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METROBUS REQUEST FOR QUOTATION (RFQ)

RFQ Number	Re Advert -PR 2515
Description: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A COSTING AND PRICING MODEL TO DETERMINE THE TARIFF MODEL FOR PRIVATE HIRE AND SCHEDULED SERVICES.	

Date of advertisement:	21 May 2024
Closing date:	31 May 2024
Closing time:	11:00 am
Compulsory briefing meeting date	Date: 24 May 2024 Venue: https://tinyurl.com/Re-Advert-PR-2515 Time: 11h00
Quotations must be deposited in bid box at: Transportation House 1 Raikes road Braamfontein, 2001	Email scm@mbus.joburg.org.za
Procurement Enquiries	scm@mbus.joburg.org.za Tel: 011 403 4300
Technical Enquiries	SMdaka@mbus.joburg.org.za Tel: 011 403 4300



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NAME of Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor	Legal Name: _____ Trading as: _____
Registration Number	
Metrobus Vendor Registration Number (if already have)	
National Treasury Central Supplier Database number: (Compulsory)	
Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor Street Address	Postal Code _____
Contact Details of the Person Representing the Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor Registration Number	Name: _____ Telephone: _____ Cell phone: _____ E-mail address: _____
Income Tax Number	
VAT Reference Number (if applicable)	

PRICING SCHEDULE – FIRM PRICES

Bidder's Name: _____

- Metrobus is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered in cases where different delivery points influence the pricing; a separate pricing schedule must be submitted for each delivery point.
- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>



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- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the BBBEE certificate of the subcontractor.
- The quotation will be evaluated on 80/20 preference point system in line with PPPFA Regulations, 2017.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.**

SCHEDULE OF PRICES/ RATES:

Quotation Description: Provision for the Supply and deliver of Headsets	
Sub Total Price	R
Vat 15% (if applicable)	R
Total Quoted Price (Inclusive of Vat)	R



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MBD 4 DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

3.10.1 If yes, furnish particulars
.....

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any



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persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company



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DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS (MBD 6.2)

Metrobus promotes local production and content in line with Preferential Procurement Regulations, 2017.

Therefore, recommended service providers who respond to our RFQ that requires a minimum stipulated threshold in relation to a designated sector will be required to comply with the minimum stipulated threshold and sign the declaration certificate for local content.

Local content minimum threshold is non-negotiable and no correspondence will be entered into regarding compliance.

Metrobus reserves the right to increase the threshold above the stipulated minimum threshold.

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, service providers must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011.

1. The stipulated minimum threshold(s) for local production and content are as follows:

Supply and delivery of _____

Description of services, works or goods	Stipulated minimum threshold	Confirmation that minimum threshold will be complied with: Tick appropriate box			
		Yes		No	
	80%				

2. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

2.1. If yes, the service provider may not be considered for appointment.



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3. DECLARATION CERTIFICATE

DECLARATION CERTIFICATE

IN RESPECT OF RFQ NO. _____

ISSUED BY: METROBUS

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the service provider.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
 - (i) the goods/services/works to be delivered in terms of the above-specified RFQ comply with the minimum local content requirements as specified.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011.

Bid price, inclusive of Vat	R
Local content %	
Imported content %	

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (tick applicable box).

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		



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4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity



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MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Form "I" must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

Metrobus

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:



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- (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Full Names of Person Representing Company

.....
Position in Company

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by Metrobus SOC hereinafter referred to as “Metrobus”, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual (bidder) communicating with Metrobus and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that Metrobus requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

Metrobus is legally obligated to collect, use and disclose personal information for the purposes of:

- Reporting initiatives to the City of Johannesburg Municipality;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- Verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- for the purpose of audits
- complying with the law; and/or
- for a purpose that is ancillary to the above. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

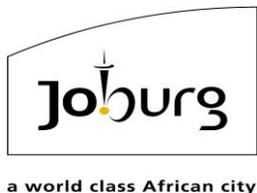
3.How will Metrobus process personal information?

