



**PROVISION OF STAFF TRANSPORT  
SERVICES (11 x 23 SEATERS , 2 x 35  
SEATERS and 3 x 10 SEATERS) TO  
TRANSNET ENGINEERING (TE) AT  
RICHARDS BAY, FOR A PERIOD OF 3  
MONTHS.**

**SOUTH DUNES DEPORT, ELEANOR ROAD,  
RICHARDS BAY PORT.**

**REFERENCE NO.: OPS\_WAG\_RCB\_ESR\_ SOW\_057**

**Scope Revision: 0**

**Date of release: *JUNE 2022***

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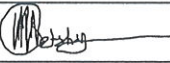


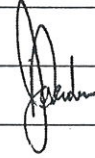
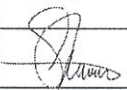

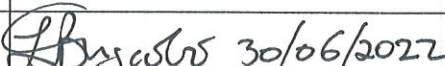
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Signature of Bidder/s: \_\_\_\_\_

Date: \_\_\_\_\_

**Document Authorities**

Department	PEMM Business
Effective Date	June 2022
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Designation	Engineering Technician
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Signature & Date	 28/06/2022
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Designation	Senior Operations Manager (Wagonss) - North Corridor
Signature & Date	 28 Jun 2022
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Designation	Acting LBM – Insezi Locomotives
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Reviewed by	Simiso Zulu
Designation	Acting Local Business Manager (Wagons – South Dunes)
Signature & Date	 24.06.2022
Reviewed by	Bongwiwe Ngcobo
Designation	Risk Practitioner
Signature & Date	 2022.06.27
Reviewed by	Lindo Ngcobo
Designation	Acting Plant Engineer
Signature & Date	 30/06/2022

Signature of Bidder/s: \_\_\_\_\_ Date: \_\_\_\_\_



## 1. INTRODUCTION / SCOPE OF WORK

This specification is for the:

#	TASK	REQUIRED
1	Transport service	✓

#	ITEM	REQUIRED
1	Provision of staff transport services to Transnet Engineering (TE) at Richards Bay, for a period of 3 months.	✓

- This specification states the minimum requirements relating to the service and in no way absolves the contractor from the responsibility for acceptable good practice.
- Any omissions or sub-standard requirements of this specification must be brought to the attention of Transnet Engineering at tender stage.

## 2. SITE INSPECTION

- All prospective Tenderers shall be required to undertake a compulsory site inspection to fully acquaint themselves with all aspects involved.
- Arrangements to visit the site and confirmation of the date and time of the site inspection shall be made with the Transnet Engineering Project Manager.
- The site inspection certificate shall be completed and countersigned by the Project Manager on the day of the visit and must be submitted with the tender documents.

## 3. INFORMATION REQUIRED

- Offers will not be considered unless full particulars and sufficient literature is provided at the tendering stage to enable the Transnet Engineering Technical Officers the opportunity to assess each technical offer properly.
- Prospective Tenderers will complete the relevant questionnaire in full and must indicate whether their offer complies with each item of the specification.
- Should there be insufficient space for furnishing full details; Tenderers shall provide the additional details in their covering letter. The additional details shall be numbered in accordance with the applicable clause specified in the specification.
- As prospective Tenderers are considered to be experts in their field, they are obliged to identify any shortcomings, such as omissions or sub-standard requirements, to the completeness of this specification. These must be brought to the attention of Transnet Engineering at tender stage with alternatives to address these shortcomings. However, each offer shall be quoted for separately.

## 4. TECHNICAL REQUIREMENTS.

The following regulation and codes must be complied with:-

- National Road Traffic Act, 93 of 1996.
- Except where otherwise provided for in the specification, all vehicles to be used

Signature of Bidder/s: \_\_\_\_\_ Date: \_\_\_\_\_

In this contract shall comply with the requirements of the relevant standard specifications of the SABS and NRCS.

