

## **Evaluation Criteria**

### **The bid will be evaluated as follows:**

- ✓ Attendance of compulsory briefing session
- ✓ Bid Conditions
- ✓ Functionality
- ✓ Specific Goals
- ✓ Compliance documents
- ✓ Due Diligence

### **1. Bid Conditions – RFP**

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.

#### **1.1 Linehaul services regionally and nationally**

- 1.1.1 Bidders are required to have a minimum of one (1) year completed experience in moving of Linehaul consignments / parcels nationally with Heavy vehicles.
- 1.1.1.1 Bidders must complete and submit a sign **Annexure K**
- 1.1.1.2 Bidders must submit at least one (1) **signed reference letter** from their clients that are indicated on Annexure K (on client's company letterhead) which confirms their experience clearly indicating the period (start date and end date confirming the completed one (1) year experience), in moving of consignments/parcels between mail centres nationally with Heavy vehicles.
- 1.1.2 Bidders must submit proof of Public liability insurance of minimum Hundred Thousand Rand (R100 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of Public liability insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.
- 1.1.3 Bidders must submit proof of Goods in Transit (GIT) insurance of minimum Twenty Thousand Rand (R20 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of GIT insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.

#### 1.1.4 **Functionality**

Bidders scoring 70% would be appointed in the panel, namely; Linehaul Services Regionally and Nationally.

Criteria	Weight	Sub-criteria
<b>1. Bidder Experience</b> Bidders are required to have a minimum of one (1) year completed experience in <u>moving of Linehaul consignments / parcels nationally and/or regionally with Heavy vehicles</u> . The bidder must submit Annexure K indicating the experience.	100 25/100	<p><u>Total number of years in supplying commercial vehicles on a short term rental</u></p> <ul style="list-style-type: none"> <li>• &gt; 1 years = 5</li> <li>• = 1 year = 3.5</li> <li>• Less than a year =0</li> </ul>
<b>2. Number of clients (As per complying reference letters submitted)</b> Number of clients where the bidders completed Linehaul services for a minimum period of 1 year.	25/100	<p><u>Number of reference letters</u></p> <ul style="list-style-type: none"> <li>• &gt; 1 client = 5</li> <li>• = 1 client = 3.5</li> <li>• No reference letter = 0</li> </ul>
<b>3. Lead Time</b> The bidder must submit on their company letterhead the lead time their company will render the services required to SAPO upon receiving of an award letter for the route(s) appointed for.  (Maximum of 14 calendar days)	50/100	<p><u>Lead Time</u></p> <ul style="list-style-type: none"> <li>▪ &lt; 5 days = 5</li> <li>▪ 6– 9 days = 4.5</li> <li>▪ 10–13 days = 4</li> <li>▪ 14 days = 3.5</li> <li>• &gt;14 days = 0</li> </ul>

#### 1.2 **Mail and Parcel Delivery of mail items in main centres, regionally and regionally remote areas**

- 1.2.1 Bidders are required to have a minimum of one (1) year completed experience in moving of consignments / parcels.
  - 1.2.1.1 Bidders must complete and submit a sign **Annexure K**
  - 1.2.1.2 Bidders must submit at least one (1) **signed reference letter** from their clients that are indicated on Annexure K (on client's company letterhead) which confirms their experience clearly indicating the period (start date and end date confirming the completed 1 year experience), in moving of consignments / parcels.
- 1.2.2 Bidders must submit proof of Public liability insurance of minimum Hundred Thousand Rand (R100 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of Public liability insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.

1.2.3 Bidders must submit proof of Goods in Transit (GIT) insurance of minimum Twenty Thousand Rand (R20 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). Bidders will have to supply proof of GIT insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.

#### 1.2.4 **Functionality**

Bidders scoring 70% would be appointed in the panel, namely; Mail and Parcel Delivery of Mail Items in Main Centres, Regionally and Regionally Remote Areas.

