

# Mayibuye Transport Corporation Supply and Delivery of Tyres and Related Services in 4 MTC Depots for 36 Month.

**Bid Number:** MTC 2022/23/05

**Prepared For:** Prospective Goods and Service Providers

**Prepared by:** MTC Bid Specification Committee

Mayibuye Transport Corporation

**MTC Bid Specification**

Mayibuye Transport Corporation  
P.O. Box 19596, Tecoma  
5214, East London  
Province of the Eastern Cape  
Phone 043.745.2582 • Fax 043.745.2586

**Disclaimer**

The following document is made only to, and is directed only at, persons to whom such a document may lawfully be communicated ("relevant persons"). Any person who is not a relevant person should not act or rely on this document or any of its contents.

This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made in light of its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

**To obtain additional information and/or copies of this document, please contact:**

Mrs K Mayile  
[gocik@mtcec.co.za](mailto:gocik@mtcec.co.za)

## DOCUMENT HISTORY AND VERSION CONTROL

Document	<b>MTC – Supply and Delivery of Tyres and Related Services in 4x MTC Depots for 36 months.</b>
Bid Number	<b>MTC 2023/24/05</b>
Document Reference	<b>Tyre Service Bid 01 2023</b>
Version	Version 1, Draft 1 Created by: <b>Operations Department</b>
Applicable To	The MTC CEO; the MTC Supply Chain Management Division and the MTC Bid Evaluation Committee; The MTC Bid Adjudication Committee
Contact Person	Supply Chain Management
Status	Version 1, Draft 1
Date of Approval	
Date of Last Review	
Date of Next Review	
Legal Framework	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999) National Treasury Regulations Preferential Procurement Regulations, 2022
Related Documents	MTC Procurement Policy

## TABLE OF CONTENTS

Document History and Version Control .....	3
Table of Contents .....	4
Definitions .....	5
1. Tyre Service requirements for Four MTC Depots .....	6
2. Supply, Fitment and Repairs of Tyres.....	6
3 Retreading of Tyres.....	7
4. Repairs of Tyres .....	8
5. Tyre Management .....	8
6. Provision of Tyre Management Information.....	9
7. Neatness of Centre(s).....	9
8. Tyre Register.....	10
9. Compliance.....	11
10. Functionality.....	12
11. Tender Awarding Procedure.....	13
12. Conditions.....	16
13. Approval.....	18

## DEFINITIONS

In this document, unless the context indicates otherwise the following meaning(s) are associated with each related term and/or abbreviation–

Term /Abbreviation/Acronym	Meaning
<b>Accounting Authority</b>	The Board of Directors appointed by the Premier or Member of the Executive Council, accountable to the Provincial Legislature and Executive Council for that public entity
<b>Certified</b>	Stamped and signed by a Commissioner of Oaths
<b>Corporation</b>	Mayibuye Transport Corporation
<b>EM</b>	Executive Manager
<b>Executive Authority</b>	The Member of the Provincial Executive Council who is accountable to the Provincial Legislature for that public entity or in whose portfolio it falls
<b>MTC</b>	Mayibuye Transport Corporation
<b>NTR</b>	National Treasury Regulations
<b>PAR</b>	Paragraph
<b>PFMA</b>	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999).
<b>PPPFA</b>	Preferential Procurement Policy Framework Act (Act No. 5, 2000)
<b>SARS</b>	South African Revenue Service
<b>SCM</b>	Supply Chain Management

## 1. Tyre Service Sites Four MTC Depots:

SITE	ADDRESS
Queenstown Depot	8 Faraday Road, Queendustria, Queenstown.
Alice Depot	6 Thompson Road, Alice
Reeston Depot	Corner Drummond and Mdantsane Access Road, Reeston
Zwelitsha Depot	Mount Coke Road, Zwelitsha

Bidders are hereby requested to Quote on the following items:

## 2. **Supply, Fitment and Repairs of Tyres for Commercial and Ancillary Vehicles:**

Mayibuye Transport Corporation, a passenger Public Transport provider of choice in selected routes of the Eastern Cape seeks professional service providers for the Supply, Fitment and Repairs of tyres for a period of three (3) years.

Our operation is predominantly in rural areas. Good Quality tyres which are economical are desirable, this being a function of the *BEST TYRES FOR THE APPLICATION*.

The current fleet is made up of Eighty-Four (84) buses and Fourteen (14) Ancillary Vehicles.

