



Great North Transport ^(SOC)
Ltd

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION ON FLEET
MANAGEMENT TO GNT FOR THE PERIOD OF THREE (3) YEARS**

CLOSING DATE: 25 OCTOBER 2023: 12:00 NOON

**130A Marshall Street Polokwane
0699**

GNT/FMS/03/2023

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SECTION 1: GENERAL CONDITIONS OF BID

1. PROPRIETARY INFORMATION

Great North Transport (SOC) Ltd (GNT) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GNT. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of GNT.

2. ENQUIRIES

All communication and attempts to solicit information of any kind relative to this Bid should be channelled in writing to:

Contact person:

Name : Brigitte Mokgabudi

Name : Lucy Mashapa

Telephone Number: (015) 291 2641

Fax Number : (015) 291 2648

Email address : Mokgabudib@gntpassenger.co.za

Email address: Mashapalm@gntpassenger.co.za

3. BID VALIDITY PERIOD

Responses to this tender received from vendors will be valid for a period of **120 Days** counted from the closing date of the tender.

4. INSTRUCTIONS ON SUBMISSION OF BIDS

- 4.1 Tenders should be submitted in duplicate (2 hard copies) all bound in a sealed envelope endorsed, **GNT/FMS/03 /2023 provision on fleet management system;** and one electronic copy (on CD) in PDF format. The sealed envelope must be placed in the tender box at the Main Reception area of GNT at 130A Marshall Street, Polokwane 0699. **BIDDERS ARE NOT ALLOWED TO SUBMIT TENDERS AT GNT REGIONAL OFFICES.**
- 4.2 Tenders must be submitted in a prescribed response format herewith reflected as **Response Format.**
- 4.3 The closing date, company name and the return address must also be endorsed on the envelope.
- 4.4 If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.

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- 4.5 No tender received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.6 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered.
- 4.7 Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time.

5. PREPARATION OF BID RESPONSE

- 5.1 All the documentation submitted in response to this bid must be in English.
- 5.2 The tenderer is responsible for all the costs that they shall incur related to the preparation and submission of the tender document.
- 5.3 Tenders submitted by Companies must be signed by a person or persons duly authorized thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the tender.
- 5.4 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by GNT in regard to anything arising from the fact that pages are missing or duplicated.
- 5.5 A list of all references (minimum of three) must be included in the bid response.
- 5.6 A valid tax pin must be included in the bid response
- 5.7 A copy(s) of certificates from the organizations/bodies that tenderer is affiliated to must be included in the bid response.

6. SUPPLIER PERFORMANCE MANAGEMENT

- 6.1 Supplier Performance Management is viewed by GNT as critical component in ensuring value for money acquisition and good supplier relations between GNT and all its suppliers.
- 6.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with GNT, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value add to GNT's business.
- 6.3 Bidders are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

7. GNT'S RIGHTS

- 7.1 GNT is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date.
- All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
- 7.2 GNT reserves the right not to accept the lowest tender or any tender in part or whole. It normally awards the contract to tenderer who proves to be fully capable of handling the contract and who proves to be fully capable of handling the contract and whose tender is technically acceptable and /or financially advantageous to GNT.
- 7.3 GNT reserves the right to award this tender to a purely empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders.
- 7.4 GNT reserves the right to award this tender as a whole or in part without furnishing reasons.
- 7.5 GNT has the right to come and do site inspection before awarding the tender.

