



WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

GENERAL GOODS & SERVICES BID DOCUMENT: TERM CONTRACT

16A – Goods & Services
Template Version 2.04 – May 2026

BID No : MT03/2026

BID TITLE : WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

BID CLOSING : 11:00 on 9 October 2026

PURCHASER DETAILS WESTERN CAPE MOBILITY DEPARTMENT (WCMD)		PURCHASER'S REPRESENTATIVE/AGENT	
		Shaldon le Roux, DD: Contract Development	
<u>PHYSICAL ADDRESS</u>	<u>POSTAL ADDRESS</u>	<u>PHYSICAL ADDRESS</u>	<u>POSTAL ADDRESS</u>
SCM: Tender Office 27 Wale Street CAPE TOWN 8001	SCM Tender Office Private Bag X9083 CAPE TOWN 8000	4th Floor 11 Leeuwen Street CAPE TOWN 8001 Contact: Shaldon le Roux Phone: 021 485 7391 Email: shaldon.leroux@westerncape.gov.za	4th Floor 11 Leeuwen Street CAPE TOWN 8001

NOTE:

All returnable documents as listed on page 3 in this document, including the Bid Form WCBD1 on page 5 must be completed in full and signed. The entire document, from page 1 through 87 must be submitted with your bid. Non-compliance will cause your bid to be rejected.

Name of Bidding Entity:

Company/Corporation Registration Number:

CSD/WCSEB Registration Number: MAAA.....

WESTERN CAPE GOVERNMENT

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WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

IMPORTANT NOTICE: Please DO NOT disassemble or dismember this document. DO NOT insert any attached pages to returnable schedules within the page sequence of the document. All additional pages must be attached AFTER the last page of the document and clearly marked to which returnable schedule they belong.

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NOTE: The complete contract documentation comprises the following:

- This document, from and including page 1 forward, up to and including the last page (page 87) in the document page count;
- All items included by reference or otherwise in this document;
- All addenda/notices issued by the Purchaser to bidders prior to bid closing;
- All deviations included in the Schedule of Deviations on page 71 of this document;
- All additional pages appended by the bidder to returnable schedules which are accepted by the Purchaser.

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List of Returnable Schedules and Documents

IMPORTANT: The bidder must complete all returnable schedules. After completing each schedule, use the "Check" column to tick completion of each returnable schedule as a verification procedure for yourself to ensure all schedules are duly completed. Please see instructions for completion of returnable schedules on the next page.

1. Returnable Schedules required for bid evaluation and contracting purposes

Schedule No	Schedule Description & Location	Check
	Tender & Contracting Schedules:	
PART A Schedules		
A1	WCBD1: Bid Form Page 5	☐
A2	Tendering entity and authority of signatory Page 14	☐
A3	Compulsory Enterprise Questionnaire Page 19	☐
A4	WCBD6.1(b): Preference Certificate (90:10) Page 23	☐
A5	WCBD4: Declaration of interest Page 29	☐
A6	Addenda / Notices issued to tenderers Page 36	☐
A7	Functionality Page 37	☐
PART B Schedules		
B1	WCBD7.1: Contract Form: Purchase of Services Page 69	☐
B2	Contract Data Part Two: Data provided by the Supplier Page 75	☐
PART C Schedules		
C1	Pricing Summary Page 78	☐
C2	Price Schedule Page 79	☐
PART D Schedules		
D1	Amendments by Supplier Page 84	☐
D2	Supplier's schedule of subcontractors Page 85	☐

2. Returnable Documents to be submitted with bid

Document	Check
• B-BBEE Status Level Verification Certificate	☐
• Printed Current Tax Compliance Status (TCS) Result Summary Page	☐

