



state
diamond
trader
REPUBLIC OF SOUTH AFRICA

RFP 03/2021

**PROVISION OF TRANSPORTATION SERVICE OF HIGH VALUE MINERALS WITHIN
SOUTH AFRICA ON BEHALF OF THE STATE DIAMOND TRADER AS AND WHEN
REQUIRED FOR A PERIOD OF 36 MONTHS**

011 334 2691 | infosdt@statediamondtrader.gov.za | www.statediamondtrader.gov.za

Tel: +27 11 334 2691 Fax: +27 11 334 1540

225 Main Street, Johannesburg 2001

Board members

Ms MM Ledingwane (Chairperson), Ms F T Mokwena, Mr L Rapoo, Major General N Mokoena, Ms M Mosing,
Mr C Khosa, Mr W Mabapa, Mr G Du Plessis, Mr B Deka, Mr K Menoe, Mr J Hugo,
Mr SM Mnguni (Chief Executive Officer), Ms N Sibeko (Company Secretary)

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1. Introduction to State Diamond Trader

The State Diamond Trader is a state-owned entity established in terms of section 14 of the diamonds Act, 56 of 1986 as amended ("the act"). It is classified as a schedule 3B entity of the Public Finance Management Act. The vision of the state diamond trader is to be the catalyst for the transformation and growth of the local diamond beneficiation industry. Aligned with this vision, the entity has as one of its strategic objectives is to ensure acquisition of and equitable access to rough diamonds, with a focus on historically disadvantaged groups.

The State Diamond Trader invites certain qualified bidders to submit tenders and proposals in accordance with the rules set out in this RFP for the provision of the:

- transportation of high value minerals within South Africa on behalf of the state diamond trader as and when required for a period of 36 months

A submission of a tender by you in response to this invitation will be deemed as your acceptance of the State Diamond Trader terms and conditions of this tender.

2. Structure of the RFP

No	Description of the document content	Document Name
1.	Documents outlining the RFP background, conditions, and instructions.	Main RFP
2.	Document outlines the business requirements, technical competency requirements and any other information related to the tender requirement.	Technical specification
3.	Documents required (Standard Bidding Documents) as per National Treasury for all competitive bidding process and must be returned with bid submission.	SBD Documents Central Supplier Database (CSD Report)
4.	Response templates. Templates that are required to form part of the Bidder's Tender response.	Pricing Schedule

3. Key Timelines & Activities

The table below highlights all the important dates and times for this bid from the time of bid publication until closing date for submission.

No	Activity	Date & Time
1	Bid Publication on Government Gazette, National Treasury's eTender website, SDT website and other applicable media	22 July 2021
2	Compulsory/ Non-compulsory Bidders briefing session	No briefing session will not be conducted. Bidders are to send any queries to quotation@statediamondtrader.gov.za
3	Bidders to submit written questions	23 July – 06 August 2021
4	Tenders due ("Closing Date and time")	13 August 2021 at 11:00am

4. Instructions to Bidders

4.1 General Instructions

This document constitutes a Request for Proposal (RFP) which details State Diamond Trader's requirements for service provider for the provision of transportation service for high value minerals within South Africa on behalf of the State Diamond Trader as and when required for a period of 36 months. All bidders must comply with the transportation service requirements and instructions as set out in the RFP.

Bidders must ensure that information and documentation supplied can be easily understood and thus, evaluated in a fair and consistent manner. All pricing information must be fully disclosed with all charges clearly defined.

4.2 Objectives

State Diamond Trader's primary objective in issuing this RFP is for the appointment of a service provider to transport high value minerals within South Africa on behalf of the State Diamond Trader as and when required for a period of 36 months.

4.3 Scope of Work

The service provider should have:

- An understanding of the transportation of high value minerals / valuable goods nationwide.
- Extensive knowledge of the risk involved in transporting high value product and the requirements thereof.
- The service provider will be responsible in providing security & transportation of rough diamonds nationwide.
- Service provider must be in possession of a secure vault, SDT will inspect the vault before signing Service Level Agreement (SLA), the vault will store the goods when they were collected, and delivery is no longer possible in that day.
- Service provider must have secured armoured vehicle, SDT will inspect the security vehicles before signing Service Level Agreement (SLA), the vehicles will transport the goods to and from the producer premises.
- Service Provider will be responsible for goods while in their possession.
- The service provide will also be expected on an ad-hoc basis to store the rough diamond for a communicated period and SDT's clients may collect the diamonds from the transport providers facilities.
- Service Provider must ensure that goods are insured while in transit or in their premises as the risk lies with service provider until goods are handed to SDT or SDT clients.

