

An aerial photograph of a city, likely Johannesburg, with a network of glowing white lines connecting various points across the urban landscape, symbolizing a communication or logistics network.

SA
Post
Office

Re-engineering
South Africa's
Designated
Postal Operator



RFP 25/26/03 Supply of Full Maintenance Short Term Rental/Lease
Vehicles

AGENDA

- Purpose of the Briefing Session
- Frequently Failed Bidding Requirements
- Background
- Objective of this bid
- Special Conditions
- Evaluation Process
- Specification
- Returnable Documents
- Q&A

PURPOSE OF THE BRIEFING SESSION

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- Present and explain the objective of this bid
- Provide Clarity on the bid documents (RFP)
- To answer questions relating to this bid
- Assist bidders in compiling their bid proposals to ensure compliance with SAPO bid requirements

FREQUENTLY FAILED BID REQUIREMENTS

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- ü Incomplete Pricing Schedule (**Annexure 'F1'**) and other RFP documents
- ü Non-submission of documents deemed to be returnable documents
- ü Failure to provide clarity on any matter when requested to do so
- ü Failure to submit information as per Gatekeeping Criteria and Bid Conditions

BACKGROUND AND OBJECTIVE OF THE BID

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Background:

- ❖ The South African Post Office Group (SAPO) requires Service Providers to provide Full Maintenance Short Term Rental/Lease vehicles for their collection and delivery needs of all consignments, bulk mail, pallets, mail and parcels, between mail centres, depots, branches and customers.

Objective of the Bid:

- ❖ To appoint Service Providers to provide Full Maintenance Short Term Rental/Lease vehicles nationally, in different main centres, regional and regional remote areas in Northern Region (Limpopo and Mpumalanga provinces) Gauteng Region, Central Region (North West and Free State provinces), KZN Region (KZN province), Eastern Region (Eastern Cape province), Western Region (Western Cape and Northern Cape provinces).

SPECIAL CONDITIONS

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- ü Proposals must be compiled in the following manner:
 - ❖ One (1) original proposal (marked "original") must be submitted and minimum Two (2) copies of the proposal (marked "copy") must be submitted;
 - ❖ One (1) USB containing the UnPDF Pricing Schedule (Annexure F1) in an excel format.

- ü All proposals must be delivered **sealed**. The following information shall appear on the outside of the sealed proposal:
 - ❖ Name of bidder;
 - ❖ Description of proposal;
 - ❖ RFP number;
 - ❖ Closing date and time;
 - ❖ Name of person for whose attention the proposal is intended; and
 - ❖ The name and address of the Bidder must be written on the reverse side of the proposal/envelope.

SPECIAL CONDITIONSë .(cont.)

ü **Consultation prior to submission of a proposal**

- ❖ Bidders shall consult, **in writing**, with **Lungile Nkomo or/and Lungisa Mgidlana**, should there appear to be any discrepancy, or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this bid.
- ❖ The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications which is **04 June 2025**

ü **Validity period of proposal**

- ❖ One hundred and eighty (180) days

ü **Cost of The Bid**

- ❖ Each Bidder shall bear all of its costs (of whatsoever nature) associated with the preparation or submission of its bid and of negotiating with the SAPO regarding a possible contract agreement and any other costs and expenses incurred by the Bidders in connection with or arising out of the competitive procurement process.

ü **Availability Of The Bid**

Bidders can download the bid documents from National Treasury www.etenders.gov.za

❑ Closing Date : 12 June 2025 at 11:00am, at Silverton in Pretoria

EVALUATION PROCESS

GATEKEEPING CRITERIA

The bid will be evaluated as follows:

- ★ **Phase 0** : Attendance of Compulsory Briefing Session
- ★ **Phase 1**: Gatekeeping Criteria
- ★ **Phase 2**: Functionality
- ★ **Phase 3**: Bid Conditions
- Ç **Phase 4**: Commercial - Price (80/90) and Specific Goal (20/10).

