

Annexure D

SPECIFICATION

RFQ 22/23/40/ IFRS 16 Automation and Software Accounting Solution/RM

1. Background

Docex operations is highly dependent of both air and road transportation to service its members. The delivery leg of operations constitutes of local and outlying deliveries and collections to registered members.

The outlying areas comprises of exchanges. An exchange is a set of boxes housed at an existing member's offices

Currently the outlying areas is being serviced by Speed Services who is the logistic leg of the SAPO group. This delivery and collection leg is currently facing challenges and has a knock on effect on the Docex delivery to its members. In order to ensure business stability and continuity, Docex requires service providers to deliver and collect items to members within the specified destinations in the outlying areas as per attached specifications **Annexure A**

2. Objectives of Bid

The objective is to appoint a service provider to collect/deliver documents from designated Docex branches. In addition delivery/collection to registered members/boxes at the local exchange within the respective regions for a period of 6 months as per **Annexure A**.

3. Scope of Work

Desired service provider/s must indicate areas which they currently have operational presence in as per **Annexure A**.

The arrangement entered into with the successful service provider/s will be that of co-loading. Under the co-loading arrangement, Docex will rent transportation space from the service provider based on mutual planned delivery locations and targeted timelines.

Collect documents from Docex branches and deliver to outlying exchanges/ member office (**as per Annexure A**). Simultaneously collect from exchanges/members office and deliver to the respective Docex branch accompanied with a proof of delivery (POD) for the documents delivered.

The bidder must supply clear plastic flyers to Docex for consolidation of the outgoing consignments, in order to securely transport documents to its destination.

Bidders are required to have a minimum of one (1year) operational logistic experience.

4. Pricing Proposal

Renting of space from a service provider's existing transportation network to deliver and collect documents to and from outlying exchanges

Provide delivery and collection times as per **Annexure A**.

Bidders are requested to submit their pricing proposal per region that the bidder is bidding for.

Note: The unit cost of the consignment to be charged per kg.

5. Operational Requirement

The successful bidders must provide an excel and PDF file on a monthly basis

Notification of service failures must be reported immediately as and when it occurs.

Consignments to be weighted and signed off by both Docex and service provider at delivery and collection point.

A dedicated account manager to be identified.

Vehicle and document tracking system will be an added advantage.

6. Performance

The bidder must be available to answer any queries based on the incident report or any service failures after hours.

A maximum of 24/48 hours turnaround time is required in relation to the delivery times indicated in **Annexure A**

A 10% penalty fee will be charged on all service failures.

Should the service level be below the set target more than three occasions, the successful bidder/s will be considered in breach of contract and the contract may be terminated.

The service provider will be liable for any service costs incurred by DOCEX as a result of remedial measures undertaken due to service failure.

Note: all the above requirements will form part of the service level agreement (SLA).

7. Experience

Bidders are required to have a minimum of one (1year) operational logistic experience.

The bidder must provide proof of the one (1) year experience by completing and submitting **Annexure K** indicating maximum of 5 clients that the service provider has rendered the service to.

Bidders must provide at least two (2) signed client reference letters (on client letterhead) from client confirming period and work completed.

Note: The reference letters must be from clients listed within the areas indicated in **Annexure A**

8. Due Diligence

Docex reserve the right to carry out a due diligence to the top three scoring bidders to verify the information submitted with the bidders bid proposal.

The bidder will be disqualified should the information not be verifiable.

9. Bid Evaluation Process

The bid will be evaluated in two (2) phases as follows:

- Gate keeping Criteria and Bid Conditions

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- Commercial

9.1 Gate keeping Criteria

Bidders must submit the following mandatory documents Failure to comply will result in the disqualification of bid:

- 9.1.1 Completed Pricing schedule (**Annexure F**) as per the format provided in the bid document.

9.2 Conditions to Bid

- 9.2.1 Bidders must provide an undertaking (on the bidder's letterhead) that they are currently operating within the areas that the bid for.
- 9.2.2 Bidders must submit a signed letter (on their company letterhead) that they will conform to the DOCEX requirements as indicated in specification document (**Annexure A**)
- 9.2.3 The bidder is required to have a minimum of one (1) year operational experience within the areas indicated in the pricing schedule (attached). Bidders must complete and submit an **Annexure K** indicating a maximum of 5 clients where services were rendered and completed.

Note: Docex reserves the right to verify the information provided by the bidder.

- 9.2.4 Bidders must provide at least two (2) signed client reference letter (in client letterhead) from client where the bidder rendered the service to which confirms their experience, performance and capabilities in servicing the areas in **Annexure A**.

9.3 Compliance Documents

- 9.3.1 Bidders must complete and submit SBD4
- 9.3.2 Bidders must be registered on the National Treasury Central Supplier Database. (CSD). Bidders must submit their Full CSD Report.
- 9.3.3 Tax compliance requirements
Docex will not do business with a supplier who is not tax compliant.
The tax compliance requirements as follows:

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- “ Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.

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- “ In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

9.3.4 Bidders must submit proof of B-BBEE status level of contributor

- “ Only SANAS accredited BBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.
- “ Qualifying Small Enterprises and Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process.

Note: Docex shall disqualify bidders that are in the National Treasury list of restricted supplier

Note: SAPO shall disqualify bidders that are in the National Treasury list of restricted supplies.

9.3 Commercial Evaluation

The bid will be evaluated on 80/20 preferential points

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to B-BBEE	20/100	Points will be awarded to bidders according to their B-BBEE status level of contributor as indicated in the B-BBEE accreditation certification as indicated below:
B-BBEE LEVELS		SCORES
Level 1		20
Level 2		18
Level 3		14
Level 4		12
Level 5		8
Level 6		6
Level 7		4
Level 8		2
Non-compliant Contributor		0

