

**PROVISION OF BUS TICKET INSPECTION SERVICES FOR A PERIOD OF TWELVE
(12) MONTHS**

BID NO: MTC 2025/26/01

BIDDER'S COMPANY NAME:	
CSD NUMBER:	
EMAIL FOR SUBMISSIONS	tendersubmissions@mtcec.co.za
BRIEFING SESSION	N/A
DATE&TIME	N/A
CLOSING DATE&TIME	11 February 2026 @ 16H00

ENQUIRIES

SCM ENQUIRIES	TECHNICAL ENQUIRIES
Enquiries: Nosiviwe Maya Telephone no.077 600 3311 Email: mayan@mtcec.co.za	Enquiries: Mr M,Seboni Telephone no. 060 546 9171 Email: mseboni@mtcec.co.za

**PREPARED BY:
SUPPLY CHAIN MANAGEMENT UNIT
81 CNR DRUMMOND ROAD& MDANTSANE ACCESS
REESTON NORTH
EAST LONDON
5200**

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MAYIBUYE TRANSPORT CORPORATION					
RFQ NUMBER:	MTC 2025/26/01	CLOSING DATE:	11 FEBRUARY 2026	CLOSING TIME:	16:00
RFQ DESCRIPTION	PROVISION OF BUS TICKET INSPECTION SERVICES FOR A PERIOD OF TWELVE (12) MONTHS				
BID RESPONSE DOCUMENTS					
Please email your submission to tendersubmissions@mtcec.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mrs N.Maya		CONTACT PERSON	Mr M.Seboni	
TELEPHONE NUMBER	043 051 7900		TELEPHONE NUMBER	043 051 7900	
FACSIMILE NUMBER	077 600 3311		FACSIMILE NUMBER		
E-MAIL ADDRESS	mayan@mtcec.co.za		E-MAIL ADDRESS	mseboni@mtcec.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER)	
CELLPHONE NUMBER					

FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No: MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES
☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES
☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐
 YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES
☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE EMAILED TO TENDERSUBMISSIONS@MTCEC.CO.ZA BY, 11 FEBRUARY 2026 16:00. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF THE BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution

Mayibuye Transport Corporation
81 Surrey Road, Vincent,
East London
5247

Phone 043 745 2582 • Fax 043 745 2586

Disclaimer

The following document is made only to, and is directed only at, persons to whom such a document may lawfully be communicated ("relevant persons"). Any person who is not a relevant person should not act or rely on this document or any of its contents.

This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made in light of its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

To obtain additional information, please contact:

Ms Nosiviwe Maya: mayan@mtcec.co.za

SPECIFICATION:

**PROVISION OF BUS TICKET INSPECTION SERVICES FOR A
PERIOD OF TWELVE (12) MONTHS**

RFQ NO.: MTC 2025/26/01

CLOSING DATE: 11 FEBRUARY 2026

CLOSING TIME:16H00

VALIDITY PERIOD: 90 days

1.INTRODUCTION

- 1.1 The Mayibuye Transport Corporation operates as a state-owned bus passenger transport service provider belonging to the Eastern Cape Provincial Government.
- 1.2 The Vision of the MTC is to become the Public Transporter of Choice.
- 1.3 It is the mission of the MTC to provide a safe, reliable, affordable public transport service that is responsive to its environment.
- 1.4 The prices tendered must be valid for 90 days.
- 1.5 There will be no briefing session for this RFQ.
- 1.6 All submissions must be made electronically to the email address provided by the closing date and time, as advertised, to; tendersubmissions@mtcec.co.za
- 1.7 All submissions must be indexed appropriately.

2. SPECIFICATION

PURPOSE

The function of the inspection teams will be to:

- 1.1 Offer inspection expertise to MTC Bus Service.
- 1.2 Ensure compliance, assess risks and improve processes.
- 1.3 Inspect MTC Buses to ensure that all passengers have valid tickets.
- 1.4 To ensure that all passengers have paid for the correct fare for their trips.

BACKGROUND

The Corporation currently does not have Bus inspectors to monitor manual revenue collection resulting in under collection and other risks associated with manual revenue collection. The sourcing of bus inspection service is envisaged to assist with enhancing or improving revenue collection for the corporation.