Bidders to stipulate the Lead Time on the Supply of tyres and related accessories.

Quoting company to provide proof that they are an approved agent / distributor for a manufacturer that is registered with the South African Tyre Manufacturers Council (SATMC).

Proof to be in the form of a letter from a manufacturer that is registered with the SATMC - this letter must be on the manufacturer's letterhead and must state that the bidder is an approved agent/ distributor for this manufacturer's tyres.

- Tyres supplied must have the following minimum required markings on their sidewalls:
  - a) Unique tyre serial number
  - b) Brand Name
  - c) Design Name
  - d) Tyre size either in Coded or Metric Designation
  - e) A star marking “\*” or “PR” marking indicating the strength of the tyre carcass
  - f) A Load/Speed Index
  - g) “TL” marking indicating a tubeless construction or “TT” indicating a tube type construction
  - h) DOT number marking indicating date of manufacture

Quoting company to provide proof that they have conducted similar services for at least a period of 5 years. Proof must be in the form of reference letters indicating performance records for supplying heavy duty equipment tyres for port operation or similar, such as mining or agricultural rubber tyre equipment.

Quoting company to provide written confirmation indicating that, should there be an abnormal tyre failure that is suspected to be quality related, the quoting company will arrange for the tyre manufacture to do an on-site inspection of the tyre and provide feedback in a formal report.

Quoting company to stipulate life expectancy and average Cents per Kilometre (cpk) per tyre quoted on, based on the Industry norm/s. Life expectancy to be listed in Kilometres covered.

Quoting company to provide a simulation certificate as proof of the stipulated life expectancy for each tyre quoted upon.

### **3. RETREADING OF TYRES**

- The Services Provider in accordance with SABS 1000, will identify casings suitable for reconditioning and repairs and submit the report to MTC representative for approval.
- Tyres are to be reconditioned by means of the preselected tread and must comply with SABS 1000 Part 1 or other suitable means as agreed by MTC at 6mm.
- The contractor will specify the type of re-treading process to be applied between cold or hot re- treading processes.
- Re-treaders must be SABS mark holders for SABS 1000.
- The contract will provide guarantee on rubber separation for all re-treaded tyres.
- The re-treaders must have proper equipment and sufficient capacity to re-tread all contracted tyre sizes. This will be confirmed by inspection of the Service Provider's premises.
- Tread patterns to be used will be determined by MTC in consultation with the re-treader and the rubber Service Provider
- All tyres sent for re-treading to be brought back within 3 weeks from the date taken for re- treading.
- The transport cost to fetch and return re-treaded tyres is to be carried by the Service Provider

- An order is to be completed covering each tyre sent for re-trading. The order must contain the following information:
  - Tyre Brand,
  - Tyre make and Size,
  - Serial number,
  - Branding Number,
  - Name of vehicle where the tyre is used,
  - Date of order,
  - Date taken for Re-treading/ Recapping,
  - Date to be returned.

#### **4. REPAIRS OF TYRES**

Repairs of tyres including, but not limited to; repairs of minor damages and punctures. The Service provider will also be responsible for any adhoc services that relate to the performance of tyres. i.e. Rim repairs, valves etc.

#### **5. TYRE MANAGEMENT**

Tyre Management will consist of the following:

5.1 Tyre repairs where tyres have been penetrated by a hard object and where the tyre can still be repaired,

5.2 The tyre management team to be able to cover 6 days a week shift period and must be at the depot to manage tyres,

5.3 Detailed report of all repaired tyres to be provided within the shift period where repairs were done,

5.4 To provide wheel alignment services for the buses and other small vehicles,

5.5 To provide wheel balance for all equipment,

5.6 There must be a separate team for breakdowns to cover 24 hours, 7 days a week,

5.7 Roadside assist anytime of the day anywhere in the country for private hire,

**5.8 The labour rates for this agreement shall be fixed for 36 months, from commencement date,**



5.9 All pressure vessels (compressors) must comply with OCCUPATIONAL HEALTH AND SAFETY ACT- 1993 AND AS AMENDED. (MTC reserves the right to visit the Service Providers site for verification purposes).

## **6. Provision of Tyre Management Information**

The Service Provider must provide and maintain a management information system, which will trace usage and the history of all the tyres used in the depot the supplier is supplying. The system offered must have a proven track record within the tyre industry. MTC will have the rights to the total information on the system at the time of termination of the agreement.

