

Important Tender Notice
Reference No.:2024:05 Provision of Ad-hoc Transportation Management Services

Dear Tenderer,

SUMMARY DOCUMENT

1. Kindly note this is a summary document for WITS Tender Reference No: 2024:05 Provision of Ad-hoc Transportation Management Services.
2. **INTENT TO SUBMIT A TENDER SUBMISSION AND COMPULSORY TENDERER REGISTRATION**
ALL tenderers **must** submit to Bongani Machobane Bongani.Machobane@purcosa.co.za and copy Wits Tender Admin at admin.tenders@wits.ac.za in a single email, on or before the date and time. Tenderer's written statement of intention to partake in the Tender. Note: the compulsory registration date is **12 August 2024 and the time is 12h00 (midday)**.
3. **NON-COMPULSORY INFORMATION SESSION: ONLINE MICROSOFT TEAMS**
Only registered tenderers to attend the Non-Compulsory Online Briefing Session to be held as follows:
 - Date and Time: 13 August 2024 | 10h00 -11h30
 - Microsoft Teams: The link to the session will be made available to all registered tenderers
4. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
5. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
6. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

PURCO SA Tenders: How to register, purchase and submit online
Read the following guide or visit https://purcosa.co.za/how-purchase-tender
Login or register at purcosa.co.za
1. Navigate to https://purcosa.co.za
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
a. Click 'Register here'
b. Complete the form and click 'Create new account'
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d. Click on the link in the email to login to the PURCO SA website and add a password.
View and purchase the tender
4. Under the Supplier Hub menu click on 'Open Tenders'
5. Select the tender and click on 'View'
6. Click on the 'Buy now' button
7. You will be redirected to our payment gateway (Payfast) to make payment.
8. If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
View the tender requirements
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.
11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username

Important Tender Notice

Reference No.:2024:05 Provision of Ad-hoc Transportation Management Services

13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.

Submit your bid

14. Log in to purcosa.co.za as the user who purchased the tender.

15. Click on 'My purchased tenders' and then the 'Submit bid' link

16. Start submitting your bid as early as possible. Do not wait for the deadline.

17. You can save and edit the tenderbox as often as you like before the submission deadline.

Help with online submissions

18. You can watch a detailed video how to upload your bid at youtu.be/FwIz0bjKxbl

19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide

Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office

Davy Ivins – 084 207 8148 davy@assocworks.co.za

Bongani Machobane – 011 545 0548 bongani.machobane@purcosa.co.za

Pozisa Makonco – 011 545 0948 - pozisa.makonco@purcosa.co.za

Contact Person at WITS

Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin admin.tenders@wits.ac.za

A. HIGH-LEVEL SCOPE OF WORK

1. SCOPE OF WORK

These routes will be coordinated for students and staff in areas Gauteng and other provinces.

- 1.1. The successful tenderer agrees that no form of exclusivity has been conferred on it nor volume or value guarantee granted by the University in relation to the provision of the transport services by the successful tenderer. The University is at all times entitled to enter into other agreements with other suppliers for the provision of any or all goods and/or services which are the same as or similar to the transport services or may obtain such services internally.
- 1.2. The successful tenderer must take all steps reasonably necessary, considering all relevant circumstances, to deliver cost effective, efficient, diligent, skillful, and economical transport services according to the standards, agreed procedures and best practice. The delivery of the transport services must be fit for the purposes required by the University.
- 1.3. To this end the successful tenderer must deliver the transport services in a competent and skillful manner.
- 1.4. The University requires a fully outsourced model, more specifically:
 - 1.4.1. Adhoc Transportation Management Services: The successful Tenderers shall be appointed to serve on a panel as a potential provider for the transport services. The University shall provide the successful Tenderers) a request for quotation (“RFQ”) outlining the services required, by the University. The successful Tenderer must respond to the RFQ by submitting a quotation detailing the University’s requirements that will need to be met (Quotation).

2. SERVICE REQUIREMENTS

The Adhoc Transportation Management Services has one category of service.

Adhoc Transportation Management Services	
Description	
<ul style="list-style-type: none"> • This service will operate as and when required by the University. This is mainly an additional transportation management services that occurs randomly throughout university full almanac and successful Tenderers will have to quote before confirmation of the booking. • Requests for additional transportation trips may be submitted by the requesting school / department / society for quotes. Should the University use the successful Tenderers vehicles; a cost per trip for field trips will be agreed between the trip organiser, the University, and the successful Tenderer. 	
Applicable Vehicle Classifications	

Adhoc Transportation Management Services will be awarded to more than one of service providers in the following categories:

Category A	5-seater 7-Seater 12-Seater 15-Seater
Category B	18-Seater 22-Seater 28-Seater

Important Tender Notice
Reference No.:2024:05 Provision of Ad-hoc Transportation Management Services

	35-Seater
Category C	45-Seater 65-Seater 70-Seater

Tenderer must have relevant licenses and permits:

- Provision of Adhoc Transportation Management Services - Relevant Charter Permits for routes within Southern Africa and greater Johannesburg. **Commencement date 01 January 2025.** Successful tenderer will be subjected to a pre-inspection of fleet, **licenses and permits by 30 November 2024.**
- Provide Valid Professional Driving Permit PrDP for Bus or Minibus with seating for more than 12 passengers including the driver) and for relief drivers.
- Provide Certificate of Fitness (COF) – Valid COF for all passenger service vehicles
- Provision of Adhoc Transportation Management Services - Bus Depot Location/Site must be within the greater Johannesburg area within a 100 km radius from the University and able to operate at peripheral sites as detailed in the scope of work (Proof of Utility Bill/ Lease Agreement)

3. PRICING REQUIREMENTS FOR ADHOC TRANSPORTATION MANAGEMENT SERVICES

3.1 Overhead costs (fixed):

3.1.1 The overhead costs are solely for the successful Tenderer's account and include the fixed direct costs such as the cost of insurance, driver wages, licenses, operating permits, scheduling systems, tracking systems, etc., arising from the provision of the service as specified, and which are not reflected in the running costs.

