



Glenwood Office Park
Cnr. Oberon & Sprite Streets
Faerie Glen 0043
PO Box 73000, Lynnwood Ridge 0040
Tel: (012) 845-2000 – Fax: (012) 348-1089
Website: www.idt.org.za

Request for Quotation

RFQ number: IDT-HO-FSU-10042023

**Description: REQUEST FOR QUOTATION FOR THE PROVISION OF COURIER SERVICE
TO ALL 9 INDEPENDENT DEVELOPMENT TRUST OFFICES**

Closing date and time: 13 October 2023 @ 12:00PM

Submission of quotations: All quotations must be submitted Aidan@idt.org.za.

Compulsory returnable documents that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA_____
2. Name of Company _____
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

Compulsory returnable document: SDB 6.1

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals



INDEPENDENT DEVELOPMENT TRUST

TERMS OF REFERENCE – COURIER SERVICE

THE INDEPENDENT DEVELOPMENT TRUST

1. Background

The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the department of public works and infrastructure and other partners

Task Directive

SPECIFICATION

Items	Description of Goods and Services	Quantity
1.	Request for quotation for the provision of courier services to all 9 IDT offices [SEE ATTACHED]	

3. Closing date 13 **October 2023** and submission 12h00 o'clock

Responses and proposals to the RFQ must be submitted to:

Glenwood Office Park, Cnr, Oberon & Sprite Streets

Faerie Glen, 0043

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: Aidan@idt.org.za
- All **Technical** related Queries must be directed in writing to: goutations@idt.org.za

NB: No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondents.

CONFIDENTIAL

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

2.3.1 If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **80/20** preference point system.

- a) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
TARGETED GROUP		
Women Ownership	3	6
Youth Ownership	3	6
People with Disabilities Ownership	2	4
Black Male Ownership	2	4
Total points for Price and SPECIFIC GOALS	100	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women Ownership	3	6		
Youth Ownership	3	6		
People with Disabilities Ownership	2	4		
Black Male Ownership	2	4		

Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

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Glenwood office park
Block B
Corner Oberon & Sprite street
Faerie Glen
Pretoria
0043
PO Box 73000, Lynnwood Ridge.0040
Tel: (012)845 2000 - Fax: 086 529-7701
Website: www.idt.org.za

REQUEST FOR QUOTATION FOR PROVISION OF COURIER SERVICES - INDEPENDENT DEVELOPMENT TRUST

RENDERING COURIER SERVICES AT IDT OFFICES FOR THE PERIOD 1 NOVEMBER 2023 TO 1 OCTOBER 2025

TERMS OF REFERENCE

1. PURPOSE

The Purpose of the RFQ is to appoint an independent contractor for the provision of courier services in line with the requirements of the Public Finance Management Act (PFMA) on behalf of the IDT.

2. BACKGROUND

The Independent Development Trust is a Schedule 2 Public Entity governed by applicable legislative frameworks and a Deed of Trust. The organization is accountable to Parliament through the Minister of Public Works who is the Executive Authority.

The mandate of the IDT is to support and add value to the development agenda of government as indicated in the mission statement; "The IDT, together with strategic partners, will enable poor communities to access resources, recognize and unlock their own potential and continuously improve their quality of life.

3. COMPULSORY REQUIREMENTS

- CSD Registration number (MAAA....)
- Copy of TCC with Tax Compliance Pin
- COIDA (Proof thereof)

- Registration with the National Bargaining council for the logistics and Road Freight industry (Proof thereof)
- Compliance with ICASA in terms of the postal services Act (Proof thereof)
- **Fully Completed and signed SBD forms: SBD 1, SBD 4,**

4. SCOPE OF WORK

4.1 The IDT wants to appoint a suitably qualified courier service provider to render courier services as and when required domestic (locally & nationally) and internationally.

The IDT offices are located across all nine provinces. The services provider is expected to deliver at all IDT offices listed below;

Pretoria	Glenwood Office Park Block B Cnr. Oberon & Sprite Streets Faerie Glen Pretoria
KZN	No.22 Dorothy Nyembe Street 4 th floor The Marine Building Durban 4001
Limpopo	22 Hans Van Rensburg Street Polokwane 0700
Eastern Cape	Palm Square business park Bonza Bay Road Silverwood House Beacon Bay 5241
Free State	Department of Public works and infrastructure 18 President Brand Bloemfontein
Mpumalanga	20 Paul Kruger street ABSA square building Lower ground Nelspruit, 1200
North West	2306 Aerodrome Dada Motors Building Corner Nelson Mandela Dr. & Aerodrome Rd Mafikeng Industrial Mafikeng, 2745
Western Cape	Customs House Building Heerengracht street Foreshore 14 th floor Cape Town 8000
Northern Cape	Old magistrate court 21-23 market square Kimberley 8301

The appointed service provider will be rendering the following courier services:

A. Domestic (locally and nationally) Courier Services, including;

- Same day express
- Overnight courier
- Next day courier
- Economy.