DISCUSSION

The Corporation is a public transporter, transporting passengers from rural villages to town, using 75 buses to collect revenue. The corporation does not have an automated fare collection system at this stage and as a result it is using a manual system to collect revenue.

The risks associated with manual system are real and manifest themselves in different ways. The Corporation is not immune to those risks. There is an average of 45 buses on the road daily.

The Operations team is working tirelessly to improve the average number of buses on the road.

The buses on the road, operating from four depots, are not adequately monitored. It becomes evident when the revenue monitoring team is on the ground. Once there are revenue monitors on the ground, revenue suddenly increases, and even doubles in some instances. What was also noted was that the revenue collected, declined as soon as revenue monitors were back at their offices.

It is for the reasons stated above that a dedicated monitoring team, from a professional service provider, be appointed to provide revenue monitoring/inspection services until an automated fare collection system is implemented.

REQUIRED COMPETENCIES.

Submit inspection reports within two working days.

Immediate feedback in serious instances of non-compliance.

Detailed monthly reports.

Assistance during criminal court cases emanating from investigations.

Regular feedback visits by Management.

Check tickets and travel pass for validity for both passengers and parcels or luggage.

Assist passengers with queries while enroute and provide information on routes and timetable.

Ensure passengers are adhering to safety and conduct regulations.

Report verbally and in writing any transgressions discovered while on duty to the Management.

Report verbally or in writing any challenges or in writing any challenges or customer concerns or complaints raised while on duty.

Participate in a disciplinary hearing i.e. as witness/es.

3.BIDDING CONDITIONS

Bidders must submit all completed and signed SBD Forms – as attached.

The service provider will enter into a **service level agreement** with MTC after the appointment.

4.EVALUATION CRITERIA

In addition to the requirements as stated, all RFQ will be evaluated based on price and proposal that best suit the corporate operational requirements of the Mayibuye Transport Corporation.

The RFQ will be evaluated based on the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2022) as well as Mayibuye Transport Corporation's Procurement policy.

Qualifying proposals will be evaluated based on the following evaluation criteria:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance	
Stage 1A	Mandatory Requirements
Stage 1B	Non-Mandatory Requirements
Stage 2	
Functionality	70% requirement to proceed to Stage 3
Stage 3	
Price	80
Specific Goals	20
TOTAL	100

COMPLIANCE-STAGE 1

STAGE 1: COMPLIANCE REQUIREMENTS

Bidders are to comply with the following requirements and failure to comply may lead to disqualification.

STAGE 1A – MANDATORY REQUIREMENTS

If you do not submit/meet the following mandatory documents, your bid will be automatically disqualified. Please note bidders will not be evaluated further if they do not meet the mandatory requirements.

Bidders are required to include in their bid document the following:

Original and signed MTC SBD 1 Form “Invitation to Bid”. Each page must be initiated.

Original and signed MTC SBD 3.1 Form “Firm Pricing Schedule”. Each page must be initiated.

Original and signed MTC SBD 4 Form “Declaration of Interest”. Each page must be initiated.

Original and signed MTC SBD 6.1 Form “Preferential Points Claim Form”. Each page must be initiated.

Original and signed MTC SBD 7.2 Form “Rendering of Services”. Each page must be initiated.

Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties.

Proof of product registration/accreditation from South African National Standards (SANS) must be attached.

Pricing schedule to be completed

Failure to submit any of the above documents will render the proposal non-responsive and it will be disqualified from the bid process. Where possible the corporation reserves the right to request further particulars.

STAGE 1B – NON-MANDATORY REQUIREMENTS (REQUIRED INFORMATION FOR BIDDING)

MTC may request the bidder to submit the information within (7) working days where necessary. Should this information not be provided, your bid proposal will be disqualified.

Bidders will be required to be compliant with the following requirements upon appointment. Proof of documentation will be requested and verified.