8. UNDERTAKING BY THE BIDDER

- 8.1 The bidder hereby offers to render all or any of the services described in the attached documents to GNT on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).
- 8.2 Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- 8.3 The bidder shall prepare for a possible presentation should GNT require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 8.4 The bidder hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by GNT during the validity period indicated and calculated from the closing hour and date of the Tender; this Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 8.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations

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under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

- 8.6 The bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

9. REASONS FOR DISQUALIFICATIONS

GNT reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:

- 9.1 Non tax compliant bidders
- 9.2 Bidders not attending compulsory briefing session as stated on the tender advert.
- 9.3 Bidders who submitted incomplete information and documentation according to the requirements of this bid document.
- 9.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate information
- 9.5 Bidders who received information not available to other vendors through fraudulent means and /or
- 9.6 A person who has worked for GNT or LEDA can only participate after a year of termination of the contract with GNT or LEDA
- 9.7 Tenders/proposals submitted by a JV or consortium where parties of the JVB agreement does not explicitly state that the parties of the JV or consortium shall be jointly and severally for the execution of the contract in accordance with Contract terms.
- 9.8 Tenders signed by non-authorized persons
- 9.9 A tender that fails to meet any pre-qualifying criteria stipulated in the tender documents.
- 9.10 Any Tenderer that is restricted by National Treasury
- 9.11 A Tenderer that sub-contracts 100% Scope of Work

10. ADMINISTRATIVE REQUIREMENTS

10.1 RESPONSE FORMAT (RETURNABLE SCHEDULES)

(Mandatory tender returnable)

Tenderers shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

- a. Cover Page:** (the cover page must clearly indicate the tender reference number, tender description, and the tenderers name).
- b. Schedule 1:**
 - i. Annexure 1 this tender document (duly completed and signed)
 - ii. Annexure 2 of this tender document (duly completed and signed)
 - iii. CSD detailed report with a tax compliant status
 - iv. Copies of your CIPC company registration documents listing all members with percentages, or latest certified copies of all the share certificates in case of a company
 - v. Fully completed standard bids documents and signed (Annexures1-2) SBD documents -SBD1, SBD 3.3, SBD 4, SBD6.1,)
 - vi. Signed Audited Financial Statement not older than three years.

NB: The Company must be compliant with CIPC requirements.

11. EVALUATION CRITERIA AND WEIGHTINGS

Tenders shall be evaluated in terms of the following parameters:

11.1 Administrative

Bids will be evaluated in accordance with the following technical criteria:

ADMINISTRATIVE REQUIREMENTS

BIDDERS ARE REQUESTED TO ATTACH THE FOLLOWING DOCUMENTS:

- Fully completed standard bids documents and signed
- Detailed CSD report with tax compliant status
- Company profile
- Detailed proposal and execution plan in line with the specifications
- Copies of company registration certificate

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Failure to attach the above-mentioned documents or incomplete or unsigned SBD documents shall invalidate your bid.

11.2.1. EVALUATION CRITERIA

11.2.2. Technical

Bids will be evaluated in accordance with the following technical criteria:

11.2.3 Functionality Requirements

Bidders that comply administratively will be evaluated further in terms of the following functionality requirements.

Functionality Evaluation = 100 Points

80/20 preferential point scoring system will be applicable. The following criteria will be used:

The bid will be evaluated on functionality first.

ITEM	CRITERIA	WEIGHT	VALUE	TOTAL
11.2.3.1	FUNCTIONALITY			
a)	Experience of the bidder relating to similar work and track record (Provide three (3) clients list and references) 0-1years experience-5 points More than 2years experience-10 points No reference – 0 1 -2 references letters verified -5 points 3 and more references letters verified -10 points	20		
b)	Fleet Management System Fleet Tracking and Movement Control, Fleet management reporting → 10 points Fleet Management Maintenance, Spares Usage, Inventory and Warranty management → 20 Points Electronic fuel management → 20 Points Comprehensive incident management integrations →10Points	60		
c)	Detail proposal and execution plan on how they intent to executive the project in line with the specifications.	10		
d)	Provision of repair and maintenance on the leased system	10		
	Total functionality	100		

Bidders should obtain a minimum score of 60% of functionality in order to be evaluated further.

