

GATE KEEPING CRITERIA AND BID CONDITIONS

1. GATEKEEPING CRITERIA

Bidders must submit the following mandatory documents and complete Failure to comply will result in the disqualification of bid.

1.1 Completed Pricing schedule (**Annexure F**) in the format provided in the bid document for the regions bidding for on either **Option 1: Rate per Stop** and/or **Option 2: Linehaul Rate per KG**

2. CONDITIONS TO BID

Bidders must submit the following documents. Should the bidder fail to submit at the time of closing of the bid, bidders will be requested to submit the outstanding or clarification documents within three (3) working days. Failure to comply will result in the disqualification of their bid.

- 2.1 Bidders must complete and sign **Annexure BB**, thereby indicating and confirming their operational presence/footprint within the respective regions that they are bidding for.
- 2.2 Bidders must submit a signed letter (on their company letterhead) that they will conform to the DOCEX requirements as indicated in specification document.
- 2.3 The bidder must provide proof of at least one (1) year experience in providing courier /Coloading services by completing and submitting **Annexure K** indicating all clients, duration and regions (service area) where the service provider has rendered the service.
- 2.4 Bidders must submit at least one (1) signed client **reference letters** (on the client letterhead) from clients as indicated in Annexure K that conform the bidders experience in providing the below and information must be indicated on the reference letter.

Courier /Coloading services	
duration/period of the courier/Coloading services rendered ,start and end date of the contract	
Regions (service areas) where the courier/coloading services were rendered	

Note: DOCEX reserves the right to verify the information provided by the bidder.

3. Specific Goals (The Preferential Point System)

- 3.1 The specific goal that for this project seeks to achieve is the empowerment and development of enterprises that are 51% Black owned or more.
- 3.2 Bidder must submit the below proof that the bidder is 51% black owned or more
 - BBBEE Certificate

- Or Sworn Affidavit
- Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.
- Exempted Micro Enterprises and/or Qualifying Small Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B- BBEE Status Level Verification Certificates together with their tenders.

3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Enterprise

3.4 The Preferential Point System that will be used for this RFQ are -20/80 (20 Specific Goals and 80 Pricing) or 10/90 (10 Specific Goals and 90 Pricing).

4. Compliance Documents

Bidders must submit the below documents for compliance purposes.

4.1 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

The tax compliance requirements as follows:

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.

4.2 Bidders must complete and submit SBD4

4.3 Bidders must complete and submit SBD1

Note: DOCEX shall disqualify bidders that are in the National Treasury list of restricted supplies.

5. Commercial (Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is 51% or more Black Designated Group Owned		20
Bidding Company is less than 51% Black Designated Group Owned		0

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote

Contribution to specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is 51% or more Black Designated Group Owned	10	
Bidding Company is less than 51% Black Designated Group Owned	0	

Note: Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20/10 for the specific goals but zero (0) Point will be scored.

- 5.1 The preference point score for **PRICE** (Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10) will be calculated on a) Option 1: Total rate per stop for the regions bidding for and/or b) Option B: Total Linehaul rate per KG.
- 5.2 Other cost indicators applicable limited to a) **the fuel surcharge base rate and b) liability insurance** made provision for in the pricing schedule will form part of the contract negotiation phase after contract award.
- 5.3 These other cost indicators applicable (as specified in point 9.5.2) will not be included/considered for preference point scoring on **PRICE** on either a) Option 1: Total rate per stop for the regions bidding for and/or b) Option B: Total Linehaul rate per KG.