3.2 Running cost (variable):

3.2.1 The running cost should reflect, where applicable, all vehicle costs associated with the service such as maintenance and repair costs, tire usage, fuel, oil, subsistence allowance, toll gate fees, etc. Source documentation must accompany the corresponding invoices for processing

3.3 The fees and charges will be based on:

- 3.3.1 The fixed cost per trip price for the use of the vehicles remains constant for the period of the University financial year.
- 3.3.2 Labour costs calculated on at least the National Minimum Wage.
- 3.3.3 The variable rate per trip price for the distance travelled by each vehicle. The successful Tenderer must bill variables on actual distance travelled and provide log sheets as documentary proof thereof.

3.4 Price Adjustment:

- 3.4.1 Fees will not be increased for the first 12 (twelve) months of the awarded contract unless agreed in writing between the successful Tenderer and the University.
- 3.4.2 Thereafter, provided the relevant supporting documentation required by the University is supplied by the Tenderer and the University agrees thereto in writing, the charges may be adjusted as follows:
 - 3.4.2.1 for the labour cost component in respect of remuneration of the Tenderer's Personnel, according to the annual increases in wages and allowances calculated on at least the minimum of the National Minimum Wage Agreement:
 - 3.4.2.2 The fuel element of running costs may be reviewed monthly, and may be adjusted upward or downward, if necessary, based on the wholesale purchase price.

Important Tender Notice
Reference No.:2024:05 Provision of Ad-hoc Transportation Management Services

3.4.2.3 for the remaining components of the charges, annually on the first and each subsequent anniversary of the effective date, as successfully negotiated in good faith between the parties and finally agreed upon by the University, but in any event no higher than CPI.

3.5 Cost Savings

3.5.1 The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

3.2 Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the required work activities for bus services and transportation environment may be eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all of the information required in the Schedules below:

Procurement Eligibility/Mandatory Criteria	
It is compulsory that the Tenderer:	
1.	provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative
2.	provides proof of its entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members.
3.	provide proof of SARS Tax Pin
4.	Submit annual financial as listed below, in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied: <ul style="list-style-type: none"> • Non-EMEs must submit annual financial statements for the last three (3) financial years. • EME tenderers must submit annual financial statements for the last two (2) financial years.
5.	<p>Please provide proof of bank confirmation letter:</p> <p>The letter should include:</p> <ul style="list-style-type: none"> • The Tenderer's bank account name and number. • A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and <p>The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.</p>
6.	The Tenderer must provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease (COIDA) Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award.

Important Tender Notice
Reference No.:2024:05 Provision of Ad-hoc Transportation Management Services

7.	submit all required schedules, documents and annexures indicated in Annexure B for the Procurement Eligibility / Mandatory Criteria.
Technical Eligibility/Mandatory Criteria	
It is compulsory that the Tenderer must:	
8.	have a track record for at least three (3) years for Provision of Adhoc Transportation Management Services and of implementing for services rendered within the last five (5) years similarly successful Bus & Other Transportation Management Services.
9.	<p>Tenderer must have relevant licenses and permits:</p> <ul style="list-style-type: none"> • Provision of Adhoc Transportation Management Services - Relevant Charter Permits for routes within Southern Africa and greater Johannesburg. • Commencement date 01 January 2025. • Tenderer will be subjected to a pre-inspection of fleet, licenses and permits by 30 November 2024. • Provide Valid Professional Driving Permit PrDP for Bus or Minibus with seating for more than 12 passengers including the driver) and for relief drivers. • Provide Certificate of Fitness (COF) – Valid COF for all passenger service vehicles
10.	<p>Tenderer must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University.</p> <p>The Tenderer must provide the University with proof of its insurance cover. It is the responsibility of the Tenderer to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University.</p> <p>Provide proof of full & adequate insurance for the fleet you are proposing. Insurance must satisfy the University's insurers. This includes at minimum public liability of R1.8 million per seat for all applicable passenger carrying vehicles.</p>
11.	<p>meet the following requirements:</p> <p>Attach Proof of Existing Fleet (Attach vehicle asset register with valid vehicle registration and license numbers).</p> <p>And/or Pre-Approved Finance for purchasing new buses/vehicles.</p>
12.	<ul style="list-style-type: none"> • The buses and vehicles entering the service cannot be older than five (5) years (from date of registration) • All vehicles and their drivers (Provision of Adhoc Transportation Management Services) must always comply and be certified as described in the Road Traffic Act. • No vehicles with year models registered before 2020.
13.	Provision of Adhoc Transportation Management Services - Bus Depot Location/Site must be within the greater Johannesburg area within a 100 km radius from the University and able to operate at peripheral sites as detailed in the scope of work (Proof of Utility Bill/ Lease Agreement)

Important Tender Notice
Reference No.:2024:05 Provision of Ad-hoc Transportation Management Services

14.	Based on the tenderers selection of either Sections A, B or C they must have Vehicle Registration and License as per the required number of Fleet for each selected section(s).
-----	---

SUMMARY DOCUMENT ONLY - REFER TO PURCO SA WEBSITE