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Note: The minimum qualifying score for functionality is 60%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and Preference point system

11.3 Preference Point System

CRITERIA	POINTS
Price	80
Preference point system	20
TOTAL	100 points

Point allocation are claimed as per point system reflected in SBD 6.1

11.3.1 Application of preference point system for quotation procurement

Specific goal	Number of points (80/20 system)	Means of verification
Black people ownership	6	South African ID and company registration documents / CSD
Women equity	2	South African ID / CSD
Youth equity	2	South African ID / CSD
Disability	2	Medical certificate or equivalent / CSD
Promotion of small businesses	3	Staff complement and annual turnover CSD
Enterprises located within Limpopo	3	Proof of address / CSD
Locally manufactured products	2	Declaration letter from the manufacturer / CSD
Total	20	

SECTION 2:

12. TECHNICAL REQUIREMENTS SPECIFICATIONS

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12.1. Contract Objectives and Scope

The following is specification for the Fleet Management System required by GNT. Tenderes must complete the table below and provide a write up on each functionality as specified below.

12.2. System Specification

Item Number	System Specification Required	Yes	No	If No, please specify
1.	<p>Fleet Management Maintenance</p> <p>In order to make sure the fleet keep up to date with all servicing and maintenance requirement of the fleet and to co-ordinate the actual scheduling of the services, the system should online make sure that all compliance violations are conscientiously enforced in this regard.</p> <p>The best way to control a preventative maintenance program is to centralise it by implementing a central notification system. Although the fleet is managed at a depot level a central notification to the Chief Operation Officer is required. If however the fleet is managed by depot or is regional, it is advised to outsource that function. In order for the fleet company to be able to plan ahead for the replacement of tyres and parts and thereby avoiding unscheduled servicing of a fleet, the normal preventative maintenance (PM) tasks of a vehicle's regular service could be extended to include looking at the history of the tyres and fluids etc.</p> <p>As tracking repair maintenance history is just as important as tracking preventive maintenance. Keeping tracks and monitoring trends in repair & maintenance records will help the company to decide whether to keep or retire a specific vehicle</p>			
1)	Fleet Maintenance system module			
2)	Online and timely reminder dashboard for all vehicle licensing, maintenance, warranty expiry and due dates			

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Item Number	System Specification Required	Yes	No	If No, please specify
3)	Online Automated escalations for non compliance for scheduled reminders and alarms.			
4)	Online Tyre Management with expected life span, serial tyre tracking facilities			
5)	Online fleet Maintenance and Service History (life obituary of a fleet component)			
6)	Vehicle grading system to measure remaining lifespan and maintenance cost level			
7)	Vital Inspection scheduling and results to ensure preventative maintenance is			
8)	Repair, maintenance, service data analysis (Management Information System)			
B.	<p>Electronic Fuel management</p> <p>Fuel purchase is the major part of operation expenses at Great North Transport so fuel consumption monitoring in on-line mode is the most effectively needed tool for the company to control the fuel expenses, plan the trip schedule, procurement and maintains.</p> <p>Knowledge of the consumed fuel let to improve the business efficiency, prevent the unauthorized use of fleet and reduce fleet running costs. The continuous monitoring the fuel level (volume) in the fuel tank by online fuel management solutions should be part of the Fleet Management system to provide more advanced management tools.</p> <p>Great North Transport constantly seeks greater control over fuel supplies and usage to improve overall fuel management and eliminate loss due to pilferage and theft. The system should be able to provide Electronic digital fuel level sensors and consumption report that will help in reducing fraud. It should be an online live reporting tool that will reduced administrative cost, improved accuracy, concessive consumption reports and be able to link to a specific asset.</p>			

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Item Number	System Specification Required	Yes	No	If No, please specify
9)	Authorised Fuel Transaction with prequalification criteria (eg. distance travelled between refills, time period between refills etc)			
10)	Fuel Consumption (benchmarking fuel consumption)			
11)	Fuel Consumption Exceptions			
12)	Integrated good network of on road fuel filling stations			
13)	Integrated onsite dispensing fuel system			
14)	Online vehicle fuel tank monitoring			
15)	Fuel patterns analysis			
16)	Online live Fuel Management Reports			
17)	Fuel Management Module outcome to reduced administrative cost, improve accuracy			

