



Annexure D

SPECIFICATION

**RFQ No.23/24/57/Co-Loading / Courier Services for
Docex/RM**

1. Background

Docex operations is highly dependent on both air and road transportation to service its members. The delivery leg of operations constitutes of delivery and collection to and from the nine designated Docex branches nationally.

Currently airline transportation of documents to and from the nine (9) Docex branches is rendered by the current existing service provider. The airline line haul delivery and collection leg is currently facing challenges due to the high cost of flying mail, mainly emanating from the high fuel costs.

In order to ensure business stability and continuity, Docex requires road transport to substitute or supplement the current Airline arrangement. This will also assist in aligning to the current operational budgeted expense. Docex requires service providers to deliver and collect bags overnight to and from designated Docex branches to specified delivery and collection locations as detailed per attached specifications document **Annexure A**.

2. Objectives of Bid

The objective is to appoint a service provider/s to collect/deliver simultaneously items/bags to and from designated Docex members, exchanges and branches to specified delivery and collection locations within the respective regions for a period of 18 months as detailed in this specifications document.

3. Scope of Work

Desired service provider/s must indicate and confirm their operational presence/footprint within the respective regions as detailed per **Annexure A and B**. The arrangement entered into with the successful service provider/s will be that of co-loading arrangement. Docex will rent transportation space from the service provider based on the delivery to and from designated Docex member, exchanges and branches designated to specified delivery and collection locations (as detailed per the specifications document **Annexure A**. The successful bidder must simultaneously collect and deliver items/bags to and from the nine (9) designated Docex branches to specified delivery and collection locations within the respective regions

All deliveries to be accompanied with a proof of delivery (POD) from the service provider and Docex.

4. Pricing Proposal

- ✓ Renting of space from a service provider's existing transportation network for delivery and collection of items/ bags to and from the nine (9) designated Docex branches to specified delivery and collection locations within the respective regions.
- ✓ Bidders are requested to submit their pricing proposal per region in respect of Option 1: Rate per stop and/or Option 2: Linehaul rate per KG for selected locations that the bidder is bidding for.

Bidders will be required to provide an all-inclusive costing for Option 1: Rate per stop and/or Option 2: Linehaul rate per KG considering the specified turnaround delivery time, and volume ranges as indicated on the pricing schedule.

The two (2) pricing options are as follows:

Option 1: Rate per stop

- All-inclusive rate per stop for the simultaneous collection and delivery of the consignment to daily delivery members, local and outlying exchanges as per the detailed (**Annexure A**)

Option 2: Line haul rate per KG

- All -inclusive rate per kilogram for consignment transported between Docex branch locations as per the detailed (**Annexure B**)

Docex reserves the right to appoint a bidder(s) either on one option or both options, and/or one or both volume ranges specified on the pricing schedules in the bid document.

5. Operational Requirement

- ✓ The successful bidder must have real time tracking application accessibility and Vehicle tracking device would be an added advantage.
- ✓ In the event that the bid is awarded on
 - **Option 1: Rate per stop.** This rate must be an **All-inclusive cost** per stop, encompassing all administrative costs to be borne by Docex. Upon collection and delivery a manifest acknowledging the consignment, must be signed by both parties.
 - **Option 2: Line haul rate per KG.** An **All - inclusive rate per kilogram** for consignment transported between Docex branch locations as per the detailed schedule. Upon collection and delivery a consignment must be weighed and signed off by both parties.

6. Performance

- ✓ Notification of service failures i.e. Incident Report must be submitted by close of business at 16h00 each day to Docex Head office.
- ✓ The bidder must be available during office hours to answer any queries based on the incident report or any service failures after hours.
- ✓ A maximum of 24 hours turnaround time is permitted in relation to the collection and delivery of consignments.

Penalty

A 10% penalty fee will be charged on all service failures as per the Incident Reports submitted in cases whereby the turnaround time from collection to delivery exceeds the maximum 24 hours permitted.

