


REQUEST FOR PROPOSAL – FOR THE PROVISION OF CASH HANDLING SERVICES “AS AND WHEN REQUIRED”	
APX/FIN/06/2024	

**BID NUMBER: APX/FIN/06/2024**

**REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF  
CASH HANDLING SERVICES**

<b>CLOSING DATE</b>	<b>04 MARCH 2024</b>
<b>CLOSING TIME</b>	<b>12:00PM</b>
<b>BRIEFING SESSION</b>	NON- COMPULSORY BRIEFING
	19 FEBRUARY 2024
	TIME: 10:00am
<b>BID DOCUMENTS DELIVERY ADDRESS</b>	PASSENGER RAIL AGENCY OF SOUTH AFRICA (PRASA)  UMJANTSHI HOUSE (RECEPTION AREA);  AUTOPAX SCM TENDER BOX  30 WOLMARANS STR.  BRAAMFONTEIN 2107,  JOHANNESBURG.
<b>BIDDER NAME</b>	.....

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**Disclaimer**

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by AUTOPAX or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by AUTOPAX or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither AUTOPAX nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by AUTOPAX, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of AUTOPAX or consultant to AUTOPAX on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the “Confidential Information Provided”). The Confidential Information provided may be made available to Bidder’s subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of AUTOPAX, nor may it be used for any other purpose than that for which it is intended.

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These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as AUTOPAX may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of AUTOPAX and must be delivered to AUTOPAX on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than AUTOPAX and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of AUTOPAX, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

AUTOPAX is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that AUTOPAX reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which AUTOPAX may require which have not been submitted to AUTOPAX.
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Make no award at all;

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- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to AUTOPAX to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.


All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and AUTOPAX shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, AUTOPAX reserves the right to cancel the contract and/or place the Respondent on AUTOPAX's list of Restricted Suppliers.

AUTOPAX reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, AUTOPAX will cancel the bid.


AUTOPAX reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

AUTOPAX will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.


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INVITATION TO BID PART A	Form A
TERMS AND CONDITIONS FOR BIDDING PART B	Form B
TENDER FORM (PRICING SCHEDULE)	Form C
STATEMENT OF WORK SUCCESSFULLY CARRIED OUT BY BIDDER	Form E
SECURITY SCREENING FORM	Form F
ACKNOWLEDGEMENT	Form G
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AUTOPAX CIT FREQUENCY PER OUTLET	ANNEXURE A
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APX/FIN/06/2024 PROVISION OF CASH HANDLING SERVICES (RETURNABLES)	ANNEXURE C
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ADVERT	ANNEXURE E



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## 1 ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

## **2 INTERPRETATION**


In this RFP, unless inconsistent with or otherwise indicated by the context –

- 2.1 headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- 2.2 any reference to one gender shall include the other gender;
- 2.3 words in the singular shall include the plural and vice versa;
- 2.4 any reference to natural persons shall include legal persons and vice versa;
- 2.5 words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- 2.6 any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- 2.7 the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by Autopax, constitute the body of RFP documentation which must be complied with by Bidders;
- 2.8 in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- 2.9 this RFP shall be governed by and applied in accordance with South African law.

### **3 DEFINITIONS**

In this RFP and in any other project documents (as defined below) which so provides, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- 3.1 “Accounting Authority” means the Board of AUTOPAX.
- 3.2 “Contract” means the Contract to be entered between Aut and the successful Bidder for the provision of the services procured in this RFP.
- 3.3 “Bid” means the Bid to the RFP submitted by Bidders;
- 3.4 “Bidders Briefing Session” means the compulsory briefing session to be held at the offices of AUTOPAX, in order to brief the Bidders about this tender;
- 3.5 “Black Enterprise” means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- 3.6 “Black Equity” means the voting equity held by Black People from time to time;
- 3.7 “Black People” has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended .
- 3.8 “Black Woman” means African, Coloured and Indian South Africa Female citizen;
- 3.9 “Briefing Note” means any correspondence to Bidders issued by the AUTOPAX;
- 3.10 “Business Day” means any day except a Saturday, Sunday or public holiday in South Africa;
- 3.11 “Bidders” means individuals, organisations or consortia that have been submitted responses to the RFP in respect of the tender;
- 3.12 “Consortium” means any group of persons or firms jointly submitting a Bid as Bid to this RFP and “Consortia” means more than one Consortium;
- 3.13 “Contractor” the successful Bidders who has signed a Contract with AUTOPAX in terms of this RFP.
- 3.14 “Closing Date” means the closing date for submission of bids/ Proposals by Bidders which is **04 MARCH 2024**
- 3.15 “Project” means this project for the “PROVISION OF CASH HANDLING SERVICES AS AND WHEN REQUIRED”
- 3.16 “RFP” means the Request for Proposals issued by AUTOPAX for this tender; and

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3.17 “Scope of Work” means the scope of work for this project as detailed out in the RFP cash handling specifications.


## SECTION 1

### NOTICE TO BIDDERS

#### 1 INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of Autopax Passenger Services (SOC) LTD. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity, Bidder**].