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Item Number	System Specification Required	Yes	No	If No, please specify
C.	Fleet Tracking & Movement Control Real time monitoring as to how and when vehicles are used. This information can then be utilised to optimise processes and improve efficiencies, thereby prolonging vehicle life. The system should be able to <ul style="list-style-type: none"> Do Job dispatch that allows for dynamic workflow and efficient communication to keep drivers informed at all times. Time management takes the burden out of the 'on the road' administration. Online navigation and route control that should be able to help keep fleet safe and reduces businesses mileage. Real time incident reporting and historic information in clear dashboards, SMS, e-mail or detailed reports in order to make profitable decisions. Fleet Monitoring and Tracking Solution that offers an on board solutions for each bus and a web-based management application offering a full view of the fleet vehicle information and location at any point in time. It should also offer video footage of the cabin and road ahead for any incidents such harsh braking, speeding and accidents. 			
18)	Online live vehicle monitoring with secured access.			
19)	Real time GPS vehicle locating			
20)	Driver identification			
21)	Electronic Trip Authority, routing module with live data feed to vehicles and drivers			
22)	Driver behaviour			
23)	Vehicle exception events			
24)	Backup battery when live power is not available			
25)	System notification for driver behaviour, device health			
26)	Remote Mobilisation, Over the commands			

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Item Number	System Specification Required	Yes	No	If No, please specify
27)	Online trip authorisation			
28)	Installation and de-installation online forms and reports			
29)	Live tracking Map			
30)	Reports exportable to excel, pdf			
31)	Trip Detailed Reports			
32)	Trip Analysis			
D.	<p>Fleet Management Reporting</p> <p>Ultimately the goal of this service is to keep the company fleet and assets safe. The service should be a very affordable with a reasonable monthly subscription that offers the following benefits to your company:</p> <ul style="list-style-type: none"> • A comprehensive daily fleet usage report, vehicle & driver alarm/alert configuration • Driver allocation and driver identification configuration e.g. Biometric Access • Data hosting, Live tracking and Customized reminders • Customized fleet management reports and band driving analysis <p>System administration, Risk profiling and emergency response management tools</p>			
33)	Detail transaction report			
34)	Exception reports			
35)	Vehicle ranking report			
36)	Trip Analysis			

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Item Number	System Specification Required	Yes	No	If No, please specify
37)	Driver behaviour ranking report			
38)	Audit trail reports			
E.	Spare Usage, Inventory & Warranty The systems should be able to itemize parts used when recording any maintenance performed, and generate parts usage reports. Generate work orders for each piece of equipment based on this due maintenance or be able to be integrated to any financial systems that can generate orders. The system should be able to have a complete CMDB for the parts required to perform the maintenance should also be automatically included on the work order or drop down menus to add that.			
39)	Maintenance booking with work orders with user friendly interface			
40)	Capture Invoice details, with parts, labour, guarantees and warranties			
41)	Detailed and summary reports for part usage			
42)	Integrate with Financial system			
43)	Warranty and guarantee report			

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Item Number	System Specification Required	Yes	No	If No, please specify
F.	<p>Comprehensive Incident Management Integration</p> <p>An incident is an event that could lead to loss of, or disruption to, an organization's operations, services or functions. If not managed well an incident can escalate into an emergency, crisis or a disaster. Incident management is therefore the process of limiting the potential disruption caused by such an event, followed by a return to business as usual.</p> <p>When incidents occur, dispatchers must act fast. It can either be a breakdown, theft, accident or any other critical incident in the company. The system should be able to perform as we do the action. This module should be able to provide incident tracking from start to finish and also build a configuration management Database with situational awareness, optimal Resource Deployment, Advanced Mobile Technologies and web accessible.</p> <p>The system should automatically be able to escalate matters as per service level agreements with relevant parties.</p>			
44)	Incident Management System to log and track issues, request and manage service level agreement			
45)	Service Delivery process to ensure continuity and proactive management of events, crisis, or disaster			
46)	Service turnaround times			
47)	SLA dashboard			
48)	SLA reports (daily, weekly, monthly, yearly)			

NB: Please take note that the number of units will change from time to time.