The Tyre Management System (TMS) is expected to produce the following monthly technical reports which must consist of the following:

- Fleet condition,
- Casing condition,
- Wear patterns,
- Defects,
- Punctures,
- Misuse,
- Weekly tyre survey and inflation test with wheel / nut / stud torque test,
- Defective rim components,
- TDR below 20%,
- Tyre cost analysis,
- Graphs,
- Tyre running value,
- Detailed survey of tyres fleet,
- Tread utilization,
- Hours achieved per size per project,
- Tyre Brand Analysis,
- Rubber audit,
- Operational issues,
- Monthly diagnostic scrap tyre analysis,
- Regular route survey with rectification report,

## **7. NEATNESS OF CENTRE(S)**

The Contractor's staff shall, at all times, refrain from littering and must at all times keep the grounds and building occupied by them, clean, hygienic and neat.

**NB\*\* Quotations should itemise each of the following for each site**

1. Fleet Management monthly fee (8am -12pm, Monday to Friday)
2. Call out fee for normal hours (Monday to Friday)
3. Call out fee outside normal hours (Monday to Friday)
4. Rate per KM travelled,
5. Strip and Fit rate,
6. Puncture repair rate,
7. Wheel balancing,
8. Wheel alignment.
9. Retreading of tyres

## **8. TYRE REGISTER**

A tyre register should be kept by the service provider. The tyre register should be updated regularly and submitted monthly to depot manager.

The tyre register headings should be as follows:

- a. Number,
- b. Date received,
- c. Manufacturer,
- d. Tyre Make,
- e. Serial Number,
- f. Branding Number,
- g. Thread Depth,
- h. Cost Price,
- i. Date Fitted,
- j. Fleet Number,
- k. Position Number,
- l. Kilometres,
- m. Date Removed,
- n. Kilometres,
- o. Reason,
- p. Total Kilometres Travelled,
- q. Cost Per Kilometre.

NB: Bidders agree that they accept the principle of penalties that are payable in cases of underperformance which will be detailed in a Service Level Agreement to **be** signed by the successful bidder.

## 9.COMPLIANCE

Bidders are required to include in their bid document the following:

- 9.1 A signed pricing schedule. The pricing schedule must include all costs and costs must be displayed per device per location. Each cost must be displayed as a separate line item. All costs must be VAT-inclusive.
- 9.2 A certified copy of the service provider's accreditation with its hardware vender.
- 9.3 A certified copy of the business registration documents issued by either the Companies and Intellectual Property Commission (CIPC) or the Department of Trade and Industry.
- 9.4 Bidders are to submit confirmation of their registration in the centralised supplier data base.
- 9.5 A valid original or certified copy of BBBEE certificate.
- 9.6 A Certified copy of the identity document for each of the company directors of owners as they appear in the business registration documents as per 4.1 above.
- 9.7 Original and signed MTC SBD 1 Form "Invitation to Bid". Each page must be initialled.
- 9.8 Original and signed MTC SBD 3.1 Form "Firm Pricing Schedule". Each page must be initialled.
- 9.9 Original and signed MTC SBD 4 Form "Declaration of Interest". Each page must be initialled.
- 9.10 Original and signed MTC SBD 6.1 Form "Preferential Points Claim Form". Each page must be initialled.
- 9.11 Original and signed MTC SBD 7.2 Form "Contract Form – Rendering of Services". Each page must be initialled.
- 9.12 Original and signed MTC SBD 8 Form "Past Supply Chain Practices". Each page must be initialled.
- 9.13 Original and signed MTC SBD 9 Form "Certificate of Independent Bid Determination". Each page must be initialled.
- 9.14 Details of the bidder's local support team operating out of an office based in the Eastern Cape. Proof of bidder's office may be in the form of lease agreements or utility bills in its name.
- 9.15 Failure to submit any of the above documents may render the proposal non-responsive and it will be disqualified from the bid process. Where possible the corporation reserves the right to request further particulars.

## 9. FUNCTIONALITY

The evaluation of technical proposals will be on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system indicated below. Each responsive proposal will be given a technical score. A proposal considered to be unsuitable shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference. The MTC shall notify bidders of the rejection of their technical proposal after completing the selection process.

Tenders will be awarded on the absolute discretion of the Board with the recommendation of the Finance and Investment Committee, in accordance with internal policies and statutory regulations. The decision will be final and binding, no correspondence will be entered into.