Should the service level be below the set target more than three(3) 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 failure costs incurred by

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

7. Experience

- 7.1 Bidders are required to have a minimum of one (1) year operational co-loading/ courier experience.
- 7.1.1 The bidder must submit 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.
- 7.2 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

Co-loading/Courier services	
duration/period of the co-loading/courier services rendered to , start and end date of the contract	
Regions (service areas) where the co-loading/ courier services were rendered	

8. Due Diligence

Docex reserves the right to carry out a due diligence process to verify the information submitted with the bidders' bid proposal. Docex reserves the right to disqualify the bidder should the information provided in the bid proposal not be verifiable or found to be contrary based on the due diligence results.

9. Bid Evaluation Process

The bid will be evaluated as follows:

- Gate keeping Criteria
- Bid Conditions
- Commercial
- Due Diligence (Docex reserves the right to conduct a due diligence process if applicable)

9.1 Gate keeping Criteria

Bidders must submit the following mandatory document, failure to comply will result in the disqualification of bid:

- 9.1.1 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**

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 three (3) working days. Failure to comply will result in the disqualification of their bid.

- 9.2.1 Bidders must complete and sign **Annexure BB**, thereby indicating and confirming their operational presence/footprint within the respective regions that they are bidding for.
- 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.
- 9.2.3 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.
- 9.2.4 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 to ,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.

9.3 Specific Goals (The Preferential Point System)

- 9.3.1 The specific goal that for this project seeks to achieve is the empowerment and development of enterprises that are 51% Black owned or more
- 9.3.2 Bidder must submit the below proof that the bidder is 51% black owned or more
 - BBEE Certificate
 - Or Sworn Affidavit
- Only SANAS accredited BBEE 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.
- 9.3.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Enterprise
- 9.3.4 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)

9.4 Compliance Documents

Bidders must submit the below documents for compliance purposes.

9.4.1 Tax compliance requirements

DOCEX 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.

9.4.2 Bidders must complete and submit SBD4

9.4.3 Bidders must complete and submit SBD1

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

9.5 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

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.

9.5.1 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.

9.5.2 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.

- 9.5.3 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.

Annexure A: Per stop

Collection Point/Docex Office Network	District Municipality	Delivery Point
Docex PE Office Physical Address: The Document exchange Shop No 09 Nile Road Peridgevale Port Elizabeth 6300 <u>Lodrich</u> Landline: 041 363 2707 Cell: 063 611 8258	PE	Jeffreysbay
		Humansdorp
		Graaffreinet
		Cradock
		Grahamstown
		Adeliade
		Port Alfred

Docex Pretoria Office Physical Address: The Document exchange 171 Madiba street The General post office building Pretoria 0002 <u>Abby Laka</u> Landline: 012 339 8130 Cell: 0824129183	Tshwane	Tzaneen
		Makhado
		Ellisras
		Modimolle
		Mokopane
		Polokwane
		Nelspruit
		Musina
		White River
		Barberton
		Lydenburg
		Malelane
		Phalaborwa
		Bethal
		Groblersdal
		Marble Hall
		Middelburg
		Witbank
		Ermelo
		Standerton
		Piet Retief
		Thabazimbi
		Burgersfort
		Bronkhorstspuit
		Brits
		Rustenburg
		Hartebeespoort
		Bela-Bela
		Hatfield
		Brooklyn
		Sunnyside
		Persequare Park
		Centurion
		Menlyn
		Faerie Glen
		Lynnwood ridge
		Sinoville
		Pretoria North

<p>Docex Johannesburg Office</p> <p>Physical Address: The Document exchange 95 Albertina Sisulu & Kruis Street North State building 3rd floor Johannesburg 2000</p> <p><u>Thabo</u> Landline: 011 223 2400 Cell: 082 412 9182</p>	<p>Gauteng</p>	Klerksdorp Secunda Sasolburg Carletonville Kuruman Potchefstroom Vanderbiljpark Mafikeng Bedfordview Bruma Edenvale Eastgate Springs Kempton Park Boksburg Brakpan Roodepoort Florida Flora Clinic Krugersdorp Houghton Highlands Glenhazel Rosebank Parktown Northcliff Alberton Germiston Meyerton Vereeniging Vryburg Nigel Lenasia Benoni Norwood Westonaria Randfontein Heidelberg
<p>Docex Pietermaritzburg Office</p> <p>Physical Address: The Document exchange 19 Drummond street Pietermaritzburg 3200</p> <p><u>Sharon</u> Landline: 033 345 3034 Cell: 0814823910</p>	<p>Pietermaritzburg</p>	Newcastle Dundee Ladysmith Estcourt Vryheid Ixopo Greytown Camperdown Hilton Howick