<b>BID DESCRIPTION</b>	APPOINTMENT OF A SUITABLE SERVICE PROVIDER FOR THE PROVISION OF CASH HANDLING SERVICES
<b>BID ADVERT</b>	This RFP may be downloaded directly from National Treasury’s e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge. With effect from
<b>ISSUE DATE</b>	<b>09 FEBRUARY 2024</b>
<b>NON -COMPULSORY BRIEFING SESSION</b>	<b>19 FEBRUARY 2024 at 10H00am</b> On Microsoft Teams <b>Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a> Meeting ID: 350 835 371 657 Passcode: szwxgc <a href="#">Download Teams</a>   <a href="#">Join on the web</a>
<b>CLOSING DATE</b>	<b>04 MARCH 2024 at 12:00 Midday</b> Bidders must ensure that bids are delivered timeously to the correct address.  As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
<b>VALIDITY PERIOD</b>	<b>120 Working/Business Days from Closing Date</b> Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period.

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CLOSING DATE FOR QUESTIONS BY BIDDERS	23 FEBRUARY 2024
CLOSING DATE FOR RESPONSES BY AUTOPAX	28 FEBRUARY 2024
CONTACT PERSON	Modumo Maeco - Mmaeco@prasa.com

Any additional information or clarification will be emailed to all Respondents, if necessary.

## 2 FORMAL BRIEFING

A non-compulsory pre-proposal RFP briefing will be conducted at **on Microsoft Teams** , on the **19 FEBRUARY 2024 at 10H00 am**. Join on your computer, mobile app or room device [Click here to join the meeting](#)

Meeting ID: 350 835 371 657

Passcode: SZWXGC

[Download Teams](#) | [Join on the web](#)


### 2.1

The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

- 2.2 Despite the briefing session being non-compulsory, AUTOPAX nevertheless encourages all Respondents to attend. AUTOPAX will not be held responsible if any Respondent who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.

## 3 BRIEFING SESSION MINUTES AND NOTES

- 3.1 AUTOPAX will issue briefing session minutes or notes together with the response to the clarification questions on the 28 FEBRUARY 2024
- 3.2 Clarifications will be issued to all Respondents to this RFP utilizing the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.
- 3.3 Bidders / Respondents are requested to promptly confirm receipt of any clarifications sent to them.

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3.4 Bidders / Respondents must ensure responses to the clarifications are received on or before the deadline date stated.

#### 4 PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses must be submitted to AUTOPAX in a sealed envelope addressed as follows:

RFP No: **APX/FIN/06/2024**

Description of Bid **PROVISION OF FOR THE PROVISION FOR CASH HANDLING SERVICES**

Closing date and time: **04 MARCH 2024 @ 12H00 PM**

Closing and Submission

address: **PASSESNGER RAIL AGENCY OF SOUTH AFRICA (PRASA)  
UMJANTSHI HOUSE (RECEPTION AREA);  
AUTOPAX SCM TENDER BOX  
30 WOLMARANS STR.  
BRAAMFONTEIN 2107,  
JOHANNESBURG**

#### 5 DELIVERY INSTRUCTION FOR RFP

##### Delivery of Bid

The Bid envelopes should be deposited in the AUTOPAX tender box which is located at the main entrance of the UMJANTSHI HOUSE and should be addressed as follows:

THE SECRETARIAT / TENDER OFFICE  
AUTOPAX  
30 WOLMARANS STREET  
UMJANTSHI HOUSE  
BRAAMFONTEIN

##### 5.1 B-BBEE Joint Ventures or Consortiums

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, should state their intention to do so in their RFP submission. Such Respondents should also submit a signed JV or consortium agreement between the parties clearly stating the

percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners should submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by AUTOPAX through this RFP process. This written confirmation should clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to AUTOPAX.

## **6 COMMUNICATION**

- 6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to [Mmaeco@prasa.com](mailto:Mmaeco@prasa.com) not later than 23 February 2024, substantially in the form set out in Annexure F hereto.
- 6.2 In the interest of fairness and transparency AUTOPAX's response to such a query will be made available to all the other Respondents who have attended a compulsory briefing session. For this purpose AUTOPAX will communicate with Respondents using the contact details provided at the compulsory briefing session.
- 6.3 After the closing date of the RFP, a Respondent may only communicate in writing with the Bid Secretariat, at telephone number (012) 748 7337, email [Mmaeco@prasa.com](mailto:Mmaeco@prasa.com) on any matter relating to its RFP Proposal.
- 6.4 Respondents are to note that changes to its submission will not be considered after the closing date.
- 6.5 Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of AUTOPAX in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Respondents found to be in collusion with one another will automatically be disqualified and restricted from doing business with AUTOPAX in future.

## **7 CONFIDENTIALITY**

7.1 AUTOPAX shall ensure all information related to this RFP is to be treated with strict confidence. In this regard Respondents / Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to AUTOPAX's business, written approval to divulge such information should be obtained from AUTOPAX.

7.2 Respondents must clearly indicate whether any information submitted or requested from AUTOPAX is confidential or should be treated confidentially by AUTOPAX. In the absence of any such clear indication in writing, AUTOPAX shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

## **8 INSTRUCTIONS FOR COMPLETING THE RFP**

8.1 All responses to the RFP should be submitted in two sealed envelopes/packages; the first envelop/package shall have the technical and compliance response, the second envelop/package shall only have the financial response and Specific goals response.

8.2 Bidders are required to package their response/Bid as follows:

### **Volume 1 (Envelop 1/Package 1)**

- **Part A:** Mandatory Requirements Response
- **Part B:** Technical or Functional Response (response to scope of work)

### **Volume 2 (Envelop 2/ Package 2)**

- **Part C:** Financial Proposal and Specific Goals – TENDER FORM C (PRICING SCHEDULE)

**Volume 2** should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelop 2/package 2.

8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/External hard drive etc clearly marked in the



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Bidders name. AUTOPAX reserves the right to consider information provided in all formats irrespective the format i.e original/copy/electronic.