Criteria	Weight	Sub-criteria
<b>1. Bidder Experience</b> Bidders are required to have a minimum of one (1) year completed experience in <u>moving of consignments / parcels</u> The bidder must submit Annexure K indicating the experience.	100 25/100	<u>Total number of years in supplying commercial vehicles on a short term rental</u> ▪ > 1 = 5 ▪ = 1 year = 3.5 • < than a year = 0
<b>2. Number of clients (As per complying reference letters submitted)</b> Number of clients where the bidders completed consignment/parcel delivery services for a minimum period of 1 year.	25/100	<u>Number of reference letters</u> ▪ > 1 client = 5 ▪ 1 client = 3.5 ▪ No reference letter = 0
<b>3. Lead Time</b> The bidder must submit on their company letterhead the lead time their company will render the services required to SAPO upon receiving of an award letter for the route(s) appointed for. (Maximum of 14 calendar days)	50/100	<u>Lead Time</u> ▪ < 5 days = 5 ▪ 6– 9 days = 4.5 ▪ 10–13 days = 4 ▪ 14 days = 3.5 ▪ >14 days = 0

**1.3 Courier delivery to customers in main centres, regional and regional remote areas**

- 1.3.1 Bidders are required to have a minimum of one (1) year completed experience in collection and door delivery of courier consignments / parcels to customers.
  - 1.3.1.1 The bidders must complete and submit a sign **Annexure K**
  - 1.3.1.2 Bidder must submit at least one (1) **signed reference letter** from their clients that are indicated on Annexure K (on client's company letterhead) which confirms their experience clearly indicating the period (start date and end date confirming the completed 1 year experience), in collection and door delivery of courier consignments / parcels to customers
- 1.3.2 Bidders must submit proof of Public liability insurance of minimum Hundred Thousand Rand (R100 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of Public liability insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.
- 1.3.3 Bidders will be required to provide tracking information on all items. Electronic proof of delivery (POD) and lodging information must be supplied through a SAPO Application Programming Interface (API) that will allow the data to be automatically captured into SAPO's International Parcel system (IPS). The bidder needs to confirm on their letter head that they do have the API capability. If the bidder does not have the API capability, the bidder must confirm on their letter head that they will be able to have the capability when awarded.
- 1.3.4 Bidders must submit proof of Goods in Transit (GIT) insurance of minimum Twenty Thousand Rand (R20 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of GIT insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.

### 1.3.5 **Functionality**

Bidders scoring 70% would be appointed in the panel, namely; Courier Delivery to Customers in Main Centres, Regional and Regional Remote Areas.

Criteria	Weight	Sub-criteria
<b>1. Bidder Experience</b> Bidders are required to have a minimum of one (1) year completed experience in collection and door delivery of courier consignments / parcels to customers. The bidder must submit Annexure K indicating the experience.	25/100	<u>Total number of years in supplying commercial vehicles on a short term rental</u> <ul style="list-style-type: none"> <li>▪ &gt;1 years = 5</li> <li>▪ = 1 year = 3.5</li> <li>• &lt; than a year = 0</li> </ul>
<b>2. Number of clients (As per complying reference letters submitted)</b> Number of clients where the bidders completed collection and door delivery of courier consignments / parcels to customers for a minimum period of 1 year.	25/100	<u>Number of reference letters</u> <ul style="list-style-type: none"> <li>▪ &gt; 1 client = 5</li> <li>▪ 1 client = 3.5</li> <li>▪ No reference letter = 0</li> </ul>
<b>3. Lead Time</b> The bidder must submit on their company letterhead the lead time their company will render the services required to SAPO upon receiving of an award letter for the route(s) appointed for. (Maximum of 14 calendar days)	50/100	<u>Lead Time</u> <ul style="list-style-type: none"> <li>▪ &lt; 5 days = 5</li> <li>▪ 6– 9 days = 4.5</li> <li>▪ 10–13 days = 4</li> <li>▪ 14 days = 3.5</li> <li>▪ &gt;14 days = 0</li> </ul>

### 1.4 **Transportation for Postmen main centres, regionally and remote areas**

- 1.4.1 Bidders are required to have a minimum of one (1) year completed experience in transportation of people
  - 1.4.1.1 The bidders must complete and submit a sign **Annexure K**
  - 1.4.1.2 Submit at least one (1) signed reference letter from their clients that are indicated on Annexure K (on client's company letterhead) which confirms their experience clearly indicating the period (start date and end date confirming the completed 1 year experience), in transportation of people.
- 1.4.2 This paid service falls under the Charter service in the National transport act where the following is required but not limited to i.e.:
  - 1.4.2.1 Operating Licence (national land transport act as charter service), operating card for the vehicle, valid COF certificate and the driver must have a valid category P- Professional Driving Permit (PrDP for public transport) at all times. **The bidder must:**