Gatekeeping Criteria Requirements

- ❖ The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation. **Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.**
- ❖ The bidder to submit a completed Pricing Schedule - Annexure F1, **per region bidding for.**
The bidder must supply and provide costing on all vehicles indicated in the Pricing Schedule per region bidding for and cannot supply in part. This will constitute incomplete pricing and the bidder will be disqualified .

Phase 2: Functionality

- ❖ Only bidders scoring 70% points and above on functionality are eligible for further evaluation. The functionality criteria as indicated below will be used for evaluation per region/s bidding for as contained in the Pricing Schedule ñ Annexure F1.
- ❖ Bidders should submit the below document for evaluation purposes on functionality;

EVALUATION PROCESS ñ PHASE 2 | Functionality

Criteria	Weight (100)	Sub-criteria
1. Bidder Experience (Number of Yrs.) Bidders are required to have a minimum of two (2) years completed experience in the provision of Full Maintenance Short Term Rental/Lease vehicles within the past three (3) years of bid closing date. Submitted Annexure BR's will be used to evaluate the bidders' completed experience (in yrs.) in the provisioning of Full Maintenance Short Term Rental/Lease vehicles within the past three (3) years of bid closing date.	25/100	Total number of years of completed experience in provision of Full Maintenance Short Term Rental/Lease vehicles within the past three (3) years of bid closing date. ▪ > 2 years = 5 ▪ = 2 years = 3.5 ▪ < 2 years = 0
2. Bidders Experience (Number of Clients) Number of clients where the bidder Provided a minimum of two (2) years completed experience in provision of Full Maintenance Short Term Rental/Lease	25/100	Total number of clients where the bidder provided a minimum of two (2) years completed experience in provision of Full Maintenance Short Term Rental/Lease vehicles within the past three (3) years of bid closing date.

EVALUATION PROCESS ñ PHASE 2 | Functionality

vehicles within the past three (3) years of bid closing date. Submitted Annexure BR's will be used to evaluate the number of clients where the bidder has provided a minimum of two(2) years completed experience in the provisioning of Full Maintenance Short Term Rental/Lease vehicles within the past three(3) years of bid closing date.		▪ > 1 client = 5 ▪ = 1 client = 3.5 ▪ < 1 client = 0
3. Delivery Lead Time The bidder must confirm the delivery lead time for the provisioning of Full Maintenance Short Term Rental/Lease vehicles to SAPO upon receipt of an award letter. (Maximum of 30 working days) Submitted Annexure DL will be used to evaluate the delivery lead time as confirmed by the bidder for the supply Full Maintenance Short Term Rental/Lease vehicles to SAPO upon receipt of an award letter.	50/100	Delivery lead time as confirmed by the bidder for the supply of Full Maintenance Short Term Rental/Lease vehicles to SAPO upon receipt of an award letter: ▪ ≤ 20 working days = 5 ▪ > 20 working days ≤ 25 working days = 4.5 ▪ > 25 working days ≤ 29 working days = 4 ▪ = 30 working days = 3.5 ▪ > 30 working days = 0

Bid Conditions Requirements

- ❖ The bidders must provide the following documentation with their bid proposals.
- ❖ Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within five (5) working days excluding statutory requirements that being tax compliant. Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.
- ❖ **Specification Confirmation**
- ❖ The bidder must submit a letter on their company letterhead confirming that they will comply with SAPO bid specification.
- ❖ Bidders are required to use **Annexure BC** as a template for purposes of confirming compliance with SAPO bid specification.

Ç 3.2 Confirmation of Financial Ability to supply Full Maintenance Short Term Rental/Lease vehicles

- ❖ The bidder must provide proof from a Registered South African Financial Institution that confirms that the bidder will be supported to obtain the required vehicles bidding for. The confirmation must be on the Registered South African Financial Institution letterhead and not be older than two(2) months from bid closing date.