The services include the following daily services:

- Daily pickups at IDT Offices in all 9 regions at 15h00 as and when required and deliver to IDT offices and /or various locations.
- Daily drop offs at IDT Offices at 10h00 from various regions as and when required.

B. International Services

- Worldwide Parcel Express

4.2 To provide all stationery requirements inclusive of

- Waybills
- Fragile labels
- Courier bags
- Courier envelopes
- Tracking labels

5. SPECIAL CONDITIONS FOR PROVISION OF SERVICES

- National infrastructure or the ability to operate nationally;
- In-house company with ground transport fleet (i.e. not sub-contracted);
- In-house international capability or proven contracted relationship with a recognized international courier company;
- Established company;
- Item tracking system.
- Required insurance cover for items being couriered

6. EXPECTED OUTCOMES AND DELIVERABLES

- The service provider must timeously deliver Documents /packages to the correct intended person(s) and provide proof of receipt of package/consignment.
- Should the daily service pickup time be missed the service provider shall be required to deliver and/or collect on demand.
- The service provider shall provide services for emergency delivery only when requested by duly authorized staff representative of IDT through telephone or email.
- The weight of each document will vary according to the number and the size of the documents contained therein.
- There shall be no pick up on weekends including public holidays.
- In some instances the service provider shall be required to assist with bulk mailing requirements, such as copies of the Annual Report , banners etc.

- Provide waybills and required stationery for all collections and deliveries.
- Provide at least monthly management reports in respect of percentage spending, types of courier service rendered, percentage of undelivered/returned documents, and spread of delivery destinations.
- The service provider shall allocate a Key Account Manager for the duration of the contract.

7. Pricing

Service providers are hereby required to quote on rendering the following courier services for the IDT for a period of 24 months, in the format prescribed below (indicate all regional offices):

Type of service	Location	Fixed price per delivery	Additional weight cost per kg.
Same Day Services	Within IDT		
	Within Eastern Cape		
	Other provinces		
Overnight Services	Within IDT		
	Within Eastern Cape		
	Other provinces		
Less urgent services/ within 72 hours	Within IDT		
	Within Eastern Cape		
	Other provinces		

Price must be quoted in South African currency and must be inclusive of VAT.

8. PAYMENT TERMS

- IDT undertakes to pay valid invoices in full within 30 (thirty) days from the invoice date for work done to its satisfaction
- All supporting documents for services rendered should be submitted together with the tax invoices by the first (1st) of every month; and
- No upfront payment will be made to the service provider
- Valid tax invoices for all services rendered are to be submitted to Mahali Moloi and IDT's Finance Division at the addresses above or may be sent through an email to the following email address:
Email address: mahalim@idt.org.za

9. DURATION

The service provider will be appointed for a period of 24 months effective from the 1 November 2023 to 30 October 2025

10. ENQUIRIES/ CLARIFICATION

Any enquiries / clarifications regarding this RFQ must be addressed in writing to courier2023@idt.org.za

11. Accountability and Liabilities.

The approved Service provider must make provision to replace any losses on insured items. (Insurance cover)

12. SUBMISSION OF PROPOSALS

Any proposal submitted by telegram, facsimile, or only by electronic means such as email, **will not be accepted** for consideration.

The proposals must be submitted in the form of an **original hard copy x 1**.

The proposal must be in a sealed envelope or package, and must be clearly marked as follows:

Name and Address of Service provider

Bid No: **IDTCOURIER2023**

Description: **COURIER SERVICES FOR THE IDT**

Bid Closing date and Time: **26 SEPTEMBER 2023 at 12:00PM**

All bids must be deposited in the Tender Box located at the reception area of the Independent Development trust (IDT) at the following address:

IDT

Block B Building

Glenwood Office Park

Cnr Oberon and Sprite Street

Faerie Glen

0143

NB: Please note that a proposal will not be considered for evaluation if it's received late at the address indicated in the bid documents, e.g. after the closing date and time or dropped in another tender box (e.g. IDT tender box) and then received late by IDT. Late tenders will be not be considered

THE IDT IS NOT OBLIGED TO ACCEPT THE LOWEST QUOTE AND RESERVES THE RIGHT TO ACCEPT ANY WHOLE OR PART OF THE QUOTE