Important information for completing returnable schedules

1. The returnable schedules list on the previous page shows all the returnable schedules which need to be completed and returned for bid evaluation and contracting purposes. This list includes both document-standard and project-specific schedules. The list should be used as a checklist by the bidder to verify that all returnable schedules have been duly completed, to avoid the bid being rejected due to an incomplete submission.
2. Each returnable schedule per main Part of the document is numbered, starting at Schedule A1 and following a consecutively incremented whole number sequence preceded by the Part identifier through each main Part of the bid document to the final schedule number assigned, as per the returnable schedules list.
3. Schedules can be quickly located by their document page number given in the list of returnable schedules.
4. The bidder must furnish all the information required for each returnable schedule with the indicated amount of detail to ensure compliance of the bid with responsiveness criteria. Please note: If any returnable schedule or part thereof is not applicable to the tenderer, that schedule or part thereof must be clearly marked "Not Applicable" (N/A), and not simply left blank. Schedules left blank without any indication of response by the tenderer to the requested information in the schedule, will be taken as an omission of the requested information.
5. Some schedules may either require, or have as an option, additional pages of information to be appended by the bidder when submitting the bid. In each case the exact number of additional pages must be indicated in the space provided on that schedule, or indicated as NIL if no additional pages are appended. **Please note: Appended pages must not be directly affixed to the returnable schedule itself, but must be grouped together at the end of the document (or at the end of each two-part section of the document as appropriate when a two-envelope submission is required), and all appended pages must be clearly marked with the schedule number to which they belong.**

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PART A: The Bid

WCBD1: Bid Form

SCHEDULE A1: WCBD1 Part A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE WESTERN CAPE MOBILITY DEPARTMENT (WCMD)

BID NUMBER:	MT03/2026	CLOSING DATE & TIME:	11:00 on 9 October 2026
DESCRIPTION	WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT		

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (WCBD7.1).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT THE LOCATION AS STIPULATED IN THE ADDITIONAL INFORMATION, TERMS AND CONDITIONS FOR BIDDING IN THIS DOCUMENT

SUPPLIER INFORMATION

NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
COMPANY REGISTRATION NO		CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED TOGETHER WITH A COMPLETED 6.1 IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

TOTAL COST	Amount in figures R	Amount in words:	
SIGNATURE OF BIDDER	AUTHORISED SIGNATURE AS PER SIGNATURE BOX ON PAGE 6	DATE	AS DATED BY COMMISSIONER OF OATHS ON PAGE 6
CAPACITY UNDER WHICH THIS BID IS SIGNED (Ensure Schedule A2 on page 14 of this document is fully completed.)		Please Note: The total cost above is for bid evaluation and comparison purposes only. The offer shall revert to "NIL, Rates-Only" upon award.	

BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Shaldon le Roux
TELEPHONE NUMBER	021 485 7391
E-MAIL ADDRESS	shaldon.leroux@westerncape.gov.za

WCBD1: Part A Signature Sheet

For the purpose of simplifying the bid document and bid submission process, the official bid offer signature below by the bidder shall apply to this bid document as a whole, inclusive of all forms and returnable schedules which in the past required separate signatures on each form, including the Bid Form.

DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT/SOLEMNLY AFFIRM

Declaration and signature to be provided by the duly authorised representative of the entity under oath or solemnly affirmed before a Commissioner of Oaths, failure of which will disqualify the tender submission.

I, hereby swear/solemnly affirm

- i. that the information disclosed in this tender document is true and accurate;
- ii. that I understand the contents of this tender document;
- iii. that the entity undertakes to independently arrive at any offer at any time to the *Client* without any consultation, communication, agreement or arrangement with any competitor. In addition, that there will be no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to the *Client*;
- iv. that the entity is aware of, and undertakes not to, disclose the terms of any bid, formal or informal, directly or indirectly, to any competitor, prior to the awarding of the contract, and
- v. that the authorised signature below serves as the required signature for ALL returnable schedules, including but not limited to the Form of Offer and Acceptance, Preference Certificate, Declaration of Interest and others.