Metrobus will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to Metrobus;
- from Metrobus own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4.To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information,



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service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of Metrobus' mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to Metrobus to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in Metrobus being unable to perform its functions and/or any services or benefits I may require from Metrobus.
- Where I shared personal information of individuals other than myself with Metrobus I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold Metrobus not responsible in respect of any claims by any other person on whose behalf I have consented, against Metrobus should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold Metrobus responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide Metrobus with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if Metrobus agrees to same in writing. Metrobus specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the Metrobus Information Officer/SCM
- A copy of the full Metrobus policy is available
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify Metrobus so that our records may be updated. Metrobus will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that Metrobus may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:

-the information comes under legal privilege in the course of litigation,



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- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to Metrobus,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7.Queries relating to breach of personal information:

• Please submit queries relating to the breach of personal information to the Metrobus' information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date:
Name and Surname :	Designation/ Capacity :

Mandatory Requirements

- **Registration with CSD**
- **BEE**
- **Tax Compliance**
- **Municipal rates and taxes account for the company and all directors not older than three (3) months and not over 90 days in arrears (proof of payment /arrangement made with the municipality to settle arrears), or signed lease agreement in case where bidders do not own or rent a property then an affidavit should be provided .**

FORM "E"

SPECIFICATION /SCOPE OF WORK/TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A COSTING AND PRICING MODEL TO DETERMINE THE TARIFF MODEL FOR PRIVATE HIRE AND SCHEDULED SERVICES.

1. SCOPE OF WORK

This request for quotation calls for the appointment of a service to provide a costing and pricing model to determine the tariff model for private hire and scheduled services

The objectives of the costing and pricing model to determine the tariff model will be as follows::

- Comply with Section 74 of the Municipal Systems Act 32 of 2000
- Incorporate City of Johannesburg strategic priorities
- Data collection and verification
- **Tariff structure and tariff determination model**
- Current tariff setting model
- Cost reflectiveness
- Propose, discuss and finalise tariffs
- Perform comprehensive impact studies and revise where applicable
- Private hire and Scheduled services costs (total costs of supply of services including labour, operational costs, capital costs)
- Comparison of costs between services been provided in house vs services been outsourced
- Detailed submission to Board of Directors of Metrobus.

2. DETAIL REQUIREMENTS

2.1 Comply with Section 74 of the Municipal Systems Act 32 of 2000

Section 74 of the Municipal Systems Act 32 of 2000 states can be summarised as follows:

"A municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this act and with any other applicable legislation.

In order to render the necessary services to the residents, business and industry within the jurisdiction of the council (in this case City of Johannesburg Metropolitan Municipality), tariffs have to be accepted and approved by Council for implementation."

2.2 Incorporate City of Johannesburg strategic priorities

Metrobus contributes to key Strategic Mayoral priorities which include the following:

- Good governance
- Financial Sustainability
- Energy mix
- Sustainable Service Delivery

- Job opportunity and creation
- Safer city
- Active and engaged citizenry
- Sustainable Economic Growth
- Sustainable Environmental Development
- Smart City

2.3 Data collection and verification

The service provider shall have access to Metrobus's financial and management information systems for the purpose of collecting data/information as part of the requirements of the project. Prospective service provider will receive only essential and decision-making input from Metrobus staff and should not expect our staff to dedicate substantial time towards the acquisition and verification of statistical data.

2.4 Tariff structure and tariff determination model.

A tariff policy according to Section 74 of the Municipal Systems Act 32 of 2000 must reflect at least the following principles, namely that:

- (a) users of municipal services should be treated equitably in the application of tariffs;
- (b) the amount individual users pay for services should generally be in proportion to their use of that service;
- (c) poor households must have access to at least basic services through
 - i) tariffs that cover only operating and maintenance costs;
 - ii) special tariffs or life line tariffs for low levels of use or consumption of services or for basic levels of service; or
 - iii) any other direct or indirect method of subsidisation of tariffs for poor households;
- (d) tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interests charges;
- (e) tariffs must be set at levels that facilitate the financial sustainability of the service, taking into account subsidisation from sources other than the service concerned;
- (f) provision may be made in appropriate circumstances for a surcharge on the tariff for a service;
- (g) provision may be made for the promotion of local economic development through special tariffs for categories of commercial and industrial users;
- (h) the economical, efficient and effective use of resources, the recycling of waste, and other appropriate environmental objectives must be encouraged;
- (i) the extent of subsidisation of tariffs for poor households and other categories of users should be fully disclosed.

