



RFP No. 22/23/41/Panel of Service Providers for Transportation
of Postmen and Mail /MH

Agenda

- ☐ Welcome
- ☐ Purpose of the Briefing Session
- ☐ Frequently Failed Bidding Requirements
- ☐ Background
- ☐ Objective of this bid
- ☐ Bid Document
 - Part 1 - Procurement
 - Part 2 – Supplier Credential form
 - Part 3 – Specification/Procurement
 - Part 4 – Checklist
- Q & A
- ☐ Closure

PURPOSE

PURPOSE OF THE BRIEFING SESSION

- ☐ 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

FREQUENTLY FAILED BID REQUIREMENTS

- ☐ RFP documents
- ☐ Non-submission of documents deemed to be returnable documents
- ☐ Failure to provide clarity on any matter when requested to do so
- ☐ Failure to submit information as per gatekeeping criteria and bid conditions

Background and Objective of Bid

BACKGROUND

The South African Post Office Group (SAPO) requires a Panel of Service Providers to provide transportation for Postmen and Mail in different areas in South Africa

OBJECTIVE OF THE BID

To appoint a panel of service providers to provide transportation for Postmen and Mail in different main centres in Gauteng, Free State, Eastern Cape, Limpopo, Mpumalanga, Western Cape, Kwa-Zulu Natal and Northern Cape for a period of six (6) months.

Part 1

Of The Bid Document

CONTENT OF PART 1 OF BID DOCUMENT

- ☐ Addendum 1 - Certificate of Acquaintance with Bid Documents
- ☐ Addendum 2 - Gate-keeping Criteria and Bid Conditions
- ☐ Annexure B - The Scope of Supply and Specific Instruction
- ☐ Annexure C - The Contractual Terms and Conditions
- ☐ Annexure E - Proposal Letter
- ☐ Annexure G - The Proposal Questionnaire
- ☐ Annexure J - Mutual Confidentiality Agreement
- ☐ Annexure L - Declaration of Interest
- ☐ Annexure M - Declaration of Past SCM practices

ANNEXURE B- SPECIAL CONDITIONS

- ❑ Proposals must be compiled in the following manner:
 - ✓ one (1) original proposal (marked 'original') must be submitted and also in an electronic format (CD)/USB;
 - ✓ Two (2) copies of the proposal (marked 'copy') must be submitted;
 - ✓ loose-leaf (not bound) proposal must be supplied, in arch lever files.
 - ✓ if the proposal is submitted by a consortium / JV, each company forming part of the consortium / JV must complete Annexures 'I' and 'J' individually and submit it as part of the proposal;
 - ✓ all Annexures, company profiles,, etc., shall form part of the '**ORIGINAL**' as well as the '**COPY**' proposals.

- ❑ 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.

ANNEXURE B- SPECIAL CONDITIONS

☐ Consultation prior to submission of a proposal

Bidders shall consult, **in writing**, with **Lungile Nkomo or Matsepiso Hlaabye**, 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 **16H00 on 27 February 2023**.

☐ Validity period of proposal

One hundred and eighty (180) days

☐ 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.

☐ Availability Of The Bid

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

☐ Closing Date : 06 March 2023 at 11:00am, hand delivered at Silverton in Pretoria

Part 2

Annexure I – Supplier Credential Form

PART A

1. Particulars of Enterprise
2. CSD registration number (and Subcontractor's CSD registration number-if applicable)
3. Type of business (Partnership or Close Corporation or SOE or Sole Trader or Company Pty Ltd, or any other)
4. Principal Business Activity and Types of Services Provided
5. Company Annual Turnover (Previous Financial Year)