- 8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.
- 8.5 Where Bidders are required to sign forms they are required to do so using preferably black ink pen.
- 8.6 Any documents forming part of the original responses to RFP but which are not original in nature, should be certified as a true copy by a Commissioner of Oaths.
- 8.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.
- 8.8 The original responses to RFP must be signed by a person duly authorized by each consortium member and Subcontractor to sign on their behalf, which authorization must form part of the responses to RFP as proof of authorization. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the responses to RFP signatory represents, considers themselves subject to and bound by the terms and conditions of this RFP.
- 8.9 The responses to RFP formulation should be clear and concise and follow a clear methodology which responses to RFP should explain upfront in a concise Executive Summary and follow throughout the responses to RFP.
- 8.10 Responses to RFP must provide sufficient information and detail in order to enable AUTOPAX to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of AUTOPAX to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules are encouraged.
- 8.11 Information submitted as part of a responses to RFP should as far as possible, be orderly according to the order of the required information requested by AUTOPAX. All pages should be consecutively numbered.
- 8.12 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions

applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.

- 8.13 Response to RFP documents are to be submitted to the address specified in this RFP, and Bidders should ensure that the original and copies (where applicable) are identical in all respects as AUTOPAX will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 8.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.
- 8.16 Bidders are required to review the Contract. Bidders may further amend and or delete any part of the Draft Contract where they deem fit to do so. Where Bidders have amended and or deleted any part of the Contract, it must be clearly visible by using track changes and must ensure that the disc copy of their bid submission for the Draft Contract is in word version and not password protected. **It must be noted that the marked up Contract will form part of contract negotiations processes with the preferred bidder.**

## 9 RFP TIMETABLE

AUTOPAX may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum.

RFP PROCESS	MILESTONE DATES
Bid issue date	09 FEBRUARY 2024

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Non- compulsory briefing Session for Bidders on Microsoft Teams @ <b>10H00am Join on your computer, mobile app or room device</b> <a href="#">Click here to join the meeting</a> Meeting ID: 350 835 371 657 Passcode: szwxgc <a href="#">Download Teams</a>   <a href="#">Join on the web</a>	19 FEBRUARY 2024
Closing date for Questions	23 FEBRUARY 2024
Closing date for Responses	28 FEBRUARY 2024
Closing Date for Submission of final Bid	04 MARCH 2024
Evaluation of Proposals (Bidders note that AUTOPAX may call for Presentation of bidders offers at any stage of the evaluation process)	TO BE CONFIRMED
Appointment of the successful Bidder	TO BE CONFIRMED
Contract Negotiations	TO BE CONFIRMED
Signing of Contract	TO BE CONFIRMED
Contract Commencement	TO BE CONFIRMED

AUTOPAX may at its sole discretion amend any of the milestone dates indicated in the table above. Bidders will be informed of any amendments to the timeline through the issue of briefing notes.

## 10 LEGAL COMPLIANCE

Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of AUTOPAX, be disqualified. AUTOPAX reserves the right to call a Bidder to provide additional documents which may have not been submitted.

The successful Bidder [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 11 NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury’s Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Only foreign suppliers with no local

registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Respondents are required to provide the following to Autopax in order to enable it to verify information on the CSD:

**Supplier Number:** \_\_\_\_\_ **Unique registration reference number:** \_\_\_\_\_.

## **12 TAX COMPLIANCE**

Respondents must be compliant when submitting a proposal to AUTOPAX and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991). It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

Respondents are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 11 and the National Treasury shall verify the Respondent's tax compliance status through the Central Supplier Database (CSD).

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

**For this purpose, the attached SBD 1 marked Annexure C must be completed and submitted as an essential returnable document by the closing date and time of the bid.**

### **New Tax Compliance Status (TCS) System**

SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

Respondents are required to provide the following to AUTOPAX in order to enable it to verify their tax compliance status:

**Tax Compliance Status (TCS) Pin:**\_\_\_\_\_.

### **13 PROTECTION OF PERSONAL DATA**

In responding to this bid, AUTOPAX acknowledges that it may obtain and have access to personal data of the Respondents. AUTOPAX agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, AUTOPAX will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, AUTOPAX requires Respondents to process any personal information disclosed by AUTOPAX in the bidding process in the same manner.

### **14 VALIDITY PERIOD**

This RFP shall be valid for **120 Working/Business days calculated from Bid closing date.**

### **15 POST TENDER NEGOTIATION (IF APPLICABLE)**

AUTOPAX reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should AUTOPAX conduct post tender negotiations, Respondents will be requested to provide their best and final offers to AUTOPAX based on such negotiations. A final evaluation will be conducted in terms of 80/20 evaluation criteria/scoring methodology.

### **16 FINAL CONTRACT AWARD**

AUTOPAX will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

## **17 FAIRNESS AND TRANSPARENCY**

AUTOPAX views fairness and transparency during the RFP Process as an absolute on which AUTOPAX will not compromise. AUTOPAX will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to AUTOPAX.

The evaluation process will be tightly monitored and controlled by AUTOPAX to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

## **SECTION 2**

### **4. SCOPE OF WORK AND AREAS OF FOCUS**

Interested parties are invited to submit proposals that outline the provision of electronic cash deposit devices and cash in transit services including the management thereof to Autopax. The proposal needs to cover at least the following areas.

#### **4.1 Cash in transit requirements:**

- Cash Collection must be provided up to 7 days a week, on special request and on public holidays, if required
- Autopax will provide specific frequencies for cash collections (Refer Annexure A) for each sales office/depot (23 sites nationally). The required pickup frequencies will be 3 days per week for lower cash volume sites, 5 days per week for medium cash volume sites and 6 days per week for higher cash volume sites.
- Cash collection must not interfere with normal operations and preferably be done between 09:00 and 15:00 (off peak)
- Advise of and ensure that risk assessments are done and that adequate security measures are in place to protect staff and customers during cash pick-up times
- Change must be able to be provided to sales offices as and when requested
- Supplier must provide bags for cash (notes and change) and formal documentation required to ensure that adequate controls are in place

#### **4.2 Requirements for electronic cash devices (ECD's)**

- Provision of electronic cash deposit devices including hardware and software
- ECD's with a device note capacity of 3000 notes and two note feeders will suit the business needs and is the device that will be required to be installed at all 23 sites
- ECD's with more than one note validator for backup/redundancy is preferred
- ECD's preferably to be supplied with plinths for additional height if ECD is less than one meter high
- ECD's must recognize notes of all denominations including new notes in circulation
- Maximum capacity of notes and note feeder speed must be specified per ECD model
- Counterfeit and dye stain note validation, detection, and rejection
- Deposits must reflect in Autopax's nominated FNB bank account after each cash in transit collection ie: Same day value
- Each deposit must be separately identifiable on Autopax's bank account with the unique sales office code and reference number for each collection
- ECD's must link to an online electronic banking and reconciliation system
- Real time online reporting per device per transaction must be made available and detailed electronic daily reconciliation files must be provided for the purposes of integrating into Autopax's reservation and ticketing system
- Risk must transfer to the service provider directly after each deposit into the ECD
- Deposits made into the ECD must be guaranteed with no shortages
- No employee access to physical cash once notes are deposited into ECD with only CIT having access to remove cash from ECD
- Insurance/Risk cover is required for all cash held in the devices and in transit
- Full maintenance plan with 4 hours response time or less for maintenance of equipment



- Electronic receipts for each deposit and collection
- Thermal graphic printer (paper must not fade as it remains a source document)
- GPRS/GSM communication
- Back-up power to complete transactions during power failures

#### **4.3 Support capabilities**

- Project manager to manage seamless transition and implementation□
- Dedicated relationship manager allocated to Autopax
- Real time assistance through electronic support manager
- Other innovative and value add services

#### **4.4 Extensive network**

- Due to the nature and operations of Autopax, the successful bidder must have a national footprint
- Cash-in–transit services must be provided and managed by the successful bidder
- Service Level Agreement must be in place between the service provider and the CIT company if the CIT company is not the same as the service provider

#### **4.5 Training Services**

- Implementation plan including the project team and estimated timeframe.
- Training of the company’s staff in related products.
- End user training and refresher training as and when required.

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On the identification of a winning bidder the following activities would be undertaken (within a month)

- First-negotiation, endorsement, and agreement on scope of work.
- Site visit to all sales outlets/depots
- Agreement and identification of support team.

The above would be undertaken within a month, and thereafter continuous engagement to implement fully within four to six weeks.

## **5. Contract**


- The proposed tender contract is for a period of five (5) years.

## **6. EVALUATION AND SCORING METHODOLOGY**

The evaluation of the Bids by the evaluation committees will be conducted at various levels.

The following levels will be applied in the evaluation:

<b>LEVEL</b>	<b>DESCRIPTION</b>
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates; verify completeness warranties and other Bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids will be disqualified.
Detailed Evaluation of Technical	Detailed analysis of Bids to determine whether the Bidder can deliver the Project in terms of business and cash handling requirements. <b>The minimum threshold for technical evaluation is [70%], any bidder who fails to meet the minimum requirement will be disqualified and not proceed with the evaluation of Price and Specific Goals.</b>
Specific Goals	Evaluate Specific Goals
Price Evaluation	Bidders will be evaluated on price offered.
Scoring	Scoring of Bids using the Evaluation Criteria.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders

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<b>LEVEL</b>	<b>DESCRIPTION</b>
Best and Final Offer	Autopax may go into the Best and Final Offer process in the instance where no bid meets the requirements of the RFP and/or the Bids are to close in terms of points awarded.
Approval	Approval and notification of the final Bidder.

Table 3

## 6.1 Evaluation Criteria

Interested bidders for this project shall be evaluated in terms of their business credentials, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in Table 4 below for the selection of the preferred bidder that shall render professional services and construction management work for the project.

<b>EVALUATION CRITERIA</b>	<b>WEIGHTING</b>
<b>Stage 1</b>	<b>Compliance</b>
Stage 1A - Mandatory Requirements	
Stage 1B - Other Mandatory Requirements	
<b>Stage 2</b>	<b>Technical/Functionality</b>
Stage 2	Threshold of 70%
<b>Stage 3</b>	<b>Price and Specific Goals</b>
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

Table 4: Evaluation criteria for the selection of a potential bidder


The details of the stages outlined in Table 4 above are presented in following sections below.

### STAGE 1: COMPLIANCE REQUIREMENTS

Bidders must comply with the following requirements and failure to comply will lead to immediate disqualification.

