


PROVISION OF STAFF TRANSPORT SERVICES FOR THE PORT OF CAPE TOWN FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Technical Evaluation Criteria	Points Weightings	Scoring guideline
Previous experience (Company) The service provider must provide a minimum of three (3) reference letters from the service provider's clients, where the service was provided in the last ten (10) years. The references must illustrate evidence that the service provider has experience in providing employee transportation; with a minimum of six (6) months uninterrupted service for each reference letter provided. Each reference letter must demonstrate services rendered by the service provider, including the length of service (i.e. number of years) provided by the service provider to the client.	15	0 = No reference letters submitted 40 = One (1) to two (2) signed reference letters submitted 70 = Three (3) signed reference letters submitted 90 = Four (4) to five (5) signed reference letters submitted 100 = More than five (5) signed reference letters submitted
Previous experience (Owner) Provide evidence of the owner's direct involvement in managing staff transport operations, including contract management, fleet oversight, driver supervision, scheduling, route planning, customer service, and operational compliance. Acceptable evidence may include a company profile, CV, reference letters, appointment letters, contracts, or other supporting documents demonstrating relevant experience.	15	0 = No supporting evidence submitted 40 = One (1) to two (2) years of previous experience 70 = Three (3) years of previous experience 90 = Four (4) to five (5) years previous experience 100 = More than five (5) years of experience


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Fleet Pool Capacity (Leased or Owned) The bidder shall provide proof of ownership (registration documents), lease agreements (from leasing company), or a letter of intent from the financial institution to acquire the vehicles for the duration of the contract. The bidder must demonstrate the availability of sufficient fleet capacity to service: Northern Route: Approximately 150 employees. Southern and Western Route: Approximately 53 employees. Dedicated standby vehicles for each route	50	0 = No submission 40 = Fleet capacity partially meets the requirement and/or insufficient evidence submitted. The bidder does not have sufficient seating capacity to transport approximately 150 employees on the Northern Route and 53 employees on the Southern and Western Route. 70 = Fleet capacity meets the minimum requirement for both routes with supporting proof of ownership, lease agreements, or letters of intent. The bidder has sufficient seating capacity to transport approximately 150 employees on the Northern Route and 53 employees on the Southern and Western Route 90 = Fleet capacity exceeds the minimum requirement for both routes and includes 2 dedicated standby vehicles with supporting proof of ownership, lease agreements, or letters of intent. The bidder has sufficient seating capacity to transport approximately 150 employees on the Northern Route and 53 employees on the Southern and Western Route, plus additional capacity and dedicated standby vehicle(s) available for operational continuity 100 = Fleet capacity exceeds the minimum requirement vehicles for both routes and includes more than 2 dedicated standby vehicles with supporting proof of ownership, lease agreements, or letters of intent. The bidder has sufficient seating capacity to transport approximately 150 employees on the Northern Route and 53 employees on the Southern and Western Route, plus additional capacity and dedicated standby vehicle(s) available for operational continuity
Business Continuity Plan Respondents to submit a comprehensive Business Continuity Plan, which must include the following: - 1. Community Unrests / Industrial Action. 2. Contingency Plan in cases of pandemics. 3. Fleet breakdowns and or unforeseen disruptions. 4. Bidder's Labour strikes/matters. 5. Safety and Security Incidents	20	0 = No submission 40 = BCP addresses less than three (3) of the required elements 70 = BCP addresses three (3) of the required elements 90 = BCP addresses four (4) of the required elements 100 = BCP addresses all five (5) required elements

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Total Weighting:	100	
Minimum qualifying score required:	70	