

RFQ:62/TCTA/CS/EWSS/2021/RFQ – v4

DESCRIPTION:	Appointment of a service provider for the provision of courier services for a period of twenty-four (24) months
DURATION:	24 months
PROPOSED BID PROCESS:	RFQ
REQUESTOR:	EWSS Facilities and Logistics
DIVISION: UNIT:	EWSS Facilities and Logistics
ISSUE DATE:	30 th July 2021
DATE REQUIRED:	September 2021
CLOSING DATE:	10 th August 2021 @ 11h00
METHOD OF SUBMISSION: BIDS/RESPONSES	Tenders05@tcta.co.za and imosalakgotla@tcta.co.za
CURRENT CONTRACT EXPIRY DATE:	October 2021
STATUS OF CURRENT OR PREVIOUS BIDS	Contract with the current service provider comes to an end in September 2021

BACKGROUND

The current contract comes to an end in September 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

ANNEXURE A Cost templates.

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

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 16:30 from Monday to Friday.
- If collections/ pickups are done after the latest time of 13:00 from Monday to Friday, measurement against the required delivery time will start at 08:00 the next working day.
- Same day delivery in the Pretoria, Centurion, Midrand and greater Johannesburg areas required as follows:-
 - 8:00 - 16:30 Monday - Friday

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 4 hours
Delivery in and around the greater Johannesburg Area (including Midrand) approximately 60 km radius	Preferably 6 hours
Delivery to Durban and Bloemfontein	Preferably 12 hours
Delivery to Franschhoek in Cape Town	Preferably 12 hours
Delivery to Maseru in Lesotho	Preferably 12 hours
All International locations excluding Lesotho	Preferably 36 hours

ANNEXURE A COST TEMPLATES (COMPLETE THE EXCEL SPREAD SHEET)

1. SAME DAY MONDAY – FRIDAY

Only the pink cells must be completed.

DESTINATION	SAME DAY MONDAY - FRIDAY					
	INDICATIVE COST		INDICATIVE VOLUMES		BIDDERS PRICE excl. VAT	
	1.1 - 1.5kg	1.51 - 2 kg	1.1 - 1.5kg	1.51 - 2 kg	1.1 - 1.5kg	1.51 - 2 kg
CENTURION	R0,00	R0,00	10	5		
JOHANNESBURG	R 0,00	R 0,00	10	5		
MIDRAND	R 0,00	R 0,00	10	5		
PRETORIA	R 0,00	R 0,00	10	5		
Summary Same Day	<u>R 0,00</u>	R 0,00	R 0,00			

2. NEXT DAY MONDAY - FRIDAY

Only the pink cells must be completed.

DESTINATIONS	NEXT DAY MONDAY TO FRIDAY					
	INDICATIVE COST		INDICATIVE VOLUMES		BIDDERS PRICE excl. VAT	
	1.1 - 1.5kg	1.51 - 2 kg	1.1 - 1.5kg	1.51 - 2 kg	1.1 - 1.5kg	1.51 - 2 kg
BLOEMFONTEIN	R 0,00		12			
CAPE TOWN	R 0,00		12			
CENTURION	R 0,00		100			
CLARENS		R 0,00		20		
DURBAN	R 0,00		20			
EAST LONDON	R 0,00		20			
GERMISTON	R 0,00		10			
JOHANNESBURG	R 0,00		150			
LEPHALALE		R 0,00		10		
LIMPOPO	R 0,00		10			
MIDRAND	R 0,00		150			
MPUMALANGA	R 0,00		30			
POLOKWANE	R 0,00		10			
PORT ELIZABETH	R 0,00		12			
PRETORIA	R 0,00		150			
RANDFONTEIN	R 0,00		10			
SPRINGS	R 0,00		10			
THABAZIMBI	R 0,00		10			
Summary Next Day	<u>R 0,00</u>	R 0,00	R 0,00			

3. INTERNATIONAL MONDAY – FRIDAY

Only the pink cells must be completed.

	INTERNATIONAL MONDAY - FRIDAY		
	INDICATIVE COST	INDICATIVE VOLUMES	BIDDERS PRICE excl. VAT
	1.1 - 1.5kg	1.1 - 1.5kg	1.1 - 1.5kg
GERMANY, FRANKFURT	R 0,00	2	
LESOTHO, MASERU	R 0,00	20	
LONDON	R 0,00	2	
SWEDEN	R 0,00	2	
WASNINGTON	R 0,00	2	
Summary International	<u>R 0,00</u>	R 0,00	

4. SPECIAL NEXT DAY MONDAY - FRIDAY

Only the pink cells must be completed.

DESTINATIONS	SPECIAL NEXT DAY MONDAY - FRIDAY					
	INDICATIVE COST		INDICATIVE VOLUMES		BIDDERS PRICE excl. VAT	
	1.51 - 2 kg	Up to 50 kg	1.51 - 2 kg	Up to 50 kg	1.51 - 2 kg	Up to 50 kg
CAPE TOWN (Special parliament)	R 0,00	R 0,00	6	2		
Summary Special	<u>R 0,00</u>	R 0,00	R 0,00			