Certified ID Copies of all directors of the company

CSD Report

Certified copies of company registration document

STAGE 2: FUNCTIONALITY

Note: The bidder must achieve a minimum of 70% in functionality to advance to the next stage of evaluation. The table below reflects evaluation functionality components and the overall weighting on each component of the functionality are as follows:

Company Experience	Points allocated
5 - More x Reference Letters relating to have previously conducted Bus Inspection Services. Reference letters, to be on Client Letterhead & signed with the contract value as well as the term of the contract)	40
3- 4 x Reference Letters relating to have previously conducted Bus Inspection Service (Reference letters, to be on Client Letterhead & signed with the contract value as well as the term of the contract)	20
1-2 x Reference Letters relating to have previously conducted Bus Inspection Services (Reference letters, must be on Client Letterhead & signed with the contract value as well as the term of the contract)	10
Professional Indemnity Insurance Provide insurance documentation as proof evidence	
1 million rand and above	10
R500 000-999 999	05
R100 000-R499 999	03
Below R100 000	0
Methodology: The following key elements are critical. 1.Project Plan. 2.Inspection Teams – uniformed. 3.Inspection Documentation. 4.Daily and Monthly Reports. 5.Testifying and witnesses at DC hearings	
Excellent (All elements are outlined)	15
Very Good (Four elements are outlined)	10
Satisfactory (Three elements are outlined)	05
Poor (No elements are outlined)	0

STAGE 3

80/20 PREFERENCE POINTS STAGE 3

Bidders must submit a separate pricing schedule as per the pricing schedule provided.

Bidders should provide their price proposal and provide proof of Specific Goals. They will be evaluated on price and specific goals using the 80/20 preference point system, as per the table below:

CRITERIA	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE PREFERENCE POINT SYSTEMS

Maximum points are allocated for price on the following basis:

80/20

or

90/10

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

$$PS = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below. (Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system)

Table for Specific goals

The specific goals allocated points in terms of this tender	Acceptable evidence	Number of points allocated (80/20 or 90/10 system) (To be completed by the organ of state)	Number of points claimed (80/20 or 90/10 system) (To be completed by the tenderer)
100% Black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	30%	
51% - 99% black ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	20%	
Less than 51% ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	10%	
Women Equity ownership	CIPC registration document, Affidavit and Certified copies of ID for the directors	20%	

Youth Equity ownership	Certified copies of ID documents of the owners	20%	
People with Disability	Letter from the medical practitioner confirming the disability	20%	
Locality within the Eastern Cape	Proof of Company address	10%	

Failure to submit the required documentation for acceptable evidence will result in the bidders forfeiting the points for specific goals.

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: 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

Name of bidder.....	Bid number.....
Closing Time 16:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)

-
- Required by:
 - At:
 - Brand and model:
 - Country of origin:
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery:
*Delivery: Firm/not firm
 - Delivery basis:

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.7 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	20
SPECIFIC GOALS	80
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (c) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals		
a) 100% black ownership	6	
(b) 51% to 99% black ownership	4	
(c) Less than 51% black ownership	2	
Women ownership		
a)100% women ownership	4	
b)30% to 99% women ownership	2	
(c) Less than 30% women	1	
Youth ownership		
a)100% youth ownership	4	
b) 30% to 99% youth ownership	2	
c) Less than 30% youth ownership	1	
People with Disability		
(a) 20% or more disabled people ownership	4	
(b) Less than 20% disabled people ownership	2	
Locality		
a) Within the Eastern Cape	2	
(b) Outside the Eastern Cape	1	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of tax compliance status;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Bidder's Disclosure form;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

WITNESSES

1

2

DATE:

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and
conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4.I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

10. PRICING SCHEDULE

PROVISION OF BUS TICKET INSPECTION SERVICES FOR A PERIOD OF TWELVE (12) MONTHS

PRICING SCHEDULE FOR FOUR DEPOTS: QUEENSTOWN, ALICE, ZWELITSHA AND REESTON

ITEM	DEPOT	NUMBER OF TEAMS	RECOMMENDED TEAMS	RATE EXCL VAT	TOTAL
1	Queenstown	1	This team will be based in Queenstown and do inspections for Queenstown operation in its operational area.		
2	Reeston	1	This team will be based in Reeston and do inspections for Reeston, Alice and Zwelitsha		
				TOTAL EXCL VAT	
				VAT	
				GRANDTOTAL	

*Cost Breakdown for the two teams must include**

- Uniformed, professionally trained inspection personnel
- Full compensation packages and statutory employment costs
- Transportation expenses for inspector rotation and disciplinary hearing attendance
- Fully equipped accommodation facilities for inspection teams
- Backup staff coverage during inspector leaves periods
- Complete vehicle operational expenses (fuel, maintenance, insurance, tracking systems, etc.)
- All required inspection paperwork and documentation
- Administrative overhead, logistical support, and office management services