Docex Randburg Office Physical Address: The Document Exchange 241 Kent Avenue Ridge wood office Randburg <u>Johannes</u> Landline: 011 787 0808 Cell: 082 4129187	Gauteng	Bryanston Exchange Rivonia Exchange Lonehill Exchange Sandton Exchange Sandton Square Exchange Halfway House Exchange Fourways Hyde Park Sunninghill Exchange
Docex Bloemfontein Office Physical Address: The Document Exchange Shop 1(a) Westdene Sentrum Cnr First Avenue and Reid street Westdene Bloemfontein 9300 <u>Pinky</u> Landline: 051 448 9140 Cell: 071 432 1753	Free State	Aliwal North Barkley East Bethlehem Colesberg Ficksburg Kathu Kimberley Kroonstad Odendaalsrus Parys Reitz Sasolburg Welkom Upington
Docex East London Office Physical Address: The Document Exchange C/O Gately street & Georges Road Office1 Malconess Park Southernwood East London 5200 <u>Sindie</u> Landline: 043 7421199 Cell: 0827843984	Eastern Cape	King Williams Town Umtata Queenstown Butterworth

Docex Durban Office Physical Address: The Document Exchange 407 Smith Street Salmo Grove Chambers Ground floor Durban <u>Musa</u> Landline: 031 305 4166 Cell: 066 405 4784	KZN	
		Mthunzini
		Eshowe
		Empangeni
		Richards Bay
		Mtubatuba
		Kokstad
		Harding
		Scottburgh
		Port Shepstone
		Margate
		Empangeni
		Richards Bay
		Musgrave / Morningside
		Chatsworth
		Phoenix
		Westville
		Hillcrest
		Kloof
		Pinetown
		Ballito
		Umhlanga
		Amanzimtoti
		Bluff
		Stanger
		Verulam
		Tongaat

Docex Cape Town Office Physical Address: The Document Exchange 2 Roggebaai Square 5 th Floor Walter Sisulu drive Cape Town 8000 <u>Greg Jacobs</u> Landline: 021 423 9320 Cell: 082 857 1197	Western Cape	Caledon
		Ceres
		Citrusdal
		George
		Hermanus
		Knysna
		Langebaan
		Moorreesburg
		Mossel bay
		Oudtshoorn
		Piketburg
		Riversdale
		Swellendam
		Vredendal
		Worcester
		Beaufortwest
		Bredasdorp
		Vredenburg
		Strand
		Strandfontein
		Beaufort West
		Bredasdorp
		Athlone
		Bellville
		Blouberg
		Brackenfell
		Durbanville
		Century City
		Goodwood
		Kuilsriver
		Mitchell 'S Plain
		Paarl
		Parow
		Strand
		Ronderbosch
		Stellenbosch
		Somerset West
		Simonstown
		Tygerberg
		Wynberg
		Wellington

Annexure B: Linehaul rate per KG

Linehaul rate per KG								
	PE	EL	DUR	PMB	JHB	PTA	BFN	CPT
PE								
EL								
DUR								
PMB								
JHB								
PTA								
BFN								
CPT								

Annexure BB

Bidders are required to complete the table below thereby confirming their presence/footprint in the respective regions indicated:

Regions	District/Municipality	Indicate presence/footprint by a YES/NO answer
Docex Port Elizabeth	Port Elizabeth	
Docex Pretoria	Tshwane	
Docex Johannesburg	Gauteng	
Docex Pietermaritzburg	Pietermaritzburg	
Docex Randburg	Gauteng	
Docex Bloemfontein	Free State	
Docex East London	Eastern Cape	
Docex Durban	KZN	
Docex Cape Town	Western Cape	

Note: Also refer to Annexure A to provide more info in terms of the addresses of the respective Docex Branches and the delivery points.

Signature:

Name of delegated signatory:

Designation of signatory:
