

REQUISITION:62/TCTA/CS/EWSS/2021/RFQ – v3

DESCRIPTION:	Appointment of a service provider for the provision of courier services for a period of thirty-six (36) months	
DURATION:	36 months	
PROPOSED BID PROCESS:	RFQ	
REQUESTOR:	EWSS	
DIVISION:	EWSS	
UNIT:	Facilities and Logistics	
ISSUE DATE:	28 th June 2021	
DATE REQUIRED:	1 st August 2021	
CLOSING DATE:	7th July 2021 @ 11h00 Due to Covid-19 increasing cases, all submissions should be emailed to imosalakgotla@tcta.co.za and tenders05@tcta.co.za	
CURRENT CONTRACT EXPIRY DATE:	6 th August 2021	
STATUS OF CURRENT OR PREVIOUS BIDS	Contract with the current service provider comes to an end on 6 th August 2021	
BACKGROUND		
The contract with the current service provider comes to an end on 6 th August 2021 and TCTA needs to appoint a service provider for the provision of courier services.		
SCOPE OF WORK		
Refer to attachment		
RETURNABLES		
MANDATORY	NON-MANDATORY	
TRANSFORMATION GOALS		
PROPOSED FUNCTIONALITY CRITERIA		
PROPOSED PRICING SCHEDULE		

SCOPE OF WORK

The provision of Intercity, National, and international courier services for TCTA. Collections will be from TCTA's offices in Centurion or unless otherwise specified.

OPERATING HOURS

- Collections/ pickups must be available from 08:00 to 20:00 from Monday to Friday.
- Collections/ pickups must be available from 10:00 to 15:00 on Saturday and Sunday.
- Collections/ pickups must be available from 10:00 to 13:00 on public holidays.
- If collections/ pickups are done after the latest time (08:00 to 20:00 from Monday to Friday, 10:00 to 15:00 on Saturday and Sunday and 10:00 to 13:00 on public holidays) measurement against the required delivery time will start at 08:00 the next day irrespective of the day falls on a weekend or public holiday.
- Same day delivery in the Centurion, Pretoria, Lesotho, and greater Johannesburg areas required.
 - Up to 22:00 Monday - Friday
 - Up to 18:00 on a Saturday and Sunday
 - Up to 16:00 on a public holiday
- Delivery for Regional locations (Limpopo, Bloemfontein, Franschhoek, etc.) and International:
 - Up to 22:00 Monday - Friday
 - Up to 18:00 on a Saturday and Sunday
 - Up to 16:00 on a public holiday

DELIVERY NETWORK AND DELIVERY TURN AROUND TIMES DURING WORKING HOURS

- TCTA couriers documents on a regular basis to the following destinations:

DESTINATION	PROPOSED DELIVERY TIME (Working / business Hours)
Delivery in and around Centurion and Pretoria CBD approximately 20 km radius	Preferably 2 hours
Delivery in and around the greater Johannesburg Area (including Midrand) approximately 60 km radius	Preferably 3 hours
Delivery to Nelspruit	Preferably 5 hours
Limpopo; Burgersfort	Preferably 5 hours
Delivery to Durban and Bloemfontein	Preferably 6 hours
Delivery to Franschhoek in Cape Town	Preferably 8 hours
Delivery to Maseru in Lesotho	Preferably 8 hours
Delivery to England	Preferably 24 hours
Delivery to the USA Los Angeles	Preferably 48 hours

Costing templates: The spread sheet must be completed. (NB complete each worksheet accordingly).

Next Day

Only the pink cells must be completed.

	Next day											
	INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE excl. VAT			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0,00	R 0,00	R 0,00	R 0,00	0	0	100	0				
CAPE TOWN	R 0,00	R 0,00	R 0,00	R 0,00	0	0	200	0				
DURBAN	R 0,00	R 0,00	R 0,00	R 0,00	0	0	200	0				
EAST LONDON	R 0,00	R 0,00	R 0,00	R 0,00	0	0	100	0				
FRANCE, PARIS (Zone5)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	3	0				
GERMANY, FRANKFURT (Zone5)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	3	0				
JOHANNESBURG	R 0,00	R 0,00	R 0,00	R 0,00	0	0	750	1				
LESOTHO, MASERU	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	25				
LIMPOPO	R 0,00	R 0,00	R 0,00	R 0,00	0	0	60	0				
LONDON (Zone4)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
LUXEMBURG (Zone7)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
MIDRAND	R 0,00	R 0,00	R 0,00	R 0,00	0	0	750	0				
MPUMALANGA	R 0,00	R 0,00	R 0,00	R 0,00	0	0	80	0				
PIETERMARITZBURG	R 0,00	R 0,00	R 0,00	R 0,00	0	0	60	0				
POLOKWANE	R 0,00	R 0,00	R 0,00	R 0,00	0	0	60	0				
PORT ELIZABETH	R 0,00	R 0,00	R 0,00	R 0,00	0	0	30	0				
PRETORIA	R 0,00	R 0,00	R 0,00	R 0,00	0	0	750	1				
TUNISA (Zone10)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	3	0				
WASNINGTON (Zone6)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	3	0				

Overnight

Only the pink cells must be completed.

	Overnight											
	ACTUAL INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE excl. VAT			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0,00	R 0,00	R 0,00	R 0,00	12	1	1	1				
CAPE TOWN	R 0,00	R 0,00	R 0,00	R 0,00	12	1	6	1				
DURBAN	R 0,00	R 0,00	R 0,00	R 0,00	12	1	3	1				
EAST LONDON	R 0,00	R 0,00	R 0,00	R 0,00	12	1	3	1				
FRANCE, PARIS (Zone5)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
GERMANY, FRANKFURT (Zone5)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
JOHANNESBURG	R 0,00	R 0,00	R 0,00	R 0,00	4	2	3	4				
LESOTHO, MASERU	R 0,00	R 0,00	R 0,00	R 0,00	0	0	3	0				
LIMPOPO	R 0,00	R 0,00	R 0,00	R 0,00	6	1	4	1				
LONDON (Zone4)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
LUXEMBURG (Zone7)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
MIDRAND	R 0,00	R 0,00	R 0,00	R 0,00	150	2	6	1				
MPUMALANGA	R 0,00	R 0,00	R 0,00	R 0,00	75	2	3	1				
PIETERMARITZBURG	R 0,00	R 0,00	R 0,00	R 0,00	75	2	3	1				
POLOKWANE	R 0,00	R 0,00	R 0,00	R 0,00	120	2	3	1				
PORT ELIZABETH	R 0,00	R 0,00	R 0,00	R 0,00	8	0	2	1				
PRETORIA	R 0,00	R 0,00	R 0,00	R 0,00	200	2	6	7				
TUNISA (Zone10)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
WASNINGTON (Zone6)	R 0,00	R 0,00	R 0,00	R 0,00	0	0	0	0				
Summary local	R 0,00	R 0,00	R 0,00	R 0,00								
Summary Int	R 0,00	R 0,00	R 0,00	R 0,00								

Overnight weekend

Only the pink cells must be completed.

	Over night weekend											
	ACTUAL INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE excl. VAT			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
CAPE TOWN	R 0.00	R 0.00	R 0.00	R 0.00	0	25	45	0				
DURBAN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
EAST LONDON	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
FRANCE, PARIS (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
GERMANY, FRANKFURT (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
JOHANNESBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	45	170				
LESOTHO, MASERU	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LIMPOPO	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LONDON (Zone4)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LUXEMBURG (Zone7)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MIDRAND	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MPUMALANGA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PIETERMARITZBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	25	0	0				
POLOKWANE	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	25				
PORT ELIZABETH	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PRETORIA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	150				
TUNISA (Zone10)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
WASNINGTON (Zone6)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
Summary local	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							
Summary Int	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							

Same day Monday – Friday

Only the pink cells must be completed.