A tariff policy may differentiate between different categories of users, debtors, service providers, services, service standards, geographical areas and other matters as long as the differentiation does not amount to unfair discrimination.

The services rendered by the Metrobus are divided into two categories, namely:

- i) **Revenue Generating Services**
 - Daily scheduled bus service
 - Private Hire Services which entail:

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- Park n' ride
- School contracts
- Corporate contracts
- Special contracts – people with special needs
- Religious events
- Political events
- Funerals
- Special events

ii) Non-Revenue Generating Services

- Bus services to funerals of Metrobus employees
- Bus services for attendance of memorial services of Metrobus employees
- Bus services for attendance of various events by Metrobus employees
- Bus services for relocation of people affected by various disaster within the City of Johannesburg.
- Bus services for events of MMC contributions towards social programmes

2.5 Current Tariff Setting Model

The existing tariff setting model in use is based on kilometres (kms) with respect to the bus travelling distance and the number of hours requested by the client depending on the nature of the event.

It must be appreciated that any model adopted for costing will have advantages and disadvantages. The km-based tariff setting model has its own limitations though advantages must outweigh the disadvantages of any tariff setting model. In this particular case the need for a uniform tariff setting model that is able to cover the transport services rendered during the week, weekends and also public holidays taking into consideration of the varying labour costs.

2.6 Cost Reflectiveness

Tariffs must reflect the costs reasonably associated with rendering the service, including capital, operating, maintenance, administration and replacement costs, and interest charges. It is imperative therefore that private hire services costs be clearly defined in this regard and all the input costs of providing the service are ring fenced and worked back to inform the cost of providing the service. However the difficulty is that both private hire and scheduled services are not costed accurately. An accurate projection of costs from which tariffs may be derived and charged with accurate assignment of labour costs, transport cost etc during the week and over the weekend and public holiday is required in this case.

2.7 Propose, discuss and finalise tariffs

The service provider is expected to propose, discuss and finalise the tariffs

V to provide a costing and pricing model to determine the tariff model for private hire and scheduled services

Furthermore the tariff will include the model utilized, the policy, the costs associated with the services rendered (both operational and capital).

The proposed tariff must be discussed with the management of the division. The objectives of the tariff policy must be:

- To determine cost reflective tariffs

- To ensure equitable pricing
- To ensure affordability of basic services to the community
- To ensure compliance with the Municipal Systems Act

2.8 Perform comprehensive impact studies and revise where applicable

The service provider is expected to perform a comprehensive impact studies in terms of the current tariff category for the private hire services rendered by the Metrobus.

2.9 Private Hire and scheduled services costs (total costs of supply of services including labour, operational costs, capital costs)

Some of the factors that affect tariff increases are namely:

- **Replacement of buses and equipment:**

The replacement of buses and equipment, whether it is outright purchase or full maintenance leasing, will without doubt have an impact on the operational cost.

- **Increase in transport costs:**

Private Hire services is in essence a transport intensive operation and is therefore sensitive to the substantial and constant increases in the price of the following key transport inputs:

- oils and lubricants
- fuel costs
- tyres
- maintenance costs

- **Labour costs**

Transport service is a labour intensive operation and labour costs tend to have a ripple effect on tariffs.

- **Allowances**

Various allowances are implemented within Metrobus according to the operations performed by the drivers.

2.10 Comparison of costs between services been provided in house vs services been outsourced

The Private Hire services has never undertaken a cost analysis exercise to compare the costs in between services provided in house versa services outsourced. A proper costing exercise is necessary for both of these services.

2.11 Detailed submission to Metrobus.

The service provider is expected to prepare the following reports:

- Progress report to management



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- Final draft report to management
- PowerPoint presentation to the Management Meeting of the final draft report – methodology, model, cost analysis exercise etc.
- Final draft item to the Board

3. **COMPULSORY BRIEFING SESSION**

Date To be advised.

4. **SUBMISSION REQUIREMENTS**

Prospective service providers will be requested to submit detailed proposal understanding of the scope of work linked to the prescribed timelines. The prospective service providers will be measured against the quality criteria specified the request for quotation document.