EVALUATION PROCESS ñ PHASE 2|Bid Conditions

Central Supplier Database Registration

- ❖ Bidders must be registered on the National Treasury Central Supplier Database (CSD). If the bidders are not registered the bidder can register online at the following website www.csd.gov.za to upload mandatory information as required.

SBD Forms

- ❖ Bidders must complete and submit SBD1 forms.
- ❖ Bidders must complete and submit SBD4 forms

Tax compliance requirements

- ❖ SAPO will not do business with a supplier who is not tax compliant. A CSD MAAA number provided by the bidder on the SBD1 form, will enable SAPO to verify a bidder's tax compliance status.

Restricted Suppliers

- ❖ SAPO shall disqualify bidders that are on the National Treasury list of restricted suppliers.

Specific Goal

The specific goals that this project seeks is to appoint service provider/s that are as follows

- ❖ At least 51% Black owned
- ❖ At least 51% Youth owned.
- ❖ At least 51% Women owned.
- ❖ At least 1% owned by disabled Person(s)

Note: Tenderers who do not submit specific goal requirements with their bid proposal submitted on the specified bid closing date will not be disqualified from the bid evaluation process. Tenderers will not score points out of 20/100 for the specific goals, but zero (0) points against the specific goal required.

EVALUATION PROCESS ñ PHASE 3 |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 in accordance to the specific goal table below:
Bidding Company is ≥51% Black owned.	10	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	3	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 1% owned by disabled person	2	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).

*Provision of a CSD MAAA number will enable SAPO to check the aforementioned requirements and/or any other relevant documentation for the verification of the specific goal(s) required.

EVALUATION PROCESS ñ PHASE 3 |Commercial

Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10))

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders in accordance to the specific goal table below:

Specific Goal	Points	Required Documents to be submitted for evaluation
Bidding Company is ≥51% Black owned.	10	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% Youth owned	5	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 51% women owned.	3	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).
Bidding Company is ≥ 1% owned by disabled person	2	BEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs).OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).

SPECIFICATION

RETURNABLE DOCUMENTS

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Returnable Documents means all the documents, and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids. The section contains bookmarks for ease of reference.

☐ Administrative Documents

Administrative Returnable Documents	Submitted [Yes or No]
Completed SBD 1	
Completed SBD 4	
Completed Confidentiality and Non-Disclosure	
Completed Certificate of Acquaintance with bid Requirements	
Latest CSD Report / MAAA number	

ë (cont.) RETURNABLE DOCUMENTS

☐ Evaluation Documents:

The bidder is required to comply with the gatekeeping criteria to be eligible for further evaluation.
Failure to comply with the gate-keeping criteria will result in the disqualification of the bid.

Gatekeeping Returnable Documents	Submitted [Yes or No]
Pricing Schedule	
Functionality	

Should the bidder fail to submit at the time of closing of the bid, bidder/s will be requested to submit the outstanding bid condition/s document(s) within five (5) working days excluding statutory requirements that being tax compliance.

Seven (7) working days for tax compliance shall apply from the date the request was sent by SAPO. Failure to comply will result in the disqualification of their bid.

ë (cont.) RETURNABLE DOCUMENTS

Bid Conditions Returnable Documents	Submitted [Yes or No]
Completed and signed Annexure BR	
4.1 Specification Confirmation	
Confirmation of Financial Ability to supply Full Maintenance Short Term Rental/Lease vehicles	

Points for Specific Goals

Tenders who do not submit specific goal requirement will not be disqualified from the bid process, but they will score zero (0) points out of 10/20 for the specific goal.

Required Documents to be submitted for evaluation	Submitted [Yes or No]
Valid BBBEE Certificate - SANAS accredited OR Signed Sworn Affidavit by a Commissioner of oaths (EMEs and QSEs) OR a CIPC/DTI BBBEE Certificate (EMEs and QSEs).	
Joint Venture (i.e. incorporate/unincorporated), a consolidated BEE certificate must be submitted to earn the relevant point(s).	

End