4.4 Compulsory Additional Requirements

- Service provider must be in possession of a secure vault, SDT will inspect the vault before signing Service Level Agreement (SLA), the vault will store the goods when they were collected, and delivery is no longer possible in that day.
- Service provider must have secured armoured vehicle, SDT will inspect the security vehicles before signing SLA, the vehicles will transport the goods to and from the producer premises.
- Services providers are expected to have quicker turnaround times for delivery from collection to final delivery because diamond prices are very sensitive to time. Turnaround times for delivery will be negotiated during SLA signing.

4.5 Term of Contract

The contract shall be for a duration of 36 months

4.6 Bid Validity

Bid must be valid for a minimum period of 180 days from the closing date of the tender.

4.7 Submission of Proposal

Bid documents will only be considered if received on or before the Closing Date and Time, regardless of the method used to send or deliver such documents to State Diamond Trader. Bids can be hand delivered or posted using the addresses below.

Physical Address:

Jewel City
225 Main Street
Johannesburg
2001

Postal Address:

P.O. Box 61212
Marshalltown
Johannesburg
2107

Late tenders will not be accepted.

Bidders must submit four (4) copies, one original of the proposal and a soft copy, in sealed envelopes and clearly marked "Request for Proposal for appointment of a service provider to transport high value minerals within South Africa on behalf of the State Diamond Trader as and when required for a period of 36 months". The price responses and BEE response must be submitted in a sealed file or envelope separate from Technical Response file.

4.8 Enquires

SCM Enquires: Supply Chain Management Officer

Email: quotation@statediamondtrader.gov.za

Contact Number: 010 003 0310

5. Bid Qualification

5.1 A Bidder must be a South African entity (Company, Close Corporation, Sole Proprietor or individual) or have a local branch in South Africa.

- 5.2 The Bidder must be fully tax compliant. As an organ of state, State Diamond Trader cannot conduct business with a company whose tax matters are not in order as declared by SARS.
- 5.3 Bidders who wish to render services to State Diamond Trader must be on or will register on the National Treasury Central Supplier Database (CSD) as per National Treasury Circular No.3 of 2015/6- Central Supplier Database.
- 5.4 State Diamond Trader will disqualify a bidder/s who engages in the following:
- 5.4.1 Engages in any collusive tendering, anti-competitive conduct, or any other similar conduct, including but not limited to any collusion with any other Bidder in respect of the subject matter of this RFP;
 - 5.4.2 Seeks any assistance, other than assistance officially provided by a government entity, from any employee, advisor or other representative of a government entity in order to obtain any unlawful advantage in relation to procurement or services to be provided to a government entity;
 - 5.4.3 Makes or offers any gift, gratuity, anything of value other inducement, whether lawful or unlawful, to any of SDT official or other representatives;
 - 5.4.4 Accepts anything of value or an inducement that would or may provide financial gain, advantage or benefit in relation to the procurement or service to be provided to the entity;
 - 5.4.5 Pays or agrees to pay to any person any fee, commission, percentage, brokage fee, gift or any other consideration, that is contingent upon or result from the award of any tender, contract, right or entitlement which is in any way related to services to be rendered to the entity;
 - 5.4.6 whose Tender contains a negligent misrepresentation which is materially incorrect or misleading
 - 5.4.7 who materially fails to comply with any conditions or requirements of this RFP;

6. Bid Evaluation Process

After the closing date of the bid invitation, all received bid proposals will be evaluated for compliance and selection. The following evaluation method will be used to evaluate bids.

6.1 Gate 0 - Administration Evaluation

Bidders must submit the following administrative standard bidding documents (SBDs) fully completed and signed.

- SBD 1 Invitation to Bid
- SBD 4 - Declaration of Interest
- SBD 6.1 - Preferential Point Claim Form – **Non-submission and incompleteness will result into a zero score on B-BBEE points.**
- SBD 8 - Declaration of Bidder's Past Supply Chain Management Practices
- SBD 9 - Certificate of Independent Bid Determination
- CSD - Central Supplier Database Report

6.2 Gate 1 – Mandatory Evaluation

Failure to meet the requirements stated on the table below will result into instant disqualification.

No.	Mandatory Requirement	Document to be submitted as proof of evidence
1.	Letter of Good Standing with the Private Security Industry Regulatory Authority (PSIRA).	A valid certified copy of PSIRA registration certificate
2.	Proof of existing Insurance for goods while in transit.	Signed letter from the insurance provider
3.	Company letter of firearm competency	Certified copy of firearm competency certificate or licence/certificate to possess firearms
4.	Proof of securities guard's firearm license competency.	Certified copy of firearm competency certificate

6.3 Gate 2 – Functionality Evaluation

Only bidders that have met mandatory requirements in Gate 1 will be evaluated in Gate 2 for Functionality. In the technical analysis criteria, bidders will need to attain a minimum 70 of out of 100 points to proceed to the next stage, i.e., Price and B-BBEE evaluation.