#### Stage 1A- Mandatory Requirements

If you do not submit/meet the following mandatory documents/requirements, your bid will be automatically disqualified:

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<b>No.</b>	<b>Description of requirement</b>	
a)	Completion of ALL RFP documentation (includes ALL)	
b)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable)	
c)	Quote must be on an official company letterhead in addition to the completed and printed excel pricing schedule (Refer Annexure B)	
d)	<b>Volume 1 (Envelop 1/Package 1)</b> <ul style="list-style-type: none"> <li><b>Part A:</b> Mandatory Requirements Response</li> <li><b>Part B:</b> Technical or Functional Response (response to scope of work)</li> </ul> <b>Volume 2 (Envelop 2/ Package 2)</b> <ul style="list-style-type: none"> <li><b>Part C:</b> Financial Proposal and Specific Goals – TENDER FORM C (PRICING SCHEDULE)</li> </ul>	

Table 5: Mandatory Requirements

### Stage 1B - Other Mandatory Requirements


If you do not submit/meet the following mandatory documents/requirements, AUTOPAX may request the bidder to submit the information within five (5) working days. Should this information not be provided, your bid proposal will be disqualified.

<b>No.</b>	<b>Description of requirement</b>	
a)	Letter of Good Standing: COID	
b)	Valid SARS Pin	
c)	CSD supplier registration number	
d)	CIPC company registration documents	
e)	BBBEE certificate or sworn affidavit	

Table 6: Other Mandatory Requirements

## 7.3 STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS

Qualifying bidders shall then be evaluated on functionality after meeting all compliance requirements outlined above. The minimum threshold for the technical/functionality

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requirements is **70%** as per the standard Evaluation Criteria presented in Table 3 above. Bidders who score below this minimum requirement shall not be considered for further evaluation in stage 3.

Bidders must provide a full end to end cash management solution from the provision of electronic cash deposit devices to cash in transit services to the money being credited directly into Autopax’s nominated bank account after each CIT collection and must have a minimum track record of five (5) years in the provision and management of electronic cash deposit devices and collection thereof.

Details of the technical/functional requirements are presented in the Table 7 below.

ITEM	CRITERIA	WEIGHT
1.	Cash Handling experience and capacity to provide the required services including cash in transit services.	40
2.	Electronic cash handling devices	20
3.	Project plan and implementation program.	40
	<b>TOTAL</b>	<b>100</b>


Table 7: Details of the technical/functional requirements.

A Table below must be completed by the Bidder. Failure to do so will lead to disqualification.

**Details of the scoring methodology presented above are outlined below.**


**Ratings:** 1 = Poor information submitted, 2 = Fair/average, 3 = Good, 4 = acceptable or very good and 5 = Excellent

	Evaluation Criteria	Indicator	Weight	Scores
1.1	Cash Handling experience and capacity to provide the required	List of 5 similar projects implemented	40	Scores will be based on successfully completed projects over the last five years of which details are provided: 1: Inadequate/Unrelated list of projects/s provided and/or experience of less than 5 years 2: Similar project/s with a combined value less than R25 million and/or less than 5 years’ experience

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	ECD's and cash in transit services.	in the last 5 years		<p>3: Similar project/s with a combined value of between R25m and R50m and greater than 5 years' experience</p> <p>4: Similar project/s with combined value of R75m and greater than 10 years' experience</p> <p>5: Similar projects/s with a combined value of R100m and greater than 15 years' experience</p>
1.2	Electronic cash handling devices	Device Specification documents provided by bidder	40	<p>Scores will be allocated on suitability of devices, note feeders:</p> <p>1: Devices with note capacity less than 3000 with single note feeder</p> <p>2: Devices with note capacity less than 3000 with multiple note feeders</p> <p>3: Devices with note capacity of 3000 with single note feeder</p> <p>4: Devices with note capacity of 3000 with multiple note feeders</p> <p>5: Devices with note capacity of 3000 with multiple note feeders and plinths</p>
1.3	Project plan and implementation program	Schedule document provided by bidder reflecting activities from site visits up to final implementation and training	20	<p>Score will be allocated for Project Schedule provided.</p> <p>1: No schedule provided</p> <p>2: Project schedule provided but no detailed activities and timelines indicated</p> <p>3: Project schedule provided with activities indicated on the program not aligned with the preferred implementation duration of the project (ie: &gt;6 weeks).</p> <p>4: Project schedule provided with activities indicated on the program aligned with preferred implementation duration of the project (4-6 weeks), showing sequencing of activities.</p> <p>5: Project schedule provided with activities indicated on the program with a better than preferred implementation duration of the project (ie: &lt;4 weeks), showing clear understanding of the scope and site challenges being addressed in the program, highlighting risks and mitigation measures</p>
	Total		100	

Table 8

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### STAGE 3: PRICING AND Specific Goals

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and provide proof of Specific Goals.

The following formula, shall be used by the Bid Evaluation Committee to allocate scores to the interested bidders:

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>TOTAL POINTS FOR PRICE AND SPECIFIC GOALS</b>	<b>100</b>

Table 9

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

### THE 80/20 PREFERENCE POINT SYSTEMS

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

#### 80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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**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 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)	Acceptable evidence to be provided by the tenderer
Black Women owned	2		Certified copy of ID Document of the owner
Black Youth owned	2		B-BBEE Certificate / Sworn Affidavit



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B-BBEE of at least level 4	15		B-BBEE Certificate / Sworn Affidavit
Owned by black persons with disabilities	1		Certified Copy of ID Documents of the Owners and Doctor's note confirming the disability
<b>TOTAL</b>	<b>20</b>		

Table 10:

## 1 VALIDITY PERIOD

This RFP shall be valid for *120 Business/ working days* calculated from Bid closing date.

