendered, including price and delivery date, as well as information on the other criteria required under number 6 below
- ii. Contract template based on the service description
- iii. Indication of the Company Registration Number and the Tax Registration Number
- iv. Bidder's own declaration on the company's compliance with the law and economic performance as well as information on the company (how long has the company been in existence, how many full-time employees are employed and the average length of service of the employees in years)

The self-declaration must be attached to the offer as a separate letter with company letterhead with the signature and stamp of the bidder. In it the bidder assures that he is economically and financially capable of fulfilling the contract. With the self-declaration, the bidder also confirms his compliance with the law and his impunity.

Within the scope of the tender, only law-abiding and economically capable companies that offer and sell the tendered service can be considered.



b) Performance specification for the procurement of a company car for the Goethe-Institut South Africa

1. The Goethe-Institut

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with a global reach.

We promote knowledge of the German language abroad and foster international cultural cooperation. We convey a comprehensive image of Germany by providing information about cultural, social and political life in our nation. Our cultural and educational programmes encourage intercultural dialogue and enable cultural involvement. They strengthen the development of structures in civil society and foster worldwide mobility.

With our network of Goethe-Instituts, Goethe Centres, cultural societies, reading rooms and exam and language learning centres, we have been the first point of contact for many with Germany for over sixty years. Our long-lasting partnerships with leading institutions and individuals in over ninety countries create enduring trust in Germany. We are partners for all who actively engage with Germany and its culture, working independently and without political ties.

2. Subject of the Contract

Procurement of a company car for the Goethe-Institut South Africa

The Goethe-Institut South Africa requires a company car. This will be used primarily in the city, but must be able to cope with dirt roads. The vehicle must have space for 8 people and be suitable for transporting deliveries (e.g. by means of folding back seats).

3. Tendered Service

The tendered service includes:

- The sale of a motor vehicle (new car with the corresponding vehicle documents) according to the overview of the total order below (see 4.) and
- The timely delivery and handover of the vehicle and the vehicle documents to the Goethe-Institut South Africa, 119 Jan Smuts Avenue, Parkwood, 2193: The delivery of the company car to be purchased will take place in the period 12.10.2020 until 20.11.2020 at the latest.



4. Overview of the Total Contract

Overview to the car to be purchased:

Capacity	ca. 2000 ccm
kW	min. 100 kW
Transmission	Dual-clutch
Fuel Consumption (combined urban/extra-urban cycle)	ca. 8l/100km
CO2 emission (g/km)	Max. 240
Brakes	ESC, ABS, MCB, ASR, EDL, TCS, Hill-hold control
Wheelrim	Full-sized wheel (steel) Toolkit with jack
Ground Clearance (mm)	Min. 180
Passenger and load compartment, seats removed (volume, m3)	Ca. 6
Tow bar (incl.trailer stabilisation)	Yes
Payload (kg)	Ca. 1000
Seats	Min. 7 passengers (plus driver)
3rd row of seats folding and tipping	Yes
Driver and front passenger airbags	Yes
First aid kit and warning triangle	Yes
Anti-theft alarm	Yes
Cellphone interface / handsfree communication while driving	Yes
Power steering	Yes
Air-conditioning system, incl. rear passenger compartment	Yes
Body-coloured bumpers	Preferred
Body-coloured exterior mirror housings and door handles	Preferred
Park distance control, front and rear (incl. rear view camera)	Preferred
Sliding doors	Both sides
Manufacturer guarantee	3 years
Colour	Silver, anthrazit or grey
Fire extinguisher	Yes

5. Award Criteria

- Price of the car with 30% weighting
- Delivery date of the vehicle with 40% weighting (within the delivery period an earlier delivery date is preferred)
- Availability of a specialized workshop near the Goethe-Institut with 20% weighting
- CO2 emissions with 10% weighting



6. Duration of the Tender/Application Deadline

The call for proposals is open from 11.09.2020 until 02.10.2020, 14.00 (UTC+2/SAST time). The invitation to tender will be published on www.goethe.de/tender and as an advertisement in the Mail & Guardian. The decision on the bid that is awarded the contract will be made by 09.10.2020. The bidders will be informed of the award decision in writing or by e-mail.

7. Questions of the Bidders

While the tender is running the bidders can ask questions about the tender by email under the keyword/subject line *Company Car* to arnd.saretzki@goethe.de. The questions and answers will be made available to all bidders anonymously until the end of the bidding process via the Internet site www.goethe.de/tender only.

8. General Provision

The announcement will be published in German and English. In case of doubt, the English text shall prevail.