AUTHORISED SIGNATURE OF TENDERER

TO BE COMPLETED BY COMMISSIONER OF OATHS:

I certify that before administering the oath/solemn affirmation I asked the deponent the following questions and wrote down his/her answers in his/her presence:

- | | | |
|-----|--|---------------|
| 1.1 | Do you know and understand the contents of this declaration? | ANSWER: |
| 1.2 | Do you have any objection to taking the prescribed oath and wish to make a solemn affirmation instead? | ANSWER: |
| 1.3 | Do you consider this declaration to be binding on your conscience? | ANSWER: |

I certify that the deponent has acknowledged that he/she knows and understands the contents of this document inclusive of all declarations therein, which was sworn to/solemnly affirmed before me and the deponent's signature placed thereon in my presence.

SIGNATURE	FULL NAMES (Commissioner of Oaths)

Designation (rank)ex officio: Republic of South Africa

Date:

Place

Address:

Commissioner's Stamp

WCBD1 Part B: Terms and Conditions for Bidding

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) AS WELL AS THE WESTERN CAPE SUPPLIER EVIDENCE BANK (WCSEB) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTIONS. 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS. 2.2 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA. 2.3 BIDDERS MUST SUBMIT A PRINTED TCS WITH A RESULT SUMMARY PAGE (DOWNLOADED FROM EFILING) TOGETHER WITH THE BID. 2.4 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS AS MENTIONED ABOVE.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO REGISTER ON THE CSD NOR WCSEB NOR TO PROVIDE PROOF OF TAX COMPLIANCE STATUS; NOR OBTAIN A TAX COMPLIANCE STATUS FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) IF NOT REGISTERED AS PER 2.2 ABOVE.	

WESTERN CAPE GOVERNMENT

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Additional Information, Terms and Conditions for Bidding

1. TERMINOLOGY

1.1 In as far as possible, regular terminology where the meaning of words and terms are self-explanatory, clear and unambiguous, is used throughout this document. For the sake of clarity specifically related to the bid document and award of the bid, the following words and terms are to be interpreted as follows:

- "Bid" and "tender" have the same meaning, which is also the case for "bidder" and "tenderer". "Bid" and "bidder" are the preferred terms used throughout this document.
- For bids, the terms "bid is non-responsive", "bid is non-compliant", "bid is not acceptable (or unacceptable)", "bid is disqualified", "bid is rejected", "bid is invalid", "bid is not considered" or syntax variations of any of these terms, all refer to various instances of the bid failing to meet certain criteria stated in the bid document which automatically result in an outcome where the bid is not awarded to the bidder.

2. SUPPLIER DATABASE REGISTRATION

Supplier Database Registration

All **prospective** Service Providers **must** be registered on:

- The Central Supplier Database (**CSD**), by tender closing date.
- All prospective Service Providers who are not registered on the CSD are requested to self-register via www.csd.gov.za.

Prospective Service Providers should be duly registered on the Western Cape Supplier Evidence Bank (**WCSEB**) for annual update of compulsory returnable schedules) WCBD4 and WCBD 6.1, BBBEE certificates/affidavit.

- Should assistance be required for the registration on the WCSEB you may contact the help centre at 021 833 5361 or an email can be directed to wcseb@westerncape.gov.za
- All Service Providers duly registered on the WCSEB are also requested to annually update their WCBD4, Declaration of Interest as well as their B-BBEE Rating Certificate or Sworn Affidavit in their original formats to the address below (copies, faxed or emailed copies will not be accepted).

**Provincial Treasury, 4 Waterford Place, 2nd Floor, Century City, Cape Town, or
Private Bag X9165, Cape Town, 8000**

3. BID DOCUMENT/S

3.1 The bid document (this document), issued by the Purchaser, is comprised of the Parts listed in the Bid Document Table of Contents on page 2 of this document. The bid document may be issued in two separately issued documents: the main document and the Appendix.

This bid document contains the "returnable documents" which must be completed and submitted to the Purchaser.