## 2 POST TENDER NEGOTIATION (IF APPLICABLE)

AUTOPAX reserves the right to conduct post tender negotiations with a shortlist of Respondent(s). The shortlist could comprise of one or more Respondents. Should AUTOPAX conduct post tender negotiations, Respondents will be requested to provide their best and final offers to AUTOPAX based on such negotiations. A final evaluation will be conducted in terms of 80/20.

## 3 FINAL CONTRACT AWARD

AUTOPAX will negotiate the final terms and condition the contract with the successful Respondent(s). This may include aspects such as Supplier Development, the Specific goals Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Respondent(s).

## 4 FAIRNESS AND TRANSPARENCY

AUTOPAX views fairness and transparency during the RFP Process as an absolute on which AUTOPAX will not compromise. AUTOPAX will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to AUTOPAX.

The evaluation process will be tightly monitored and controlled by AUTOPAX to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

### **SECTION 3**

#### **PRICING AND DELIVERY SCHEDULE**

Respondents are required to complete the Pricing Schedule/ BOQ **Annexure: B – CASH HANDLING** (Volume 2 /Envelop 2)

#### **1 PRICING**

- 1.1. Prices must be quoted in South African Rand, inclusive of VAT.
- 1.2. Price offer is firm and clearly indicate the basis thereof.
- 1.3. Pricing Bill of Quantity is completed in line with schedule if applicable.
- 1.4. Cost breakdown must be indicated.
- 1.5. Price escalation basis and formula must be indicated.
- 1.6. To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.7. Please note that should you have offered a discounted price(s), AUTOPAX will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.8. Respondents are to note that if price offered by the highest scoring bidder is not market related, AUTOPAX may not award the contract to the Respondent. AUTOPAX may:
- 1.9. negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - 1.9.1 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP; and
  - 1.9.2 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.


1.9.3 If a market-related price is not agreed with the Respondent scoring the third highest points, AUTOPAX must cancel the RFP.

## **2 DISCLOSURE OF PRICES QUOTED**

Respondents are to note that, on award of business, AUTOPAX is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents inter alia on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 01 of 2015/2016.

## **3 SERVICE LEVELS**

- 2.1 An experienced national account representative(s) is required to work with AUTOPAX's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 2.2 AUTOPAX will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 2.3 AUTOPAX reserves the right to request that any member of the Service provider's team involved on the AUTOPAX account be replaced if deemed not to be adding value for AUTOPAX.
- 2.4 The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:
  - a) Random checks on compliance with quality/quantity/specifications
  - b) On time delivery.
- 2.5 The Service provider must provide a telephone number for customer service calls.
- 2.6 Failure of the Service provider to comply with stated service level requirements will give AUTOPAX the right to cancel the contract in whole, without penalty to AUTOPAX, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

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**Acceptance of Service Levels:**

YES	
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#### **4 TOTAL COST OF OWNERSHIP (TCO)**

- 4.1 AUTOPAX will strive to procure goods, services and works which contribute to its mission. In order to achieve this, AUTOPAX must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 4.2 Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with AUTOPAX in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall cost of transportation services and related logistics provided by AUTOPAX’s operating divisions within South Africa to the ultimate benefit of all end-users.

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**5 VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the Agreement] and fail to present AUTOPAX with such renewals as and when they become due, AUTOPAX shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which AUTOPAX may have for damages against the Respondent.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20.....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

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**6 CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS**

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and AUTOPAX will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. AUTOPAX's General Bid Conditions\*

2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to AUTOPAX

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by AUTOPAX's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20....

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_



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Name \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

## **7 GENERAL CONDITIONS**

### **8.1 ALTERNATIVE BIDS**

Bidders may submit alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidders proposes. Bidders must note that in submitting an alternative Bid they accept that AUTOPAX may accept or reject the alternative Bid and shall be evaluated in accordance with the criteria stipulated in this RFP.

### **8.2 AUTOPAX'S TENDER FORMS**


Bidders must sign and complete the AUTOPAX's Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

### **8.3 Precedent**

In case of any conflict with this RFP and Bidders response, this RFP and its briefing notes shall take precedence.

### **8.4 Response to RFP-Confidentiality**

Response to RFPs must clearly indicate whether any information conveyed to or requested from AUTOPAX is confidential or should be treated confidentially by AUTOPAX. In the absence of any such

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clear indication in writing from a response to RFP, AUTOPAX shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

Where a Bidder at any stage during the RFP Process indicates to AUTOPAX that information or any response to RFP requested from AUTOPAX is or should be treated confidentially, AUTOPAX shall treat such information or response to RFP confidentially, unless AUTOPAX believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- AUTOPAX shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and AUTOPAX is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, AUTOPAX shall not release such information to other Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;
- Where AUTOPAX is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, AUTOPAX may:
  - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by AUTOPAX; or
  - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of AUTOPAX to release such information; or
  - iii. refrain from releasing the information and/or response to RFP, in which event AUTOPAX shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of AUTOPAX or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.



## **8.5 Response to the RFP – RFP Disqualification**

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by AUTOPAX from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) AUTOPAX may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to AUTOPAX.

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of AUTOPAX or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, AUTOPAX shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Subcontractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

## **8.6 INSURANCE**

Unless specifically provided for in this RFP or draft contracts, Bidders will be required to submit with their Bid for services professional indemnity insurance and works insurance to an extent (if any) if insurance provided by AUTOPAX may not be for the full cover required in terms of the relevant category listed in this RFP. The Bidder is advised to seek qualified advice regarding insurance.