- 10.1 Bidders are required to include in their bid document, a **detailed methodology** for the rollout of the tyre supply and related management services by the service provider with specific timelines.
- 10.2 Bidders will assign a dedicated account manager to manage the contracts / account.
- 10.3 Bidders are required to prove their experience in relation to the scope of the tender by submitting the contact details of at least 2 corporate clients that would demonstrate their competence to meet the full range of requirements of the Mayibuye Transport Corporation. **Letters of reference must be included** stipulating the service which was rendered by the bidder and the contract time frame and value.

Technical Proposal evaluation criteria and point system:

### EVALUATION CRITERIA

- **Functionality**

CRITERIA	MAXIMUM SUB-SCORE	MAXIMUM POINTS AND WEIGHTING
Methodology to service all MTC sites in terms of the full requirements of the specification.  <b>Bidders must submit a detailed project plan that will demonstrate how the supply and delivery, and tyre management services will be executed and rolled out to MTC and across all the depots.</b>	40	40
<b>Capacity to undertake the job</b>	15	

CRITERIA	MAXIMUM SUB-SCORE	MAXIMUM POINTS AND WEIGHTING
<ul style="list-style-type: none"> <li>Bidders will assign a dedicated account manager to manage the contracts / account</li> <li>Demonstrate plan to service all MTC Depots and all routes</li> </ul>	25	40
<p><b>Company Experience</b></p> <p>Bidders are required to prove their experience in relation to the scope of the tender by submitting the contact details of at least 2 corporate clients that would demonstrate their competence to meet the full range of requirements of the Mayibuye Transport Corporation. <b>Letters of reference must be included</b> stipulating the service which was rendered by the bidder and the contract time frame and value.</p> <p>&gt;5 years</p> <p>Between 2 – 5 years</p> <p>&lt; 2 years</p>	<p>20</p> <p>15</p> <p>5</p>	20
<b>Total</b>		<b>100</b>

Threshold to qualify for the second stage of evaluation is 60 points of the functionality scores. Therefore no bid will be regarded as an acceptable bid if the bidder fails to achieve the minimum qualifying score for functionality as indicated. Successful bidders at this stage will be further evaluated in terms of the PPPFA using the 80/20 scoring.

## 11.TENDER AWARDING PROCEDURE

- 11.1 In addition to the requirements as stated, all bids will be evaluated based on price and proposal and the proposal that will best suit the corporate operational requirements of the Mayibuye Transport Corporation.

11.2 The bid will be evaluated based on the Preferential Procurement Policy Framework Act (Act No. 5, 2000), and the regulations pertaining thereto (2022) as well as Mayibuye Transport Corporation's Procurement policy.

11.3 Received Qualifying Proposals will be evaluated based on the following criteria, namely:

11.3.1 Stage 1 – Mandatory Compliance

11.3.2 Stage 2 - Functionality

11.3.3 Stage3 – Price and Specific Goals

11.4 All documents relating to mandatory compliance must be submitted by the tenderer in order to proceed to stage 2.

11.5 A minimum score of **60** points is required for the bid to proceed to stage

#### **11.6 Mandatory Compliance – Stage 1**

Bids will be evaluated for the submission of the documents as detailed in point 4, failure to submit the documents, as detailed therein, will render the proposal invalid and it will automatically be disqualified from the bid process.

#### **11.7 Functionality – Stage 2**

The technical proposal evaluation criteria and point system is as noted above (point 6);  
The weighting that will be applied is as follows;

<b>Score</b>	<b>Prompt for judgement</b>
0	Failed to address the issue
1	A detrimental response / solution – limited or poor evidence of skill / experience sought or high risk that relevant skills will not be available
2	Less than acceptable – response / solution lacks convincing evidence of skill / experience sought or medium risk that relevant skills will not be available.
3	Acceptable response / solution to the aspect of the requirements and evidence given of skill / experience sought
4	Above acceptable – response / solution demonstrating real understanding of requirements and evidence of ability to meet it.
5	Excellent – response / solution gives real confidence that the tenderer will add real value.

The scores of each of the evaluators will be averaged, weighted, and then totalled to obtain the final score.

#### **11.8 80/20 Preference Points– Stage 3**

The stage is the evaluation of the bids in line with the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Please note this is a Broker Services Tender only, submissions should include brokerage fees only for the purposes of price evaluation.