3.2 Documents will be available after **08:00** from **10 September 2026**.

It is the tenderer's responsibility to ensure that they obtain all the necessary documents/electronic files required for submission of a complete tender. Documents issued via email are free of charge. Information about the tender documents can be found on the eTender Portal of the National Treasury at <https://www.etenders.gov.za>.

- 3.3 Queries relating to the technical specification of these documents may be addressed to:
 Name : **Shaldon le Roux, DD: Contract Development**
 E-mail : shaldon.leroux@westerncape.gov.za

- 3.4 **The closing time for receipt of bids is 11:00 on 9 October 2026.** Bids submitted by facsimile, electronically, and late bids will not be accepted.

4. BID CLARIFICATION MEETING

There will be no bid clarification meeting prior to closing of bid.

PLEASE NOTE THE FOLLOWING CONDITIONS FOR SUBMITTING QUERIES:

- (a) Bidders are required to have obtained, and studied, the bid document including all the technical and other specifications. Queries (technical or otherwise) must be submitted in writing (email) to the Purchaser's Representative **at least 2 weeks prior to bid closing**, to enable a response within one week thereafter, published to the eTender Portal for all bidders' attention. Queries received later than 2 weeks prior to bid closing will not be responded to.
- (b) Addenda may be issued to all whom collected bid documents. It is the bidder's responsibility to check the eTender Portal prior to bid closing to ensure addenda (if any) are included in their bid submission. Failure to do so will invalidate their bid.
- (c) Bidders must be represented by a person who is suitably qualified and experienced to comprehend the implications of the scope of the good/services involved in this bid.
- (d) Instructions given to bidders by the Purchaser's Representative in any query response published to the eTender Portal, form part of this Additional Information, Terms and Conditions for Bidding. Failure to comply with such instructions may lead to bid rejection.

5. CONTRACTING PARTIES

- 5.1 If awarded, the contract will be between the successful bidder(s) and the Purchaser as identified in the Contract Data.

6. IMPORTANT INFORMATION FOR COMPLETING AND SUBMITTING THE BID

- 6.1 The bidder must submit the electronically calculated Price Schedule in MS Excel format as issued as part of the bid documentation for the necessary evaluation purposes instead of physically writing the rates and prices into the original Price Schedule in the bid document, subject to the following:

- 1) The electronic version of the Price Schedule (e.g. spreadsheet) must be officially issued by the Purchaser;
- 2) The electronic version of the Price Schedule may not be altered in any way, including descriptions, item numbers, quantities or units. Only the rates must be entered where appropriate;
- 3) A copy of the electronic version of the Price Schedule (either on disc or memory stick) must be included in the bid submission.
- 4) The total/s from the Excel Price Schedule must be carried as appropriate to the Pricing Summary schedule in the document, from where the total price offer is carried to the Bid Form;

PLEASE NOTE: If it is found that the electronic Price Schedule has been unlocked or altered and is not in line with the quantities, units or descriptions provided in the original Price Schedule, the offer will constitute a qualification i.e. an unacceptable counter offer, and will therefore be rejected.

- 6.2 The Purchaser requires bidders to return a fully priced Price Schedule with the bid submission. ALL ITEMS in the Price Schedule must be priced, subject to the breakdown as shown in the Price Schedule.

Please Note: Summarising parts or sections of the Price Schedule into single lump sums or rates without providing the breakdown of pricing of items as per the Price Schedule, is not acceptable and will result in bid rejection.

- 6.3 **PLEASE NOTE: No alterations/corrections to inserted information in the document (including pricing) may be performed by erasing or using masking fluid ("Tipp-Ex" or similar) on any submitted page.** Alterations/corrections to inserted information may only be performed as follows:

- (a) Strike a line through the incorrect information, write the corrected information as appropriate (under, above or next to the information to be corrected), **and initial at every incidence of alteration/correction.**
- (b) In the case of access to a digital copy of the bid document (PDF), simply reprint the page, enter the information on the reprinted page and substitute in the document.

