

Annexure D

SPECIFICATION

1. Background

Docex operations is highly dependent of both air and road transportation to service its members. The delivery leg of operations constitutes of local and outlying deliveries and collections to registered members.

The outlying areas comprises of exchanges. An exchange is a set of boxes housed at an existing member's offices

Currently the outlying areas is being serviced by Speed Services who is the logistic leg of the SAPO group. This delivery and collection leg is currently facing challenges and has a knock on effect on the Docex delivery to its members. In order to ensure business stability and continuity, Docex requires service providers to deliver and collect items to members within the specified destinations in the outlying areas as per attached specifications **Annexure A**

2. Objectives of Bid

The objective is to appoint a service provider to collect/deliver documents from designated Docex branches and deliver/collect to registered members/boxes at the local exchange within the respective region for a period of 12 months as per **Annexure A**.

3. Scope of Work

Desired service provider/s must indicate areas which they currently have operational presence in as per **Annexure A**.

The arrangement entered into with the successful service provider/s will be that of co-loading. Under the co-loading arrangement, Docex will rent transportation space from the service provider based on mutual planned delivery locations and targeted timelines.

Collect documents from Docex branches and deliver to outlying exchanges/member office (**as per Annexure A**). Simultaneously collect from exchanges/members office and deliver to the respective Docex branch accompanied with a proof of delivery (POD) for the documents delivered.

The bidder must supply clear plastic fryers to Docex for consolidation of the outgoing consignment, in order to securely transport documents to its destination. Bidders are required to have a minimum of one (1year) operational co loading experience.

4. Pricing Proposal

Renting of space from a service provider's existing transportation network to deliver and collect documents to and from outlying exchanges

Provide delivery and collection times as per Annexure A.

Bidders are requested to submit their pricing proposal per region that the bidder is bidding for.

The unit cost of the consignment to be charged per kg only, no volumetric weight.

5. Operational Requirement

The successful bidder must have real time tracking system,

Notification of service failures must be reported by close of business each.

Vehicle tracking device would be an added advantage.

Consignments to be weighted and signed off by both Docex and service provider at delivery and collection point.

A dedicated account manager to be identified.

6. Performance

The bidder must be available to answer any queries based on the incident report or any service failures after hours.

A minimum of 24 hours turnaround time is required in relation to the delivery times indicated in **Annexure A**

A 10% penalty fee will be charged on all service failures.

Should the service level be below the set target more than three occasions, the successful bidder/s will be considered in breach of contract and the contract may be terminated.

The service provider will be liable for the service penalty costs incurred by DOCEX as a result of service failures.

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

7. Experience

7.1 Bidders are required to have a minimum of one (1year) operational co loading experience.

7.1.1 The bidder must provide proof of the one (1) year experience by completing and submitting **Annexure K** indicating all clients the service provider has rendered the service to.

7.2 Bidders must provide at least one (1) signed client reference letter (in client letterhead) from client where the bidder rendered the service to which confirms their experience, in servicing the areas they are bidding for in **Annexure A**

Note: The reference letters must be from clients listed within the areas indicated in **Annexure A**

8. Due Diligence

- ✓ Docex reserve the right to carry out a due diligence to the bidders to verify the information submitted with the bidders bid proposal.
- ✓ Docex reserves the right to conduct due diligence with bidder's client (indicated on **Annexure K**) to verify the information submitted with the bidder's bid proposal.

9. Bid Evaluation Process

The bid will be evaluated as follows:

- ✓ Gatekeeping Criteria
- ✓ Bid Conditions
- ✓ Compliance Documents
- ✓ Phase 3: Preferential Point -specific goals and Commercial –Price (90) and specific goals (10) or Price (80) and specific goals (20)

9.1 Gate keeping Criteria

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

- 10.1.1 Completed Pricing schedule (Annexure A) in the format provided in the bid document for both options.

9.2 Bid Conditions

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 five (5) working days. Failure to comply will result in the disqualification of their bid.

- 9.2.1 Bidders must provide an undertaking (on their company letterhead) that they are currently operating within the areas that the bid for.
- 9.2.2 Bidders must submit a signed letter (on their company letterhead) that they will conform to the DOCEX requirements as indicated in specification document (**Annexure A**)
- 9.2.3 Bidders are required to have a minimum of one (1year) operational co loading experience.
 - 9.2.3.1 The bidder must provide proof of the one (1) year experience by completing and submitting **Annexure K** indicating all clients the service provider has rendered the service to.
- 9.2.4 Bidders must provide at least one (1) signed client reference letter (in client letterhead) from client where the bidder rendered the service to which confirms their experience, in servicing the areas they are bidding for in **Annexure A**

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

9.3 Compliance Documents

Bidders must submit the below documents for compliance purposes.

9.3.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit proof that they are registered on CSD

9.3.2 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.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

9.3.3 Bidders must complete and submit SBD4

9.3.4 Bidders must complete and submit SBD1

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

9.4 Specific Goals (The Preferential Point System)

9.4.1 The specific goal that for this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.

9.4.2 Bidder must submit the below proof that the bidder is 51% black owned

- 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 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.

9.4.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise

9.4.4 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)

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 an EME with a 51% Black ownership or more	20
Bidding Company is not an EME with a 51% Black ownership or more	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 an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black ownership or more		0