No.	Criteria	Measure of Criteria	Weight
1.	Company Experience - Reference Letters	<p>Bidders must provide valid, signed, contactable 3 reference letters on client's letterhead not older than 5 years where your company has provided transportation service for high-valued minerals or high-valued goods.</p> <p>The reference letter must include the following:</p> <ul style="list-style-type: none"> • Name of company • Contact details • Description of service provided. • Duration of contract • Value of contract <p>SDT reserves a right to contact provided references to confirm information provided.</p> <p>Point Allocation: 15 points for each letter</p>	45
2	Company Experience - Years of experience	<p>Bidder must provide a company profile which details work experience in transporting high valued minerals or high-valued goods. Example of high-valued goods but not limited to are cash-in-transit, diamonds, gold, and tobacco. The bidder must clearly state the number of years in providing transportation services of high-valued minerals or high-valued goods. The bidder must not have less than 5 years of experience.</p> <p>Point Allocation:</p> <ul style="list-style-type: none"> • Less than 5 years – 0 • 5 years to 7 years – 20 points • Above 7 years – 30 points <p>NB: A company profile that does not state the number of years of experience will result into a zero score.</p>	30
3	Driver Experience	<p>The Bidder must provide a detailed CV (maximum 4 pages) drivers. Comprehensive CV's of the drivers indicating experience in similar projects and traceable references, with no criminal records. The driver must not have less than 5 years' experience.</p>	25

		<p>The bidder must 3 CVs of personnel that will be dedicated to this project.</p> <p>3 CVs and years of experience submitted:</p> <ul style="list-style-type: none"> • Less than 5 years – 0 • 5 years to 7 years – 20 points • Above 7 years – 25 points 	
Total			100

6.4 Gate 3 – Price and B-BBEE Evaluation

In the third stage of the evaluation, Tenders that passed the prescribed technical threshold will be evaluated in terms of the 80/20 preference points system under section 2 of the Preferential Procurement Policy Framework Act, 2000, read with the Preferential Procurement Regulations, 2011.

Criterion	Points
Price	80
B-BBEE	20
Total	100

Stage 1 – Price Evaluation

Criterion	Points
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	80

Where

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

Stage 2 – B-BBEE Evaluation

Criterion	Points
BEE Certificate or Sworn Affidavit and/or submission of SBD 6.1	20

7. Reservation of Rights

SDT reserves a right:

- 7.1 make no award
- 7.2 withdraw, suspend or cancel this RFP or the RFP process at any time and without providing reasons;
- 7.3 not provide reasons for its rejection or the failure of any Bidder or Tender, save on application and in terms of applicable legislation;
- 7.4 change any of its requirements as set out in this RFP by giving Bidders reasonable notice;
- 7.5 mend, vary, or supplement any of the information, terms or requirements contained in this RFP, any information or requirements delivered pursuant to this RFP, or the structure of the RFP process;
- 7.6 provide further information in respect of, and modify the provisions of, this RFP at any time prior to the Closing Date by notice to all prospective Bidders;
- 7.7 conduct site visits and/or perform audits whenever SDT deems it prudent to do so;
- 7.8 undertake further checks on Bidders, which may include information on public record or in the public domain, information contained in internal SDT records or information received from other government institutions;
- 7.9 no longer consider a Bidder's Tender where adverse information about the Bidder or its Tender submission has come to the attention of SDT, provided that such Bidder is informed accordingly and invited to comment;
- 7.10 to award a Tender based on which Bidder is offering the best value for money, even if such Tender is not the lowest priced tender;

8. RFP not Offer

This RFP does not constitute an offer to do business with State Diamond Trader, but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

Nothing in this RFP or any other communication made between State Diamond Trader (including its officers, directors, employees, advisers and representatives) is a representation that State Diamond Trader will offer, award or enter into a contract with the Bidder.

The Bidder will bear all its costs in preparing, submitting and presenting any response or Tender to this RFP and all other costs incurred by it throughout the RFP process.

9. Organisation of Bid Response

File 1	Section 1 <ul style="list-style-type: none">• Standard Bidding Documents• CSD Report Section 2 <ul style="list-style-type: none">• Mandatory Supporting Response• Technical Response• Reference Letters• Company Profile• CV• Diamond Movement Checklist
File 2	Section 1 <ul style="list-style-type: none">• Pricing Proposal Section 2 <ul style="list-style-type: none">• B-BBEE Certificate or Sworn Affidavit