1.4.2.1.1 Supply a copy of the valid operating license for a vehicle (valid at the time of submitting the bid) in the bidding company's name. If the Operator's license is expired please provide proof that the operator's license renewal was done already. The License must be valid at the time of award of any work. OR

1.4.2.1.2 If this is sub-contracted to different owner drivers or operators, and the vehicle is in the owner driver or operator's name, please supply a contract between the owner driver or operator and the bidding company. Supply a valid (valid at the time of submitting the bid) Operator's license in the name of the owner driver or operator (as per the contract). Or

1.4.2.1.3 If the Operator's license is expired please provide proof that the operator's license renewal was done already. The License must be valid at the time of award of any work

1.4.3 Bidders must submit proof of Public liability insurance of minimum Hundred Thousand Rand (R100 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of Public liability insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.

1.4.4 Bidders must submit proof of Goods in Transit (GIT) insurance of minimum Twenty Thousand Rand (R20 000). If the bidder does not have this currently, the bidder must submit a letter from the bidder's insurance company confirming that they will insure the bidder for this amount (a quote from the insurance will not be accepted). The bidder will have to supply proof of GIT insurance cover within 2 weeks of receiving and accepting the award letter for the route appointed for.

#### 1.4.5 **Functionality**

Bidders scoring 70% would be appointed in the panel, namely; Transportation for Postmen Main Centres, Regionally and Remote Areas.

Criteria	Weight	Sub-criteria
<b>1. Bidder Experience</b>  Bidders are required to have a minimum of one (1) year completed experience in transportation of people. The bidder must submit <b>Annexure K</b> indicating the experience.	25/100	<u>Total number of years in supplying commercial vehicles on a short term rental</u> <ul style="list-style-type: none"> <li>▪ &gt;1 years = 5</li> <li>▪ = 1 year = 3.5</li> <li>▪ &lt; than a year = 0</li> </ul>
<b>2. Number of clients (As per complying reference letters submitted)</b>  Number of client(s) where the bidder completed the transportation of people for a minimum period of a year.	25/100	<u>Number of reference letters</u> <ul style="list-style-type: none"> <li>▪ &gt; 1 client = 5</li> <li>▪ 1 client = 3.5</li> <li>▪ No reference letter = 0</li> </ul>

<b>3. Lead Time</b>  The bidder must submit on their company letterhead the lead time their company will render the services required to SAPO upon receiving of an award letter for the route(s) appointed for. (Maximum of 14 calendar days)	50/100	<b>Lead Time</b> <ul style="list-style-type: none"> <li>▪ &lt; 5 days = 5</li> <li>▪ 6– 9 days = 4.5</li> <li>▪ 10–13 days = 4</li> <li>▪ 14 days = 3.5</li> <li>▪ &gt;14 days = 0</li> </ul>
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## 2. Specific Goals

### The Preferential Point System

**2.1** The specific goal that this project seeks to achieve is the empowerment and development of companies that are 51% Black owned or more.

**2.2** Bidders will be required at the RFQ stage to submit the below proof indicating that they are 51% black owned or more.

- ✓ BBBEE Certificate
- ✓ Or Sworn Affidavit

**2.3** The Preferential Point System that will be used at the issuance of an RFQ stage are 20/80 (20 Preferential Point and 80 Pricing) or 10/90 (10 Preferential Point and 90 Pricing)

**Note:** Tenderers who do not submit specific goal requirement at the RFQ stage will not be disqualified from the RFQ process they will not score point out of 20/10 for the specific goals but zero (0) point will be scored

### 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:
<b>Specific Goal</b>		<b>Scores</b>
Bidding Company with a 51% Black ownership or more		20
Bidding Company that is not 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 with a 51% Black ownership or more		10
Bidding Company that is not 51% Black ownership or more		0

### 3. Compliance Documents

Bidders must submit the below documents for compliance purposes.

#### 3.1 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.

#### 3.2 Bidders must complete and submit SBD1

#### 3.3 Bidders must complete and submit SBD4

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

### 4. Due Diligence

SAPO reserves the right to conduct due diligence to verify the information submitted with the bidder's bid proposal. The bidder will be disqualified should the information not be verifiable.