Bid submissions with alterations/corrections not in compliance with the requirements as described above, will be rejected.

- 6.4 The terms and conditions of contract as contained in this document, comprise the only terms and conditions on which this bid will be awarded. No other terms and conditions proposed by the bidder will be accepted.
- 6.5 No alternative bid offers will be considered.
- 6.6 **PLEASE NOTE: The complete bid document comprising pages 1 through 87 must be returned to the Purchaser when submitting a bid offer, including an initialled copy of the specification document Annexure 1 included in the Appendix.**
- 6.7 The bid shall be signed by a person duly authorised to do so. Bids submitted by joint ventures of two or more firms shall be accompanied by the document of formation of the joint venture, authenticated by a notary public or other official deputed to witness sworn statements, in which is defined precisely the conditions under which the joint venture will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. The document of formation of the joint venture shall state explicitly what the percentage participation in the joint venture will be of each entity involved.
- 6.8 A two-envelope procedure will not be followed for this bid.
- 6.9 The Purchaser's address for delivery of bid offers and identification details to be shown on each bid offer package are as follows:

Identification details: Bid No: **MT03/2026**

Location of bid box: **Western Cape Mobility Department**
27 Wale Street
CAPE TOWN
(Deposit bid document envelope/s into bid box slot on 27 Wale)

The bid box is open 24 hours a day, 7 days a week.

The bid slot opening is about 35cm wide and 10cm high, therefore, bid documents with larger dimensions must be delivered during office hours 08:00 – 15:00 for handover to an SCM official. Bidders to ensure that they document the name and contact of the officials who took receipt of the bid document.

Bid offers couriered to the Purchaser must be delivered to the following address:

WESTERN CAPE MOBILITY DEPARTMENT (WCMD)
SCM: Tender Office
27 Wale Street
CAPE TOWN
8001

Bids sent via courier must be delivered during office hours 08:00 – 15:00. Bidders must ensure they keep proof of delivery in every instance.

7. BID OFFER VALIDITY PERIOD

Bid offers will be valid for a period of **3 months**, expiring on **9 January 2027**. The Purchaser reserves the right to request an extension to the bid's validity period. In such circumstances, only offers from those bidders accepting the extension will be considered.

8. BID OPENING AND BID EVALUATION PROCEDURES

8.1 The time and location for opening of the bid offers is:

Time: **11:00 on 9 October 2026**
 Location: **WESTERN CAPE MOBILITY DEPARTMENT,**
 27 Wale Street
 CAPE TOWN
 8001

Bids will be opened immediately after the closing date and time; however, **a list of received bids will be published on eTender within 10 days from tender closing.**

8.2 Test for acceptability: Bids will not be acceptable if:

- the bid is not in full compliance with specifications,
- the bidder has not fully completed and signed where required,
- the complete bid document inclusive of all the returnable documents as listed on page 3 of this bid document has not been submitted,
- all the requirements for bid submissions stated in this document have not been adhered to, or
- the bidder has failed to clarify or submit any supporting documentation or supporting information for clarification within seven days of being requested to do so in writing.

8.3 Arithmetical errors: When bids are checked for arithmetic errors, corrections shall be made in the following manner:

- If a schedule of rates/prices apply and there is an error in the line item total price resulting from the product of the unit rate and the quantity, the unit rate shall govern and the line item total price shall be corrected;
- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the corrected total of the prices shall govern and the bidder will be requested in writing to revise the total of the prices to achieve a corrected bid offer. If the bidder does not confirm in writing agreement to the revision of the offer in accordance with the corrected revised total of the prices within 7 calendar days after receipt of the Purchaser's written request to do so, the bid will be rejected;
- If a schedule of rates apply and where there is a discrepancy between the amounts in figures and in words entered in the Bid Form, the amount corresponding to the correct total of the prices shall govern and the other corrected;
- If a schedule of rates apply and where there is a discrepancy between the amounts in the Bid Form and the total of the prices in the Price Schedule, the amount corresponding to the correct total of the prices shall govern and the other corrected;
- In the absence of a schedule of rates and where there is a discrepancy between the amounts in figures and in words entered in the Bid Form, the amount in figures shall govern.