- 12.2.1 Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state either “Comply/Not Comply” regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements, failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response. Failure to comply with Mandatory Requirements may lead to the bidder being disqualified.

12.3 **Background information**

Great North Transport (SOC) Ltd herein referred to as GNT is a bus passenger transport company that provides public passenger transport services within Limpopo and part of Mpumalanga Province. The company has an authorised bus fleet of 200 buses and transports 10 million passengers per annum, operating on 279 routes.

13. TECHNICAL EVALUATION CRITERIA

13.1 Mandatory Technical Requirements

13.1. Bidder's relevant Experience	Comply	Not comply
<p>The bidder must demonstrate experience in the area of products they chose to supply</p> <p>Required information: The bidder must provide at least three references for the products the bidder supplied. The following information must be provided regarding the references: Company name, contact person, contact details, Products supplied, challenges/problems encountered, how problems were resolved, and contract duration. Complete this document in Annexure 5.</p>		
<p>Substantiate comments:</p>		

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13.2. Non- Mandatory Technical Requirements

13.2.1 Bidder's Experience and skills of the core team:	Comply	Not comply
<p>The bidders team must have the relevant skills and experience:</p> <p>Required information:</p> <p>The bidder must submit the following information regarding the bidders' team composition:</p> <ul style="list-style-type: none"> ❖ The structure of the team (currently in the employ of the bidder) ❖ The credentials of the core team members, clearly highlighting the area of specialization. Document this information in the format in Annexure 3. ❖ Compliance with employment Equity Act <ul style="list-style-type: none"> • To the extent that the tenderer falls within the definition of a "designated Employer" as contemplated in the Employment Equity Act 55 of 1998, the tenderer is required to furnish the Employer with proof of compliance with the Employment Equity Act, including proof of submission of Employment Equity report to the Department of Labour. • Audited Financial statements of the tenderer not older than 36 months, Tenders must note that in case of a joint venture or special purpose vehicle (SPV) especially formed for tender/FRP, audited financial statements for each participant in the JV/SPV is required 		
Substantiate comments:		

SECTION 3:

14.PRICING PROPOSAL

PRICING PROPOSAL

Rental Option

All pricing should be done per vehicle as a unit per month.

		FMS
Price per unit	Year 1	R
	Year 2	R
	Year 3	R

Required units

FMS = 150

Outright purchase Option: R Per unit

Total Bid Price R (Rental option)

Total Bid Price R(Outright purchase)

NB: Please take note that the number of units will change from time to time and billing will be according to the actual number of units installed

SECTION 4: ANNEXURES

15. ANNEXURE 1: ACCEPTANCE OF BID CONDITIONS/ BIDDERS DETAILS

Request for Proposal No _____

Name of Bidder: _____

Authorised signatory: _____

Name of Authorised Signatory _____

Position of Authorised Signatory _____

By signing above the bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this RFP.

[Note to the Bidder: The Bidder must complete all relevant information set out below.]

CENTRAL SUPPLIER DATABASE (CSD) INFORMATION

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. Bidders are therefore required to submit as part of this proposal both their CSD supplier number and CSD unique registration reference numbers below:

Supplier Number	
Unique registration reference number	

BIDDING STRUCTURE

Indicate the type of Bidding Structure by marking with an 'X':

Individual Bidder	
Joint Venture/ Consortium	
Prime Contractor with Sub Contractors	
Other	

REQUIRED INFORMATION

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If Individual Bidder:	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	

If Individual Bidder:	
Email address	
Postal Address	
Physical Address	

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If Joint Venture or Consortium, indicate the following for each partner:	
Partner 1	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	
Partner 2	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cell-phone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

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If bidder is a Prime Contractor using Sub-contractors, indicate the following:	
Prime Contractor	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Sub contractors	
Name of Company	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email address	
Postal Address	
Physical Address	
Scope of work and the value as a % of the total value of the contract	

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16.ANNEXURE 2: SUPPLY CHAIN MANAGEMENT PRACTICES

QUESTIONNAIRE

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Respondent: the Respondent must complete the information set out below. If the Respondent requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

The bidder must complete the following questionnaire.