## 5. Scope of work / requirements

	REQUIREMENTS	Details of Offer Comply (Yes) Does not Comply (No)
	<b>This specification covers the minimum requirements.</b>	
5.1	The supplier shall provide transportation service to Transnet Engineering employees during all shifts, from their designated pick-up locations and /or areas to their place of work i.e. Richards Bay Depots, Transnet Engineering. • <b>The list of pick- up points is listed on annexure A.</b>	
5.2	This service will be rendered during day and night shifts, on weekdays, weekends and public holidays from the areas mentioned below in line with TE shift patterns and ad hoc requirements when applicable.	
5.3	All vehicles to be registered with Department of Transport – Licensing division, and all vehicles to be roadworthy.	
5.4	<b>All drivers to hold Professional Drivers Permits(PDP's)</b>	
5.5	The service provider(s) is/are required to obtain and maintain all operating licenses, permits or amended required by local authorities in accordance with applicable legislation as promptly as possible.	
5.6	<b>The service provider(s) should ensure that the employees are:</b>	
5.6.1	On time via the agreed vehicles and in a safe manner taking into account all aspects of safety associated to the transportation of staff;	
5.6.2	Dropped off and picked up on agreed time as stipulated by TE;	
5.6.3	Employees should be dropped off at the work place 30 minutes prior the commencement of shift and collected at the work place 10 minutes after the shift has been completed.	
5.6.4	The service provider(s) shall ensure that the driver commence collection with sufficient time to ensure that the first TE employee is collected at 05h00 in respect of the morning shift without violating any traffic offences and meet agreed drop off time of 20 minutes prior to the shift commencement.	
5.6.5	Door-to-door service would be required especially at night.	
5.6.6	Contract covers fares only, which will be paid per trip.	
5.6.7	TE has the right to cancel all collection requests within 2 hours from time of collection.	
5.6.8	The driver, fuel, maintenance/service & repair of vehicles will be for the service provider(s) own costs and not for TE account.	
5.6.9	The service provider(s) will be required to operate on 24/7 basis during the festive season (December-January) to support TE's 24/7 operation during this period.	
5.6.10	TE reserve the right to arrange alternate transport in the event that the service provider is unable to supply it for whatever reason(s) , but it will be for the service providers account.	

Signature of Bidder/s: \_\_\_\_\_ Date: \_\_\_\_\_



	REQUIREMENTS	Details of Offer Comply (Yes) Does not Comply (No)
5.6.11	Transport is based on demand of employees.	
5.7	<b>SPECIAL AD HOC REQUIREMENTS</b> The service provider(s) will further be required to support TE in ad hoc requirements for transportation of staff whereby TE may request an additional quotation from the service provider(s). Ad hoc requests include (but are not limited to) meetings, functions and funerals. A project distance of 500km is estimated for ad hoc purposes of the contract period.	
5.8	<b>GENERAL REQUIREMENTS</b>	
5.8.1	The vehicles required must be properly licensed to transport passengers i.e. 11 x 23 seaters , 2 x 35 seaters and 3 x 10 seaters	
5.8.2	All vehicles supplied should be designed and manufactured for passengers carrying/ passenger's transportation and not be vehicles that are aftermarket converted into passengers carrying vehicles.	
5.8.3	Time Management is critical as it can have an impact on the productivity levels of TE should employees arrive late and therefore the service provider(s) should ensure that time is of the essence.	
5.8.4	Service provider(s) to provide feedback in writing to TE for all the challenges they are faced with during the execution of the service	
5.8.5	Service provider(s) will be required to have supervisor per business on-site after completion of each shift when employees are to be taken home to ensure that vehicles are loaded correctly as per the designated routes and to ensure the smooth flowing of the transportation service.	
5.8.6	The service provider(s) will further be required to attend monthly Service Level Agreement meeting whereby all issues for the previous month will be addressed to ensure that a resolution is obtained.	
5.8.7	The service provider(s) to ensure that weekly vehicle inspection are completed and any vehicle which is identified as being a risk should not be utilized for the transportation of staff	
5.8.8	TE will perform ad hoc inspections to verify that the vehicles being utilized are safe and 'fit for purpose';	
5.8.9	TE will supply the service provider(s) with a list of employee names to be collected prior to pick up. Service provider(s) will not be notified within 48 hours prior to shift commencement.	
5.8.10	The service provider(s) will be required to filter the collection list and group the group of employees in their respective residential areas as per route allocation for collections.	
5.8.11	The service provider(s) will issue each route with a waybill which will reflect all details i.e. route/ date/ shift/ area and employees name, addresses and contact details.	