8.4 The procedure for the evaluation of responsive bids is **Functionality, Price and Preference**

8.4.1 Price will be scored using the Formula $P_s = 90(1 - ((P_i - P_{min})/P_{min}))$ where:

1. P_s is the number of points scored for comparative price of bid under consideration;
2. P_{min} is the comparative price of the lowest acceptable bid offer;
3. P_i is the comparative price of bid offer under consideration.

8.4.2 Preference will be scored as follows:

Up to 10 bid evaluation points will be awarded to bidders who complete the preferencing schedule and who are found to be eligible for the preference claimed. The maximum attainable combined score for price and preference is 90+10=100 points.

8.4.3 Functionality will be scored first, according to the criteria contained in the returnable schedule for **functionality**, with a maximum attainable score of 100%. **The bidder must score a minimum of 80% for Part 1 and 75% for Part 2. in order to be further evaluated on price and preference.** Bid submissions which fail to attain **both minimum scores** for functionality will be rejected without any consideration of the offer in terms of price and preference.

8.5 Bids will only be considered if all the requirements as stated in these terms and conditions and in the GCC and SCC are complied with. Specific emphasis is placed on the following criteria for responsiveness:

- (1) It is not compulsory for bidders to be registered on the WCSEB by date of tender closing. The appointed service provider will however be required to register on the Western Cape Supplier Evidence Bank (WCSEB) to ensure all compulsory information is obtained upon expiry or annual renewal during the contract period. For the tender process, a completed WCBD4 form (Returnable Schedule A4) must be included in this document to enable responsiveness;
- (2) the bidder is registered and active (not suspended) on the Central Supplier Database (CSD) by close of bid, and the bidder is shown to be tax compliant via online CSD or SARS verification before award of bid;
- (3) **the bidder submits this complete bid document from page 1 to page 87 inclusive, with all returnable schedules duly completed and priced as per the instructions pertaining to each schedule and section, and requirements stated in these conditions of bidding at the close of bid;**
- (4) neither the bidder nor any of its directors/members/partners is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act (Act 12 of 2004) as a person prohibited from doing business with the public sector;
- (5) neither the bidder nor any of its directors/members/partners are listed on the National Treasury's database of suppliers or persons prohibited from doing business with the public sector;
- (6) the bidder has not:
 - abused the Purchaser's Supply Chain Management System, evidence of which can be clearly demonstrated by the Purchaser;
 - failed to complete any previous contract due to the Supplier's own fault for any organ of state within the last 2 years;
 - submitted more than one offer (including participation in joint venture/consortium arrangements with others);
- (7) the bidder has completed the Compulsory Enterprise Questionnaire, Declaration of Interests (WCBD 4) and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the Purchaser or potentially compromise the bid process.

8.6 All bids are subject to a comprehensive risk assessment in terms of:

1. Financial viability and sustainability;
2. Evaluation and validation of the required information provided by the bidder in inter alia returnable schedules.

The Purchaser reserves the right to request, in writing, additional information from bidders to clarify their offer if deemed necessary for risk assessment purposes. Failure on the part of the bidder to provide the additional information within seven calendar days after receipt of such a request will disqualify the bid. Bid offers which present an unacceptable high risk to the Purchaser in terms of any of the risk assessment criteria, will be rejected.

Prior to bid award, an on-site inspection of the bidder's business and operations may be undertaken by officials of the Purchaser to make an assessment of the facilities and manufacturing capabilities of the bidder (if applicable), for verification purposes and completion of the overall risk assessment for this bid. Each party will be responsible for their own costs related to such on-site inspection. If the site inspection reveals any falsification or misrepresentation of information submitted by the bidder in the bid submission, the bid may be disqualified.