The points will therefore be allocated at this stage as follows;

<b>CRITERIA</b>	<b>Points</b>
Price	80
Specific Goals	20
<b>TOTAL</b>	<b>100</b>

In terms of the Procurement Policy of the Mayibuye Transport Corporation, the 20 points will be claimed by bidders in terms of the below specific goals of the Corporation;

<b>Description</b>	<b>Points for Specific goals 80/20</b>
100% Black ownership	25%
51% - 99% black ownership	10%
Less than 51% ownership	5%
Women Equity ownership	30%
Youth Equity ownership	15%
People with Disability	5%
Locality within the Eastern Cape	10%
<b>Total</b>	<b>100%</b>

**Note: Bidders will claim points out of 100 according to the above percentages with those specific goals that the bidder meets. No bidder will be disqualified for not obtaining any points for specific goals but that no points will be given or allocated for those specific goals not met.**

## 12. CONDITIONS

- 12.1 The service providers are invited to submit a detailed proposal, that includes the tender document, deliverables and quotation for services to be rendered in South African Rand including VAT. A company profile should be attached as an appendix,
- 12.2 The tender must be submitted via email to the following email address, [tendersubmissions@mtcec.co.za](mailto:tendersubmissions@mtcec.co.za)
- 12.3 The Corporation reserves the right to reject any and/or all bids, to waive any and/or all formalities and to accept the one deemed most advantageous to Mayibuye Transport Corporation and the Province of the Eastern Cape,
- 12.4 The company name and the return address must also be endorsed on the back of the envelope,
- 12.5 No tender received late or by post, telegram, telex, facsimile or similar medium will be considered,
- 12.6 Where a tender document is not received by the closing date and time, such a tender document will be regarded as a late tender. Late tenders will not be considered,
- 12.7 Amended tenders may be sent to the email provided with email subject marked "Amendment to tender" and should be sent to the same email provided before the closing time,
- 12.8 The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document,
- 12.9 Kindly note that Mayibuye Transport Corporation is entitled to amend any tender conditions, validity period, specifications or extend the closing date of tenders before the prescribed closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments,

The Corporation reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to Mayibuye Transport Corporation – (in line with the MTC social aspirations),

- 12.10 The Corporation also reserves the right to award this tender as a whole or in part without furnishing reasons.



- 12.11 The Corporation also reserves the right to cancel or withdraw from this tender as a whole or in part without furnishing reasons.
- 12.12 The tenderer hereby offers to render all or any of the services described in the attached documents to the Corporation on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein);
- 12.13 This Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 12.14 Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- 12.15 The tenderer hereby agrees that the offer herein shall remain binding upon him/her and receptive for acceptance by the Corporation during the validity period indicated and calculated from the closing hour and date of the Tender;
- 12.16 The tenderer furthermore confirms satisfaction regarding the correctness and validity of this Tender response and that all prices and rates quoted cover all the work / items specified in the Tender response documents and that prices and rates quoted cover all obligations under any resulting contract and that the tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.
- 12.17 The tenderer hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 12.18 Failure to comply with any of the terms and conditions as set out above will invalidate the tender.
- 12.19 Completion and signature of the “Details of the Tenderer” (Respondent) form (Form SBD1) are mandatory and confirm acceptance of these Terms and Conditions of Tender. Where the SBD1 document is not signed by the person authorised to sign, the bid will be disqualified.
- 12.21** The successful bidder will be required to enter and sign a Service Level Agreement which will apply for the duration of the contract term.

Note the General Conditions of Contract terms will apply.

### 13 APPROVAL

☐ RECOMMENDED

☐ NOT RECOMMENDED



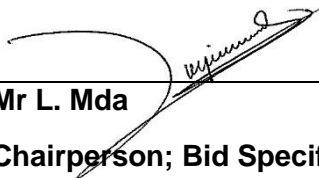
21/08/2023

Mr M. Seboni  
Acting Divisional Manager Operations

Date

☒ RECOMMENDED

☐ NOT RECOMMENDED



27/09/2023

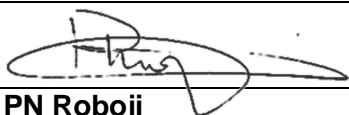
Mr L. Mda  
Chairperson; Bid Specification Committee

Date

☒ APPROVED

☐ NOT APPROVED

COMMENT:



16 October 2023

Ms PN Roboji  
Chief Executive Officer

Date