## **8.7 No Contact Policy**

Bidders may only contact the bid administrator of AUTOPAX as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.


## **8.8 Conflict of Interest**

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. AUTOPAX may disqualify the response to RFP from further participation in the event of a failure to comply with this provision. AUTOPAX views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

## **8.9 Collusion AND CORRUPTION**

Any Bidder shall, without prejudice to any other remedy available to AUTOPAX, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by AUTOPAX a material part of its response to RFP; or
- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998).  
The Bidders represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive Bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive Bidding. The Bidder undertakes that in the process of the Bid but prior to AUTOPAX awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify AUTOPAX of such any agreement, arrangement or understanding or any such like.; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

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### 8.10 Consortium Changes


If exceptional circumstances should arise in which a after the submission to the bid and after closing date of submission of bids, there is change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Response to RFP must notify AUTOPAX in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- AUTOPAX shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where AUTOPAX is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to AUTOPAX within 10 (TEN) days of its receipt of the decision of AUTOPAX, upon receipt of which AUTOPAX shall -
  - i. Evaluate the alternative proposed for suitability to AUTOPAX, and where the alternative is accepted by AUTOPAX, inform the Bidder in writing of such acceptance and AUTOPAX shall reassess the response to RFP against the RFP requirements and criteria; or
  - ii. Where the alternative is not accepted by AUTOPAX, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
  - iii. Where AUTOPAX is satisfied that the changes requested under (I) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and AUTOPAX shall reassess the response to RFP against the RFP requirements and criteria.

### 8.11 Costs of Response to the RFP Submission

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. AUTOPAX shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, AUTOPAX shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

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## 8.12 Response to the RFP Warranty

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that it does not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

## 8 CONDITIONS OF TENDER

### General

- |                            |   |  |
|----------------------------|---|--|
| <b>Actions</b>             | 1 | AUTOPAX's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner, which is fair, equitable, transparent, competitive and cost-effective.   |
| <b>Interpretation</b>      | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract.   |
|                            | 3 | Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender.   |
|                            | 4 | The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender.  |
| <b>Communication</b>       | 5 | Each communication between AUTOPAX and a <i>tenderer</i> shall be to or from AUTOPAX's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. AUTOPAX takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> . |
| <b>AUTOPAX's rights to</b> | 6 | AUTOPAX may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all   |

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**accept or  
reject any  
tender**


tenders at any time prior to the formation of a contract. AUTOPAX or AUTOPAX's *Representative* will not accept or incur any liability to a *tenderer* for such cancellation and rejection, but will give reasons for the action. AUTOPAX reserves the right to accept the whole or any part of any tender.

- 7 After the cancellation of the tender process or the rejection of all tenders AUTOPAX may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.


**Tenderer's obligations**

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

- |   |   |   |
|---|---|---|
| <b>Eligibility</b>  | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification.  |
| <b>Cost of tendering</b>                                  | 2 | Accept that AUTOPAX will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender.   |
| <b>Check documents</b>                                    | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify AUTOPAX's <i>Representative</i> of any discrepancy or omissions in writing.   |
| <b>Copyright of documents</b>                             | 4 | Use and copy the documents provided by AUTOPAX only for the purpose of preparing and submitting a tender in response to this invitation.  |
| <b>Standardised specifications and other publications</b> | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| <b>Acknowledge receipt</b>                                | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation.   |


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|--|----|---|
|  | 7  | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which AUTOPAX's <i>Representative</i> may issue, and if necessary, apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account.   |
| <b>Site visit and / or clarification meeting</b> | 8  | Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, <i>i-tender</i> website and CIDB website.                               |
| <b>Seek clarification</b>                        | 9  | Request clarification of the <i>tender documents</i> , if necessary, by notifying AUTOPAX's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .   |
| <b>Insurance</b>                                 | 10 | Be informed of the risk that needs to be covered by insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance.  |
| <b>Pricing the tender</b>                        | 11 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> .  |
|  | 12 | Show Value Added Tax (VAT) payable by AUTOPAX separately as an addition to the tendered total of the prices.  |
|  | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .  |
|  | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. The selected <i>conditions of contract</i> may provide for part payment in other currencies.   |
| <b>Alterations to documents</b>                  | 15 | Not make any alterations or an addition to the tender documents, except to comply with instructions issued by AUTOPAX's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |

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- Alternative tenders**
- 16 Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the *tender documents* is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the *tender documents* with the alternative requirements the *tenderer* proposes.
- 17 Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to AUTOPAX.
- Submitting a tender**
- 18 Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification.
- NOTE:**
- 19 **Return the completed and signed *AUTOPAX Tender Forms and SBD forms provided with the tender. Failure to submit all the required documentation will lead to disqualification***
- 20 **Submit the tender as an original plus 1 copy and may submit an electronic version which must be contained in CDs or Memory Cards clearly marked in the Bidders name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink.**
- 21 Sign and initial the original and all copies of the tender where indicated. AUTOPAX will hold the signatory duly authorised and liable on behalf of the *tenderer*.
- 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside AUTOPAX's address and invitation to tender number stated in the Scope of work/ specification, **as well as the *tenderer's* name and contact address**. Where the tender is based on a two envelop system tenderers must further indicate in the package whether the document is **envelope / box 1 or 2**.
- 23 Seal original and copies together in an outer package that states on the outside only AUTOPAX's address and invitation to tender number as



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stated in the Scope of work/ specification. The outer package must be marked “CONFIDENTIAL”

- 24 Accept that AUTOPAX will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

AUTOPAX prefers not to receive tenders by post and takes no responsibility for delays in the postal system or in transit within or between AUTOPAX offices.