9. CANCELLATION OF BID

An organ of state may, prior to the award of the bid, cancel a bid if-

- (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or
- (b) funds are no longer available to cover the total envisaged expenditure; or
- (c) no acceptable bids are received, or
- (d) there is a material irregularity in the bid process.

The decision to cancel a bid invitation will be published in the same manner in which the original bid invitation was advertised.

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

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SCHEDULE A2: Bidding entity and authority of signatory

The purpose of this Schedule is:

Section 1: To obtain the necessary information about the bidding entity and confirm the official bid offer signature of the bidder;

Section 2: To establish authority of the signatory to sign the bid offer and all other documents and/or correspondence in connection with and relating to the bid.

INSTRUCTIONS FOR COMPLETING THIS SCHEDULE:

Bidding entities may be sole proprietors, partnerships, trusts, companies, close corporations or consortia / joint ventures. This Schedule must be completed as follows:

- **If the bidding entity is a sole proprietor, trust, partnership, company or close corporation**, then complete both this page and Section 2.1 of this Schedule, and leave Sections 2.2 and 2.3 blank.
- **If the bidding entity is a consortium or joint venture**, then complete both this page and Sections 2.2 and 2.3 of this Schedule, and leave Section 2.1 blank.
- The contact details below must be the officially designated contact addresses which will be used by the *Client* for any and all communication in regard to this tender.

Section 1: Bidding entity

THE BIDDING ENTITY IS: (Circle or mark with X the applicable option)

Sole proprietor	Partnership	Trust	Company	Close corporation	Consortium	Joint venture
-----------------	-------------	-------	---------	-------------------	------------	---------------

NAME AND REGISTRATION NUMBER OF THE BIDDING ENTITY: As per Schedule A1

(Legally correct full name and registration number of the bidding entity)

CONTACT DETAILS: As per Schedule A1

AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT IS CONFIRMED AS THE OFFICIAL SIGNATURE FOR THIS BID

Section 2: Authority of signatory

2.1: Resolution of board of *Trustees/Directors/Members/Partners

Notes:

1. *Delete which is not applicable.
2. IMPORTANT: This resolution must be signed by ALL the trustees/directors/members/partners of the tendering entity.
3. Should the number of trustees/directors/members/partners exceed the space available below, additional names and signatures must be supplied on a separate page.

RESOLUTION by the *Proprietor/Board of *Trustees/Directors/Members/Partners of:

.....
(Legally correct full name and registration number, if applicable, of the bidding entity)

Taken at On
(Place) (Date)

	Name of Proprietor/Trustee/Director/Member/Partner	Capacity	Signature
1			
2			
3			
4			
5			
6			

(Append separate page if not enough space)

RESOLVED that:

1. The entity submits a bid to the Western Cape Mobility Department in respect of Bid No: **MT03/2026: WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT**
2. *Mr/Mrs/Ms:

in *his/her capacity as:
(Position in the entity)

and who will sign the tender offer in Schedule A1 (Bid Form) of this document, be, and is hereby authorised, to sign the bid, and any and all other documents and/or correspondence in connection with and relating to the bid and any and all documentation, resulting from the award of the bid to the entity mentioned above.

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL).

2.2: Resolution to enter into Consortium / Joint Venture

Notes:

1. *Delete which is not applicable
2. A separate copy of this Section 2.2 must be duly completed, signed and submitted for each consortium/joint venture partner.
3. IMPORTANT: This resolution must be signed by ALL the trustees/directors/members/partners of the entity entering into the consortium/joint venture.
4. Should the number of representatives exceed the space available below, additional names and signatures must be supplied on a separate page.

RESOLUTION by the *Proprietor/Board of *Trustees/Directors/Members/Partners of:

.....
(Legally correct full name and registration number, if applicable, of the entity)

Taken at On
(Place) (Date)

	Name of Proprietor/Trustee/Director/Member/Partner	Capacity	Signature
1			
2			
3			
4			
5			
6			

(Append separate page if not enough space)

RESOLVED that:

1. The entity submits a bid, in consortium/joint venture with the following entities to the Western Cape Mobility Department in respect of Bid No **MT03/2026: WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT**

	Full legally correct name of entity	Registration No (if applicable)
1		
2		
3		
4		
5		
6		

(Append separate page if not enough space)

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL).

