



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

**Scope of Work
The Appointment
Of a service Provider to
Render the Shuttle Services
in the merSETA Head Office**

1. BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

The merSETA, staff, delegates and guests travel frequently from various locations to various destinations and therefore require transport/shuttle services which will offer a fleet of vehicles ranging from standard to executive cars to combi type vehicles on request.

2. OBJECTIVE

The merSETA wishes to appoint a service provider for the rendering of Shuttle Services in merSETA Head Office for a period from 01 April – 30 September 2026. The merSETA Head Office is located in the below location as follows:

Metropolitan Park
Block C
8 Hillside Road
Parktown
Johannesburg

3. SCOPE OF WORK

The merSETA, would like to invite potential two (x2) service providers in the shuttle services industry and service for the below regions as and when required with transport services to the Airport on a frequent basis and on other routes on an adhoc basis.

The services are to be rendered in the following zones:

- Head Office (Johannesburg)
- Witbank
- Pretoria (Gauteng North)

The Service Providers will provide the Services to merSETA subject to the terms and conditions of this Agreement as set out below on a need basis upon request of service to include but not limited to;

1. Provision of qualified drivers, quality serviced vehicles, administrative and logistical assistance for transportation and transfer.
2. Administrative coordination of scheduled transfers as provided by merSETA, ensure timeous pickups and drop-offs.
3. To adequately assess the requested reservation as made by merSETA and ensure satisfactory cost reduction options.
4. Operations office coordination, reviewing of airports and flight websites for smooth reception and or drop-offs of persons assigned by merSETA.
5. To be available for urgent and or short notice bookings with consideration of reasonability
6. To ensure clear visibility of vehicles and or placard for easy reception of assigned personnel pickup and or drop-off.
7. To ensure clear and visible uniforms, branded in the company name for ease of connection with delegates.
8. To ensure drivers are sufficiently skilled in English for ease of communication.
9. To communicate with the travellers effectively and ensure that they are picked up on time without delays.
10. To render the shuttle services on a need basis between the regional offices and Head offices.
11. The shuttle service provider must provide a company organogram indicating:
 - A key accounts manager responsible for all the operations and management of the account for the contract duration.
 - An administrative staff member who will execute all shuttle bookings, and
 - The shuttle service provider shall provide an after-hours call service for the duration of the contract.

4. MANDATORY REQUIREMENTS

- 4.1. A minimum of Three (3) traceable reference letters indicating similar experience in rendering shuttle services- reference letters must be for work conducted within the last three (3) years and must be dated and signed in the referring company's letterhead.
- 4.2. List of resources in terms of drivers that will be offering the services including their valid driver's documents/Public Driver's Permit etc.
- 4.3. Bidders' business offering should be 80% shuttle and transportation driven. Bidders are required to provide company profile to be verified by merSETA.

4.4. Registered with 3rd party Insurance and Road Worthy Certificates

4.5. Photographs and description of fleet vehicles to be used.

Note: Noncompliance with the above-mentioned mandatory requirements will mean automatic disqualification.

5. COMPULSORY SITE INSPECTION

Date: to be arranged with Manager OR Staff Member (nominated)

6. CONDITIONS

6.1. Quotations received after close of business on the closing date will not be accepted.

6.2. Prices quoted must be as per the unit indicated and be inclusive of VAT.

6.3. Acceptance of a quotation will be subject to merSETA Supply Chain Policy.

6.5 Quotation to include repairs & Maintenance of system

7. SUBMISSIONS

7.1. Proposals must be submitted