Bidder's past supply chain management practices:

Item	Question	Yes	No
1	Is the Bidder or any of its directors listed on the South African National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the South African National Treasury after the <i>audi alteram partem</i> rule was applied).		
	If so, provide particulars:		
2	Is the Bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the <i>Prevention and Combating of Corrupt Activities Act</i> No 12 of 2004? To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number +27123265445.		

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Item	Question	Yes	No
	If so, provide particulars:		
3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
	If so, provide particulars:		
4	Does the Bidder relate to any GNT employee or part of GNT current or past staff (employee) establishment?		
	If so, provide particulars:		
5	Was any contract between the Bidder and any organ of state (within the Republic of South Africa or within any foreign territory) terminated during the past five years on account of failure to perform on or comply with the contract?		
	If so, provide particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature _____

Date _____

17.ANNEXURE 3: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, 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 the state, 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 where-

- the bidder is employed by the state; 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, shareholder²):
.....

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

(a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) Any municipality or municipal entity;

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-
- (c) Provincial legislature;
(d) National Assembly or the national Council of provinces; or
(e) Parliament.

“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed
:

.....

Position occupied in the state institution:

Any other particulars:

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate
authority to undertake remunerative work outside employment in the public
sector? **YES / NO**

2.7.2.1 If yes, did you attached 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.

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

.....

.....

.....

2.8 Did you or your spouse, or any of the company’s directors /trustees / shareholders
/ members or their spouses conduct business with the state in the previous twelve
months? **YES / NO**

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2.8.1 If so, furnish particulars:

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

2.10 Are you, or any person connected with the bidder (i.e. shareholder, partner, director etc.), aware of any relationship (family, friend, other) between any other bidder or any other company and any person employed by GNT or the dti who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other company whether or not they are bidding for this contract? GNT reserves the right to undertake further background checks on any other company where partners, shareholders or any interested party of the bidder may be involved in and to consider any findings in this regard as part of its vetting processes.

2.11.1 If so, furnish particulars:

.....

.....

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Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number	Employee Number / Persal Number

DECLARATION

I, the undersigned (name).....Certify that the information furnished in paragraphs 2 and 3 above is correct. I accept that GNT may reject the bid or act against me should this declaration prove to be false.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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18.ANNEXURE 4: SHAREHOLDERS AND DIRECTORS INFORMATION

[Note to the bidder: the bidder must complete the information set out below. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with Returnable Schedule 2.]

1. Shareholders/ Members

Name of the shareholder	ID Number	Race	Gender	% Shares

Note: The bidder must also attach the detailed Company/ Group Structure where relevant.

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Black Shareholders/ Members as per the B-BBEE Certificate

Name of the shareholder	ID Number	Race	Gender	% Shares
Total Black Shareholding % as per the current and valid B-BBEE Certificate				

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2. Directors

Name of Director	ID Number	Race	Gender

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

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

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19. ANNEXURE 5: RESPONSE FORMAT FOR SECTION 2

Bidder's Experience and the proposed Project Team

Request for Proposal No: _____

Name of Bidder: _____

Authorised signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 2 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 3.]

The bidder must provide the following information:

Table (b) Details of the key personnel of the bidders' proposed team (please refer to par 6.2.1 of Section 2 of this RFP document):

Name	Position/ designation	Nationality	Role / Duties in this Project	Relevant Project Experience	
				Project description, Client, Project period	Project Cost

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