

REQUEST FOR TWO (X2) SHUTTLE SERVICES TO RENDER THE SERVICES AT merSETA, FOR A PERIOD OF TWO (X2) YEARS.

1. BACKGROUND

The merSETA, is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act 97 of 1998). It facilitates skills development in the following sub sectors: metal, automotive manufacturing, retail motor and component manufacturing, new tyre manufacturing and plastics manufacturing.

2. OBJECTIVE

The merSETA, would like to invite potential two (x2) service providers in the shuttle services industry and service for the below regions as and when required with transport services to the Airport on a frequent basis and on other routes on an adhoc basis.

The services are to be rendered in the following zones:

- Head Office (Johannesburg)
- Witbank
- Pretoria (Gauteng North)

3. PROJECT/ CONTRACT PERIOD

The contract period for this project will be from 1 September 2023.

4. SCOPE OF PROJECT/ WORK

The Shuttle service provider must be able to:

- The merSETA, wishes to appoint two (x2) shuttle service providers that will render services on a rotational basis until 30 July 2026, as and when required.

5. OUTCOMES & DELIVERABLES

- Provide reliable shuttle services 24/7 as determined by the merSETA, Travel Desk.
- Provide public liability insurance cover for all staff and committee members in transit.
- Ensure that vehicles used are roadworthy, safe, and clean.
- Ensure that passengers are courteously treated, kept informed, are collected on time, and delivered to their destinations on time.

- Drivers are to contact the passengers directly via sms, cellphone call, or via Reception where relevant, to co-ordinate the collection.
- In the event of delays, or problem drivers are to communicate with the merSETA, Travel Desk to make necessary alternative arrangements.
- Ensure that drivers always have an appropriately classified driving license and a valid Professional Driving Permit (PDP) with them.
- Ensure that drivers adhere to and comply with National Road Traffic Act 93 of 1996.
- The merSETA, may require additional services as and when needed.

6. QUALIFICATIONS AND EXPERIENCE

- Provide a proposal as per the scope of work which must include the Company profile, size, and type of vehicle in the fleet including pictures of vehicles, communication strategy and security measures.
- The merSETA, requires written, contactable, and signed references from three (3) companies of where they have performed the same job. Please provide the below:
 - The name of the client, his/her position, contact telephone numbers,
 - Description of work performed and dates of engagement of years between 2019 to date.
- Details of the management and administration proposed team must comprise management and administration personnel that will be tasked with this assignment which must include Name of employee, Job Title, Abridged CV reflecting professional qualifications, date he/she joined your firm, current and previous work experience.

7. RESPONDENTS MUST INCLUDE THE FOLLOWING

- 3 Reference letters
- Proof that the company was active during all the years by submission a profile.
- Independent Insurance cost and cover
- At least 2 x Copy of Registration
- Copy of 2 x proof of PDP .