Prospective service providers must note that the price offered must be inclusive of all the total requirements of this project and must be able to provide for additional costs that may incur. Any additional costs shall be for the account of the service provider.

In submission of information, service providers are required to include also the following information:

- ✓ Detailed proposal to understanding the scope of work
- ✓ Interpretation of the scope of work
- ✓ Approach of the project and timing
- ✓ Company/Consortium profile

5. **ACCESS TO FINANCIAL AND MANAGEMENT INFORMATION SYSTEMS OF THE METROBUS**

The service provider shall have access to Metrobus' financial and management information systems for only the following reasons:

- For the purpose of receiving instructions
- To check the outstanding information in respect to which s/he has been instructed to collect the outstanding information/data
- To update the data/information
- To record any data/information which may come to the attention of the service provider which may be of benefit for Metrobus' records
- To obtain such information as may be required

The information supplied by the Metrobus to the service provider shall not be for any other purpose by the service provider other than for collection of the outstanding data/information.

The service provider shall ensure that in its dealing, Metrobus is not prejudiced or projected in a negative light and shall avoid any unfavourable publicity of Metrobus.

6. DELIVARABLES

The service provider is expected to submit the following reports:

- Progress report to management
- Final Draft report to management
- PowerPoint presentation to the Management Meeting of the final draft report – methodology, model, cost analysis exercise etc.
- Final draft item to Metrobus

The above reports must have the following information:

- Tariff structure including cost reflectiveness;
- Tariff determination model;
- Proposed tariffs;
- Comprehensive impact studies report;
- Private Hire services costs (total cost of supply of services including labour, operational costs, capital costs)
- Comparisons of costs report between services been provided in house vs services been outsourced
- Detailed report to be submitted to Board.

Your attention is specifically drawn to the fact that the reporting of the above is the full responsibility of the service provider. Officials of Metrobus will only assist in an advisory and information role, relating to the Metrobus specific issues.

7. PROJECT TIMEFRAME

The service provider must submit a project programme that identifies the timeline for each element of their work plan. It is anticipated that the project should not take longer than **three (3) months** in total.

8. DOCUMENTS IN POSSESSION OF THE METROBUS

Current tariff report 2023/24

9. FACILITIES TO BE PROVIDED BY THE SERVICE PROVIDER

The Service Provider shall provide a legitimate office facility; the facilities shall be fully equipped with phone/fax and e-mail facilities and shall be suitable for the conducting of the monthly meetings and the day-to-day operation of the Service Provider's project staff.

10. REGULAR REPORTING

Meetings will be held between the Service Provider and the employer on a biweekly basis, the Service Provider will be required to keep accurate minutes of these meeting. The purpose of the meeting is to report on progress of the project. Minutes of meetings held with all other stakeholders shall also be recorded by the Service Provider and be attached to the minutes of the main project meeting.

11. CONTRACT PERIOD

This contract is scheduled to commence one (1) week after appointment of service provider and it is intended to continue for a period of three (3) months:

The request for quotation price is fixed for the specific tasks, and should the task not be completed within the said period, the service provider shall not be entitled to any additional remuneration.

Should the service provider be of the opinion that due to unforeseen circumstances the period for completion needs to be extended, it may, prior to termination of the said period, make the necessary submissions to the employer for an extension of time to complete the project. It shall be the sole prerogative of the Employer to allow such further time to complete the project: provided that no additional payment shall be made to the service provider in this regard.

In the event of the service provider not completing the contract within the 3 months referred to above, and no extension being allowed by the employer, the Employer shall impose penalties on the service provider as set out below:

- 10% of contract price per week for every week which elapse between the date of completion and actual date of final execution of the contract. It should be noted that the imposition of the penalty shall in no way relieve the service provider to properly complete the project.
- Penalties shall be enforced of 5% will be imposed for not meeting the time frames.

12. Evaluation Criteria (Functionality)

NOTE: For purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned (e.g. details of relevant previous work undertaken, letters from previous /current clients etc.)

Minimum Required Score for functionality is: 60 points out of 100 points, any bidder scoring less than 60 points will not be considered for further evaluation. Service Providers that qualified pre-evaluation in terms of the functionality cut-off points of 60 points will then be evaluated in terms of price and preference points.