PART B

Declaration that information provided in Part A is true and correct

REQUIRED DOCUMENTS

- ☐ Proof of registration with National Treasury Central Supplier Database **(CSD)**
- ☐ Tax compliance requirements as per clause 1.3.2 of Addendum 2.
- ☐ B-BBEE Certificate or Sworn Affidavit
- ☐ Share certificates
- ☐ Shareholders-full names on the company letterhead which includes certificates
(first name, Middle name where applicable, surname, percentage, gender and race)
- ☐ Trust Beneficiaries-full names on the company letterhead which include
(first name, Middle name where applicable, surname, percentage, gender and race)
- ☐ Employee Share ownership schemes
- ☐ Directors- full names on the company letterhead which includes (first name, Middle name where applicable, surname, gender and race)
- ☐ Signed JV agreements (where applicable)
- ☐ Completed Annexure I (Supplier Credentials)

Part 3

CONTENT OF PART 3 OF THE BID DOCUMENT

- ☐ Annexure D – Specification
- ☐ Annexure K – Statement of Similar Works Completed
- ☐ Evaluation Criteria and Process

Specification

(Annexure D-Attached)

Annexure K

STATEMENT OF WORK COMPLETED – ANNEXURE K

A Due Diligence may be conducted by SAPO on but not limited to the information provided below

No.	Name of Company	Contact Person	Contact No.	Type of contract (in moving of consignments.)	Contract duration	Start Date	End Date

- Bidders are required to have a minimum of three (3) year completed experience in moving of consignments.
- The bidders must complete, sign and submit Annexure K
- The bidders submit one reference letter to confirm information on the Annexure K

.....
SIGNATURE (OF BIDDER)

.....
NAME IN CAPITALS

EVALUATION PROCESS

BID EVALUATION PROCESS

The RFP and RFQ bid will be evaluated as follows:

☐ RFP

- ✓ Bid Conditions
- ✓ Compliance Documents

RFQ

- ✓ Specific Goals

Specific Goals and Bid Conditions

Specific Goals and Bid Conditions (Addendum 2)

Specific Goals

- ☐ The specific goal that this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned.
- ☐ Bidders will be required at the RFQ stage to submit the below proof indicating that they are 51% black owned
 - BBEE Certificate
 - Or Sworn Affidavit
- ☐ 20 point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise.
- ☐ 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)
- ☐ RFQ will be issued to all successful bidders and the pricing scores and specific goals scores will be used in evaluating the tender.

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.

Bid Conditions

The bidders must submit the following mandatory documents and Failure to comply will result in the disqualification of the bid.

- ☐ Bidders must have Public liability insurance of minimum Hundred Thousand Rand (R100 000) and provide proof thereof. 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, the bidder will then have to provide the proof of insurance when awarded.
- ☐ This paid service falls under the Charter service in the National transport act where the following is required but not limited to i.e.:
 - ✓ 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 (PDP for public transport) at all times. The bidder must:
 - a) Supply a copy of the operating license in the bidding company's name and
 - b) Confirm on a letter head that the vehicles and drivers will comply with the requirements.
- ☐ Bidders are required to have a minimum of three (3) year completed experience in moving of consignments.
- ✓ The bidders must complete, sign and submit **Annexure K**
- ✓ The bidders submit one reference letter to confirm information on the **Annexure K**

Note: The reference letters must be from clients listed within the areas indicated in Annexure K

- ☐ Bidders must submit a signed letter in their company letter head that they will comply with all requirements in the SAPO specification.

Compliance Documents

- ☐ The bidder(s) must be registered on National Treasury Central Supplier Database (CSD). Bidders must submit proof that they are registered on CSD.
- ☐ **Tax compliance requirements.**
 - ✓ Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
 - ✓ In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.
- ☐ Bidders must complete and submit SBD4
- ☐ Bidders must complete and submit SBD1

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

Due Diligence

- ☐ SAPO reserves the right to conduct due diligence to the top three scoring bidders to verify the information submitted with the bidder's bid proposal. The bidder will be disqualified should the information not be verifiable.
- ☐ SAPO reserves the right to not guarantee that successful service provider/s will receive work during their appointment term. Service providers will be used on an ad hoc basis as and when required by SAPO.

Part 4

Returnable documents List

*To assist bidders to ensure all
required documents are attached.*

Good Luck