

Bid Specification for the Procurement of Courier and Freight Services

The South African Institute for Drug-Free Sport (SAIDS) a Schedule 3A [of the Public Finance Management Act (PFMA)] Public Entity based in Rondebosch, Cape Town. SAIDS invites suitably qualified companies to submit a proposal as well as quotations as outlined in the annexure for the supply of courier and freight services that meet the requirements of the World Anti-Doping Code (WADC) International Standard for Testing and Investigations (ISTI) for a five (5) year period, commencing on 1st April 2025.

One of SAIDS's core functions is drug-testing in sport which involves the collection of urine and blood samples at various centres throughout the country and the secure transport of these samples primarily to the World Anti-Doping Agency (WADA) accredited South African Doping Control Laboratory (SADoCoL) in Bloemfontein as well as to other WADA accredited laboratories viz., Salt Lake City (USA), Doha (Qatar), Gent (Belgium), Madrid (Spain), Cologne (Germany) etc.

The courier company must be able to provide the following core services:

1. The collection and secure transport of urine and blood samples from various centres in South Africa, including outer lying areas between 05:00 and 24:00, 7 days a week to the SADoCoL within a maximum 48 hour period. Blood samples must be delivered within 24 hours of collection.
2. The transport and freight of drug-testing (sample collection) equipment i.e. test kits to South Africa from places outside of South Africa.
3. The storage and transport of the blood and urine samples during transit in a secure and cool environment. Records (chain of custody) related to this must be kept and available to SAIDS should they be requested.
4. Have a documented Standard Operating Procedure (SOP) to ensure that your staff is aware of, and trained in the process of the transport of the blood and urine samples. If you do not have this SAIDS will develop one for you. We require a register of training done with your courier

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personnel on the SOP which must be submitted to us annually by 31st March.

5. An online tracking system to check the status of our shipments as well as to provide a detailed tracking history of previous shipments.
6. Have a dedicated Account Executive that we can liaise with to ensure that the person understands our business and is able to manage our queries.
7. Enable SAIDS to conduct audits on your operations to ensure that you are meeting the required standards.
8. Where and when required, provide persons from your organisation to provide testimony in doping hearings related to the transport of samples.

In addition to providing the above services, the company must have been in existence for at least 10 (ten) years.

Preferential Procurement

The bids will be evaluated using the 80/20 preferential points system, where up to 80 points will be allocated for the price and 20 points for specific goals. The points for price will be calculated out of 80 using the formula as per section 4 of the Preferential Procurement Regulations 2022.

Our specific goal for this bid is to contract with a service provider who has at least a level 4 contribution for B-BBEE. Points will be allocated as follows for B-BBEE contribution:

- a. 20 points: persons with disability, 51% black majority ownership, majority black female ownership.
- b. 15 points: 51% black majority ownership, majority black female ownership.
- c. 10 points: 51% black majority ownership.
- d. 5 points: below 51% black ownership
- e. All other contribution levels will receive 0 points.
- f. Non-compliant contributors will **NOT** be considered.

The information and/or documents below must be included with the tender package. Companies who do not submit all the documents below by the due date will be disqualified from the bidding process.

1. Your company profile.
2. Proof of registration on the Central Supplier Database (CSD).
3. A completed and signed SBD 4 (bidders' disclosure) form (**Annexure A**).
4. Your Tax Compliance Status Pin.
5. Evidence/proof for points claimed for specific goals (B-BBEE certificate, sworn affidavit, etc.)
6. The provision of your quotation and costs, inclusive of VAT (if applicable) for the transport of urine and blood samples as well as the freight/transport of sample collection equipment as outlined in **Annexure B**. When providing your quotations/costs provide it in the order and under the headers as outlined in **Annexure C**.
7. Completed **Annexure C**.

As the cost for the freight/transport of sample collection equipment from Ganterschwil, Switzerland involves foreign exchange, the forex costs must be calculated on **Monday, 30th September 2024**.

Based on an assessment of the bids submitted, a winning bidder will be selected for the supply of courier and freight services. The advertisement period will run on the eTender portal at the following link <https://www.etenders.gov.za/> for a minimum of twenty-one (21) days as per Treasury Regulations. The contract with the selected supplier is for a period of five (5) years and will commence on the 1st of April 2025 until 31st March 2030. Tenders must be submitted physically by **12:00 (Noon/Midday)** at **Belmont Office Park, Ebden House, First Floor, Belmont Road, Rondebosch, 7700** by **Tuesday, 15th October 2024**, and e-mailed to fahmy@saisd.org.za.

You can address any questions and or queries you may have to Fahmy Galant at fahmy@saisd.org.za or at telephone number 021 686 1634.

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