	Same day Monday - Friday											
	ACTUAL INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE excl. VAT			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
CAPE TOWN	R 0.00	R 0.00	R 0.00	R 0.00	25	1	6	10				
DURBAN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	1	10				
EAST LONDON	R 0.00	R 0.00	R 0.00	R 0.00	12	2	3	10				
FRANCE, PARIS (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
GERMANY, FRANKFURT (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
JOHANNESBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	25	30				
LESOTHO, MASERU	R 0.00	R 0.00	R 0.00	R 0.00	0	0	5	5				
LIMPOPO	R 0.00	R 0.00	R 0.00	R 0.00	12	5	5	5				
LONDON (Zone4)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LUXEMBURG (Zone7)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MIDRAND	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MPUMALANGA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	5	5				
PIETERMARITZBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	5	5				
POLOKWANE	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PORT ELIZABETH	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PRETORIA	R 0.00	R 0.00	R 0.00	R 0.00	23	20	30	5				
TUNISA (Zone10)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
WASNINGTON (Zone6)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
Summary local	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							
Summary Int	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							

Same day weekend Saturday

Only the pink cells must be completed.

	Same day weekend Saturday											
	ACTUAL INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE excl. VAT			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
CAPE TOWN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
DURBAN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
EAST LONDON	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
FRANCE, PARIS (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
GERMANY, FRANKFURT (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
JOHANNESBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	35	35				
LESOTHO, MASERU	R 0.00	R 0.00	R 0.00	R 0.00	0	0	20	20				
LIMPOPO	R 0.00	R 0.00	R 0.00	R 0.00	0	0	20	20				
LONDON (Zone4)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LUXEMBURG (Zone7)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MIDRAND	R 0.00	R 0.00	R 0.00	R 0.00	0	0	25	25				
MPUMALANGA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PIETERMARITZBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
POLOKWANE	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PORT ELIZABETH	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PRETORIA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	35	35				
TUNISA (Zone10)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
WASHINGTON (Zone6)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
Summary local	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							
Summary Int	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							

Same day weekend Sunday

Only the pink cells must be completed.

	Same day weekend Sunday											
	ACTUAL INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE excl. VTA			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
CAPE TOWN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
DURBAN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
EAST LONDON	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
FRANCE, PARIS (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
GERMANY, FRANKFURT (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
JOHANNESBURG	R 0.00	R 0.00	R 0.00	R 0.00	1	1	2	1				
LESOTHO, MASERU	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LIMPOPO	R 0.00	R 0.00	R 0.00	R 0.00	0	0	1	1				
LONDON (Zone4)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LUXEMBURG (Zone7)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MIDRAND	R 0.00	R 0.00	R 0.00	R 0.00	0	0	1	1				
MPUMALANGA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PIETERMARITZBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
POLOKWANE	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PORT ELIZABETH	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PRETORIA	R 0.00	R 0.00	R 0.00	R 0.00	2	2	1	1				
TUNISA (Zone10)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
WASHINGTON (Zone6)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
Summary local	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							
Summary Int	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							

Public Holidays

Only the pink cells must be completed.

	Public Holidays											
	ACTUAL INDICATIVE COST				INDICATIVE VOLUMES				BIDDERS PRICE			
	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg	0 - 0.5 kg	0.51 - 1kg	1.1 - 1.5kg	1.51-2 kg
BLOEMFONTEIN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
CAPE TOWN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	1				
DURBAN	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
EAST LONDON	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
FRANCE, PARIS (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
GERMANY, FRANKFURT (Zone5)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
JOHANNESBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	2				
LESOTHO, MASERU	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LIMPOPO	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LONDON (Zone4)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
LUXEMBURG (Zone7)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
MIDRAND	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	2				
MPUMALANGA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PIETERMARITZBURG	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
POLOKWANE	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PORT ELIZABETH	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
PRETORIA	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	2				
TUNISA (Zone10)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
WASNINGTON (Zone6)	R 0.00	R 0.00	R 0.00	R 0.00	0	0	0	0				
Summary local	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							
Summary Int	R 0.00	R 0.00	R 0.00	R 0.00	R 0.00							