AUTOPAX prefers not to receive tenders by fax, AUTOPAX takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, AUTOPAX takes no responsibility for tenders delivered to any other site than the tender office.


AUTOPAX employees are not permitted to deposit a tender into the AUTOPAX tender box on behalf of a tenderer, except those lodged by post or courier.

- Closing time** 25 Ensure that AUTOPAX has received the tender at the stated address with the Scope of work / specification no later than the *deadline for tender submission*. Proof of posting will not be taken by AUTOPAX as proof of delivery. AUTOPAX will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.

- 26 Accept that, if AUTOPAX extends the *deadline for tender submission* for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.

- Tender validity** 27 Hold the tender(s) valid for acceptance by AUTOPAX at any time within the *validity period* after the *deadline for tender submission*.
- 28 Extend the *validity period* for a specified additional period if AUTOPAX requests the *tenderer* to extend it. A *tenderer* agreeing to the request will not be required or permitted to modify a tender, except to the extent



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AUTOPAX may allow for the effects of inflation over the additional period.

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|---|----|--|
| <b>Clarification of tender after submission</b> | 29 | Provide clarification of a tender in response to a request to do so from AUTOPAX's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by AUTOPAX's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by AUTOPAX's <i>Representative</i> with the concurrence of the <i>tenderer</i> , shall be binding upon the <i>tenderer</i> |
| <b>Submit bonds, policies etc.</b>              | 30 | If instructed by AUTOPAX's <i>Representative</i> (before the formation of a contract), submit for AUTOPAX's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>tenderer</i> in terms of the <i>conditions of contract</i> .  |
|   | 31 | Undertake to check the final draft of the contract provided by AUTOPAX's <i>Representative</i> and sign the Form of Agreement all within the time required.  |
|   | 32 | Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent must be submitted with the tender.   |
| <b>Fulfil BEE requirements</b>                  | 33 | Comply with AUTOPAX's requirements regarding BBBEE Suppliers.  |

#### AUTOPAX'S UNDERTAKINGS


AUTOPAX, and AUTOPAX's *Representative*, shall:

- |                                 |   |  |
|---------------------------------|---|--|
| <b>Respond to clarification</b> | 1 | Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>tenderers</i> .   |
| <b>Issue Addenda</b>            | 2 | If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i> , Addenda that may amend, amplify, or add to the <i>tender documents</i> . If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i> , in order to take Addenda into account |


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in preparing a tender, AUTOPAX may grant such an extension and AUTOPAX's *Representative* shall notify the extension to all *tenderers*.

<b>Return late tenders</b>	3	Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission.
<b>Non-disclosure</b>	4	Not disclose to <i>tenderers</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract.
<b>Grounds for rejection</b>	5	Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award.
<b>Disqualification</b>	6	Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender.
<b>Test for responsiveness</b>	7	Determine before detailed evaluation, whether each tender properly received <ul style="list-style-type: none"> <li>• meets the requirements of these Conditions of Tender,</li> <li>• has been properly signed, and</li> <li>• is responsive to the requirements of the <i>tender documents</i>.</li> </ul>
	8	Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in AUTOPAX 's opinion would <ul style="list-style-type: none"> <li>• detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data,</li> <li>• change AUTOPAX's or the <i>tenderer's</i> risks and responsibilities under the contract, or</li> <li>• affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.</li> </ul>
<b>Non-responsive tenders</b>	10	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

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<b>Arithmetical errors</b>	<p>11 Check responsive tenders for arithmetical errors, correcting them as follows:</p> <ul style="list-style-type: none"> <li>• Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.</li> <li>• If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected.</li> <li>• Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>tenderer's</i> addition of prices, the total of the Prices, if any, will be corrected.</li> </ul> <p>12 Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any).</p>
<b>Evaluating the tender</b>	<p>13 Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant AUTOPAX tender committee and will not be disclosed to <i>tenderers</i> or any other person.</p>
<b>Clarification of a tender</b>	<p>14 Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified.</p>
<b>Acceptance of tender</b>	<p>15 Notify AUTOPAX's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between AUTOPAX and the successful <i>tenderer</i>.</p>
<b>Notice to unsuccessful tenderers</b>	<p>16 After the successful <i>tenderer</i> has acknowledged AUTOPAX's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following AUTOPAX's current procedures.</p>
<b>Prepare contract documents</b>	<p>17 Revise the contract documents issued by AUTOPAX as part of the <i>tender documents</i> to take account of</p> <ul style="list-style-type: none"> <li>• Addenda issued during the tender period,</li> <li>• inclusion of some of the <i>tender returnables</i>, and</li> </ul>

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- other revisions agreed between AUTOPAX and the successful *tenderer* before the issue of AUTOPAX's notice of acceptance (of the tender).

<b>Issue final contract</b>	18	Issue the final contract documents to the successful <i>tenderer</i> for acceptance within one week of the date of AUTOPAX's notice of acceptance.
<b>Sign Form of Agreement</b>	19	<b>Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of AUTOPAX's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request.</b>
<b>Provide copies of the contracts</b>	20	Provide to the successful <i>tenderer</i> the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of AUTOPAX's acceptance of the tender.