

<b>Subject</b>	<b>Specifications</b>
<b>Project Name</b>	<b>Short term rental of Vehicles</b>
<b>Reference</b>	<b>RFP 21-22-23-Short term rental of Vehicles /RM</b>



The information contained within this submission is considered proprietary and confidential. No inappropriate and/or unauthorised disclosure of this submission is allowed.

## 1. Background

The South African Post Office (SAPO) has been contracted by the South African Social Security Agency (SASSA). To effectively serve these grant beneficiaries, SAPO requires to hire forty seven (47) 4x2 Double Cab bakkies nationally to enable SAPO to service cash pay points.

## 2. Objective of Bid

To appoint service provider(s) on a month to month basis to provide 4x2 Double Cab bakkies with maintenance included for a maximum period of twelve (12) months. The bid will be evaluated per region.

## 3. Scope of Work

The successful bidder(s) will be required to deliver and collect all required vehicles in the respective regions awarded to them on a monthly basis. The vehicles will be utilised for a maximum of 15 working days per month for the duration of the contract.

The successful bidder/s will be required to deliver the same vehicles every month for fuel card purposes.

## 4. Pricing Proposal per region

- 4.1.1. Provide the rental amount for light vehicles per day. Use the kilometers per region as indicated in the below table.
- 4.1.2. Provide the excess kilometre rate after exceeding the contracted kilometres (as indicated in the below table) included in the rental amount per vehicle.

REGIONS	CONTRACT KM per Day	DOUBLE CABS
		4x2
CENTRAL	350	3
EASTERN CAPE	470	21
KWAZULU NATAL	250	13
NORTH EAST / NORTH CENTRAL	270	10
<b>TOTAL</b>		<b>47</b>

## 5. Operational Requirements

- 5.1 Provide after sales support service.
- 5.2 Provide quotation and technical diagnostic reports to support all non-contractual repairs.
- 5.3 Provide monthly vehicle status reports which will indicate the details of the vehicles including kilometers used, rental amount and contractual period.
- 5.4 Maintenance, accident recovering and repairs (as per SLA), replacing and servicing of vehicles will be the responsibility of the successful bidder.
- 5.5 The successful bidder's monthly billing must be consolidated into one regional statement for all the vehicles in a specific region. The statement must be presented on the company's letter head.
- 5.6 The successful bidder to ensure the vehicle is equipped with a tracking device which includes fleet management capability (average speed, Speed before accident, etc.).
- 5.7 The successful bidder to ensure the vehicle is equipped with an alarm and immobilizer.
- 5.8 The successful bidder to ensure the vehicle is equipped with an air conditioner and radio.
- 5.9 SAPO will use its own fuel cards per vehicle. The successful bidder needs to confirm all registration numbers for delivery a week before the delivery for the next month. This is to enable SAPO to order new fuel cards if required. Fuel cards takes between 48Hrs and 72 hrs to remote areas
- 5.10 The successful bidder needs to deliver all vehicles a day before the monthly start date which will be confirmed each month. The vehicle must be delivered with a full tank. SAPO will refuel the vehicle before returning the vehicle.
- 5.11 The age of the vehicle provided should not be older than 3 years and the odo reading should not be higher than 100 000Km.

**Note:** all the above requirements will form part of the service level agreement (SLA).

## 6. Legislative Requirements

The bidder's vehicles must be supplied in a roadworthy condition.

## 7. Performance

- 7.1. The bidder must be available on a 24/7(where applicable) basis to respond to breakdowns, accident recovering and complaints to all vehicles.
- 7.2. The successful bidder will be required to provide a replacement vehicle to Sapo for any repairs, accident damaged or maintenance which will take longer than 8 hours.

**7.3.** In cases where the service provider fails to reach the agreed targets the following penalties will be imposed:

7.3.1. A 15% penalty fee will be charged on the month's invoicing for the affected vehicle/s for the first offense

7.3.2. A 20% penalty fee will be charged on the month's invoicing for the affected vehicle/s for the second offense

**7.4.** Should the service levels for three occasions be below the targets set the successful bidder/s will be considered in breach of contract.

**Note:** all the above requirements will form part of the service level agreement (SLA)

## **8. Insurance**

**8.1.** The responsibility for insurance will be provided by SAPO as defined in the SLA.

**8.2.** While the vehicle is not driveable a replacement rental vehicles must be provided for the duration that the vehicle is at a panel beater.

## **9. Evaluation Process**

The bid will be evaluated as follows:

- Pre-Qualification
- Gatekeeping Criteria
- Bid Conditions
- Commercial

### **9.1. Pre-Qualification**

Only the following bidders may respond to the bid;

**9.1.1 An Exempted Micro Enterprise (EME) or**

**9.1.2 Qualifying Small Business Enterprise (QSE)**

**Note:** The bidders must comply with at least one of the above pre-qualifying criteria; bid will not be acceptable should it not comply with the above pre-qualifying criteria.

- (1) EME must submit a valid B-BBEE Certificate that is SANAS accreditation or an Affidavit.
- (2) QSE must submit a valid B-BBEE Certificate that is SANAS accreditation or an Affidavit.

### **9.2. Gatekeeping Criteria**

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

9.2.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document.

### **9.3. Conditions to bid**

The bidders must provide the following documentation with their bid proposals:-

9.3.1 The bidder is required to have a minimum of one (1) year experience in supplying commercial vehicles for short term rental. Bidders must complete and submit an **Annexure K indicating** all clients the service provider has rendered the service to.

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

9.3.2 Bidder must submit a signed letter in their company letterhead confirming that they will comply to all requirements in the SAPO specification.

9.3.3 Bidders must submit their Full CSD Report.

9.3.4 Tax Compliance:

- Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax status.

9.3.5 B-BBEE Compliance requirements.

9.3.5.1 Bidders must submit proof of B-BBEE status level of contributor

a) Tenderers who qualify as Exempted Micro Enterprise(EME) or Qualifying Small Enterprise (QSE) must submit the following

- ✓ Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of Oaths OR
- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS

b) Tenderers other than EME/QSE must submit the following

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

9.3.5.2 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender

9.3.5.3 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

**Note:** Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

#### 9.4. Commercial Evaluation

The bid will be evaluated on 80/20 or 90/10 preferential points.

#### Price (80) and BBBEE (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBBEE	20/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		20

Level 2	18
Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant Contributor	0

OR

### Price (90) and BBBEE (10)

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to BBBEE	10/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5
Level 5		4
Level 6		3
Level 7		2
Level 8		1
Non-compliant Contributor		0