Signature of Bidder/s: \_\_\_\_\_ Date: \_\_\_\_\_

	REQUIREMENTS	Details of Offer Comply (Yes) Does not Comply (No)
5.8.12	The service provider(s) will ensure that a trip register/waybill gets signed after each delivery by the TE shift supervisor on Duty or Administrative Officer of TE nominated employee so that accurate records are maintained for all drop offs whereby copies should be attached to the monthly invoices as proof of delivery / services rendered.	
5.8.13	TE will further provide the service provider(s) with a collection list of all employees required to be collected at the various depots to be delivered to their residence at the end of each 12Hr shift to ensure that the correct amount of vehicles are seconded to the out bound collections to control monthly cost associated to the transport services.	
5.8.14	TE will upon award of business provide the successful bidder with a route layout of which the bidder needs to ensure the driver confirms to.	
5.8.15	Drivers to have valid public drivers permit, license, clean record, sober habits, medically fit (at least annual medicals), not affected with night blindness.	
5.8.16	The Service provider(s) must be registered to operate within the Umhlathuze Municipality	

## 6. OTHER INFORMATION RELATED TO THE SCOPE

- 6.1 Any matter relating to this work, which requires a decision from Transnet Engineering shall be presented to the Project Manager in charge.
- 6.2 All offers shall be completed in every respect with this specification. Only complete tenders shall be considered.
- 6.3 The Technical Officer reserves the right to have the proposal checked independently by a third party.
- 6.4 Tenders must allow for monthly progress and clarification meetings on site initially and after commissioning for defect meetings when required. A meeting will be held after issuing of the tender to establish the exact scope and magnitude of the Project.
- 6.8 No tender will be considered unless the Site Inspection Certificate has been signed by the Engineer or his representative.

Signature of Bidder/s: \_\_\_\_\_

Date: \_\_\_\_\_



## 7. HEALTH AND SAFETY REQUIREMENTS

7.1 All vehicles shall comply with the requirements of the National Road Traffic Act, 93 of 1996, Occupational Health and Safety Act 85 of 1993 as amended and all other applicable legislation including specific set of regulations and local authority bylaws where applicable.

All Vehicles shall be safe to transport Transnet Engineering (TE) staff.

## 7.2 SHE SPECIFICATION

Prior to commencement of contract, the contractor shall be issued with a SHE Specification in order to compile a SHE file in line with TE requirements.

Prior to commencement, it is an explicit requirement of this contract that all of the Contractor's personnel directly involved with this contract, including those of sub-contractors, attend a Safety induction course. Transnet will provide the course free of charge and attendance is compulsory for all personnel under the control of the Contractor

who, during the duration of the contract, will be present on site whether on a full time or adhoc basis.

The contractor must allow for all additional charges because of these requirements as no claims for extras will be accepted in connection with the foregoing.

7.3 As part of the legislative and TE SHE requirements.

The successful contractor is required to conduct a Risk assessment to ascertain all potential risks associated with this project. The completed risk assessment is to be formally submitted to the Risk department via the project manager at least two weeks prior to the commencement of the actual project. A safety file and associated documents will be required from a successful tenderer and such will be communicated by the Risk department.

## 8. SPECIALIST SUB-TENDERERS

8.1 Only specialist sub-Tenderers who have previously successfully completed work of the type and extent specified in this document should be engaged.

The tenderer shall provide the technical officer with sufficient proof of having suitable experience regarding the transportation of people. To this end, complete and detailed reference list shall be submitted with the tender. Reference list shall include addresses as well as contact person who may be visited for inspection during the adjudication period.

8.2 The tender shall submit a complete list of proposed sub-Tenderers and suppliers of major components with his tender.

8.3 The tenderer shall be prepared to commit in writing to the technical officer with an adequate, experienced and stable project team for the duration of the project.

8.4 Transnet Engineering will not consider any Tenderer's offer that, in the sole opinion of Transnet Engineering, does not have adequate experience in the design and manufacture of such equipment.

Signature of Bidder/s: \_\_\_\_\_

Date: \_\_\_\_\_



8.5 Tenderers shall do the installation simultaneously with other Tenderers on-site busy with other work and shall plan work that it integrates with other work performed.