No	Criteria for Quality and Experience Evaluation: (Metrobus reserve the right to verify the submitted references and will not accept any responsibility if reference(s) cannot be contactable or is not willing to confirm provided information)	WEIGHT
2.	<p>Company References</p> <p>Bidders are required to provide signed contactable reference letters for conducting research projects, costing models or related services. Only reference letters from the client's letterhead or with an official stamp will be accepted. Reference letters that are not signed will not be considered and not supported by an appointment letter or Purchase order will not be accepted.</p>	40

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	<ul style="list-style-type: none"> ➤ 2 references = 5 Points ➤ 1 reference = 3 Points <p>If none of the requirements are met a zero point will be scored</p>	
3.	<p>Methodology Provide methodology detailed proposal to understanding the scope of Project plan, Technical Approach, Envisaged Elements of the ideal set of tariffs – linked to National documents and strategies and cost analysis</p>	20
	<ul style="list-style-type: none"> ➤ Non-responsive = 0 ➤ High-level methodology and approach submitted with little to no detail provided on deliverables = 2 points ➤ Methodology and approach submitted with brief descriptions provided for all the deliverables = 3 points ➤ Methodology and approach submitted with detailed information provided for all the deliverables = 5 points <p>If none of the requirements are met a zero point will be scored</p>	
4.	<p>KEY PERSONNEL KNOWLEDGE: Attach, C.V and certified copy of qualifications.</p> <p>NB! Certified copies of certificates not older than 3 months before the closing date.</p>	40
	<ul style="list-style-type: none"> ➤ An NQF Level 8 Degree or higher in Transport economics or any related field with 5 years' experience =5 Points <p>If none of the requirements are met a zero point will be scored</p>	
TOTAL		100
MINIMUM SCORE REQUIRED TO PROCEED		60

Pricing Schedule

Service provider to provide a detailed cost structure all resources (personnel) to be used in the execution of the project indicating the rate and hour required to complete the project in line with Metrobus timelines the total price should be carried to the pricing schedule below.

Rates for used for resources (personnel) should be in line or lower to **AGSA** or **DPSA** as per the national treasury MFMA circular 97

No.	Quantity	Description	Unit price	Total Price
1.	12	PRIVATE HIRE SERVICES COST ANALYSIS AND TARIFF DETERMINATION STUDY		



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		(inclusive of all the total requirements of this project)		
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Sub-Total _____

Vat @15% _____

Grand Total _____



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Evaluation Criteria

In line with the Preferential Procurement Regulations, 2022, all procurements above R30 000 will be evaluated on **80/20** preference point system with the following specific goals:

- a) an EME or QSE which is at least 51% owned by black people = **10 points**
- b) an EME or QSE which is at least 51% owned by black people who are women = **5 points**
- c) an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships = **5 points**.

A maximum of 20 points may be awarded to a tenderer for the specific goal specified for this RFQ. The points scored for the specific goal will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

The highest scoring bidder would be recommended, however Metrobus reserves the right not to award to the highest scoring bidder.

Points can be claimed by ticking the appropriate box below: Metrobus will verify the information on the National Treasury's CSD report. **Failure to claim points may results to zero (0) point being awarded.**

SPECIFIC GOALS	MAIXIMUM POINTS	TICK WITH (X / √) POINTS CLAIMED
EME or QSE which is at least 51% owned by black people	10	
EME or QSE which is at least 51% owned by black people who are women	5	
EME or QSE which is 51% owned by black people who are youth	5	



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Checklist

Checklist documents and requirements should be submitted or attached as failure to do so may lead to disqualification.

Documents required to be attached :-	Attached	
	Yes	No
Quotation on company letter head.		
Valid certified BBEE certificate or affidavit.		
Vaild Tax Clearance certificate		
CSD registration number to be filled in on the front page of RFQ in clear handwritten		
Completed RFQ:		
Municipal account not in arrears for more than 90 days for all directors appearing on CSD report or lease agreement if leasing a property or affidavit if the directors are nether leasing nor own a property.		
Municipal account not in arrears for more than 90 days for the company with address appearing CSD Report or lease agreement if leasing a property or affidavit if the company are nether leasing nor own a property.		
Local content declaration		
Is this supplier a VAT Vendor?		
Relevant Certificates required		