

SPECIFICATIONS AND DELIVERY REQUIREMENTS FOR COURIER SERVICE 12 MONTH CONTRACT

Background

The TSSSA Project Training Team is responsible for Product and Maintenance Training Nationally as per below mentioned regions. The TSSSA Project Training Team is contractually obligated to provide this training to the Rolling Stock Maintainers.

Delivery Requirements: (Door to Door)

In order for the training schedule to run effectively it is important for us to have a contract with a courier service to be able to deliver training material to various regions on an as and when basis.

Current Situation

As advised by your department the current contract expires 31 May 2023 and consequent to our Teams meeting held 5 May 2023, we hereby request that the same RFQ process be followed to secure a 12-month contract.

Contract Process to be followed.

- Goods to be delivered within 24 hours (overnight) to the Instructed address (Training center per region)
- Deliveries will be in: ○ Western Cape - TSSSA Computer Centre / Admin office Ryan Road, Rosebank, Cape town, 7700 or Paarden Eiland Rolling Stock Depot - Sunnyside Crescent, Off Voortrekker Road, Western Cape 7925
- Eastern Cape – Rolling Stock Depot, East London Station, street name TBC.
- KwaZulu Natal - Prasa Lifting Workshop, off Masabala Yengwa Ave, Durban 4001
- Gauteng – TSSSA Training Centre, Koedoespoort Road & cnr. Of Lynette Street, Pretoria
- Goods will be collected in TSSSA training center Koedoespoort Pretoria to be send to designated address or stipulated by the TSSSA Project Training Team.
- Delivery notes will be signed by the receiver of the goods and by the delivery person – this will be sent to the TSSSA training center Koedoespoort.

Goods requirements (parcels)

- All goods will be packet and sealed at Training centers National.
- The designated address will be secured to the parcel, box, goods including the receiver's contact details.
- It must be indicated on the parcel what is the weight of the parcel – this must be verified by the receiver of the parcel on the delivery note.
- Different dimensions of boxes are used for the different kilograms, a standard box will be used for 10 kilograms of goods.

What must be done by the Courier service:

- They must provide a unit price (vat inclusive) per 5 kilogram / 10 kilogram that will include delivery in the regions. (Refer to Rates table as an example).

- The similar cost will be incurred if training material is to be transport from the different destinations to Koedoespoort, Pretoria
- All documentation with regards to the service rendered must be submitted to the TSSSA training management team within 24 hours of delivery.
- Tracking of the goods en route must be provided by courier to the TSSSA Project Training Team and receiver of the goods – **during office hours only.**