## 9. DEFINITIONS AND ABBREVIATIONS

CLIENT	Transnet Engineering
TENDERERS	Tenderers appointed under this specification document
SABS	South African Bureau of Standards
BS	British Standard Specification
TE	Transnet Engineering
ISO	International Organisation for Standardisation
SP(s)	Service Providers
Project	Provision of Staff Transport Services

## 10. GENERAL

- 10.1 The successful tenderer will be subjected to a workshop inspection by Transnet Engineering, to ensure that the facilities are to the satisfaction of the Transnet Engineering in terms of the quality control and equipment capabilities for manufacturing such type of equipment.
- 10.2 The tenderers shall guarantee that the rating and size etc. of the equipment offered, will be adequate to perform the duties required.

## 11. PENALTY CLAUSES

- 11.1 Due to the criticality of this project, penalties will be imposed for late delivery as per contract.

Signature of Bidder/s: \_\_\_\_\_

Date: \_\_\_\_\_

**TRANSNET LIMITED**

**12. SCHEDULE OF PRICES:**

All prices **exclude Vat** and additional items listed (with prices) shall be clearly labelled as optional or essential.

Item	Qty	Price per item	Total Price
23 SEATERS	11	R	R
35 SEATERS	2	R	R
10 x SEATERS	3	R	R
<b>Total (Excl. VAT) to tender form</b>			R

Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Witness 1: \_\_\_\_\_

Date: \_\_\_\_\_

Witness 2: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder/s: \_\_\_\_\_

Date: \_\_\_\_\_



### 13. TENDER EVALUATION CRITERIA

The following criteria will be used to award the tender. Should there be a criteria over and above the listed below, that will be used, such criteria will be specifically stated.

No.	Technical Evaluation Criteria	% Weightings	Scoring guideline	
13.1	Service Provider should have the minimum pool of 11 x 23 Seater Combis ,2 x35 Seater Buses and 3 x 10 Seater Buses allocated to TE (Leased** or owned).	20%	As the response from the supplier / service provider	
			Submitted proof of availability of minimum pool of vehicles.	20 points
			No submitted proof of availability of minimum pool of vehicles or minimum pool of vehicles not achievable.	0
13.2	The pool of vehicles to be utilized shall not be older 5 years (date of manufacture/registration).	5%	Submitted proof showing manufacture/registration dates( not older than 5 years).	5 Points
			No submitted proof showing manufacture/registration (dates not older than 5 years) or submitted proof but manufacture/registration is older than 5 years.	0
13.3	Service Provider to have fully operational premises within the uThungulu District.	5%	Submitted proof of having full operational premises within the uThungulu District	5 points
			No submitted proof of having full operational premises within the uThungulu District.	0
13.4	Insurance, Professional Liability Insurance, the service provider to have adequate insurance cover especially general liability insurance cover should be R5m per incident with a cap of R10m per year.	30%	Submitted proof insurance and Professional Liability Insurance.	30 points
			No submitted proof of insurance and Professional Liability Insurance.	0
13.5	All drivers dedicated for this transportation contract shall have valid PDP's.	20%	Submitted proof of valid PDP's for dedicated drivers.	20 points
			No Submitted proof of valid PDP's for dedicated drivers.	0
15.2	<b>Compliance to scope of work</b> Adherence to TE scope of work (read, completed and signed off all the pages and return with tender document)	20%	Completed and signed off the scope of work / specification.	
			Specification returned (complete and signed off)	20 points
			Specification returned but not fully completed, not signed off on all the pages	0 points
			<b>Total Weighting:</b>	<b>100%</b>
			<b>Minimum qualifying score required:</b>	<b>90%</b>

Signature of Bidder/s: \_\_\_\_\_ Date: \_\_\_\_\_

#### **14. COMPLIANCE TO THE SPECIFICATION VERIFICATION**

ITS IS MANDATORY FOR ALL THE SUPPLIERS/BIDDERS TO COMPLETE THIS FORM. AN INCOMPLETE FORM WILL RESULT IN DISQUALIFICATION.

No.	Heading/Subsection	Comply		N/A	Comment
		Yes	No		
1	Scope of work				
2	Site inspection				
4	Technical requirements				
5	Scope of work / requirements				
7	Health and safety requirements				
11	Penalty Clause				
	Quality control and quality assurance methods				

TENDERERS: PLEASE NOTE THAT YOUR TENDER WILL BE REJECTED IF ANY OF THE ABOVE ITEMS ARE OMITTED OR NOT FILLED.

Signature of Bidder/s: \_\_\_\_\_

Date: \_\_\_\_\_