2.3: Resolution to bid as Consortium / Joint Venture

Notes:

1. IMPORTANT: This resolution must be signed by ALL the representatives of the bidding consortium/joint venture.
2. Should the number of representatives exceed the space available below, additional names and signatures must be supplied on a separate page.
3. Enter the entity details and representative details in the same and corresponding numerical sequence into the respective tables below.

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for Bid No: **MT03/2026: WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT**

	Full legally correct name of entity	Registration No (if applicable)
1		
2		
3		
4		
5		
6		

(Append separate page if not enough space)

Held at On.....
(Place) (Date)

	Name of authorised representative	Capacity	Signature
1			
2			
3			
4			
5			
6			

(Append separate page if not enough space)

RESOLVED that:

- A. The abovementioned entities submit a bid in consortium/ joint venture to the Department in respect of the bid mentioned above.
- B. *Mr/Mrs/Ms:
in *his/her capacity as:
(Position in the bidding consortium/joint venture)
- and who will sign the bid offer in Schedule A1 (Bid Form) of this document, be, and is hereby authorised, to sign the bid, and any and all other documents and/or correspondence in connection with and relating to the bid, as well as to sign any contract, and any and all documentation, resulting from the award of the bid to the entities in the consortium/joint venture mentioned above.
- C. The entities constituting the consortium/joint venture, notwithstanding its composition, shall conduct all business under the name and style of:
.....
(Consortium/joint venture name)
- D. The entities to the consortium/joint venture accept joint and several liability with the parties above for the due fulfillment of the obligations of the consortium/joint venture deriving from, and in any way connected with, the contract to be entered into with the Department in respect of the bid mentioned above.
- E. Any of the entities to the consortium/joint venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the entities shall remain jointly and severally liable to the Department for the due fulfillment of the obligations of the consortium/joint venture as mentioned under item D above.
- F. No entity to the consortium/joint venture shall, without the prior written consent of the other entities to the consortium and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the contract with the Department referred to herein.
- G. The entities choose as domicilium citandi et executandi of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the contract with the Department in respect of the bid mentioned above, the physical address and contact details as furnished on the first page of this Schedule.

Number of additional pages appended by the tenderer to this Schedule:(If nil, enter NIL).

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

SCHEDULE A3: Compulsory Enterprise Questionnaire

Note: In the case of a consortium/joint venture, separate enterprise questionnaires as per this schedule in respect of each consortium/joint venture partner must be completed and submitted.

Section 1: Name of enterprise: Address of enterprise:																							
Section 2: VAT registration number, if any:																							
Section 3.1: CIDB registration number, if any: N/A	Section 3.2: CSD Registration Number: 																						
Section 4: Particulars of sole proprietors and partners in partnerships																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Name*</th> <th style="width: 33%;">Identity number*</th> <th style="width: 33%;">Personal income tax number*</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name*	Identity number*	Personal income tax number*																		
Name*	Identity number*	Personal income tax number*																					
* Complete only if sole proprietor or partnership and append separate page if more than 6 partners																							
Section 5: Particulars of companies and close corporations Company registration number..... Close corporation number..... Tax reference number.....																							

Section 6: Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ a member of the National Assembly or the National Council of Province | ☐ an employee of Parliament or a provincial legislature |
| ☐ a member of the board of directors of any municipal entity | |
| ☐ an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

Append separate page if not enough space

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| ☐ a member of any municipal council | ☐ an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| ☐ a member of any provincial legislature | |
| ☐ a member of the National Assembly or the National Council of Province | |
| ☐ a member of the board of directors of any municipal entity | ☐ a member of an accounting authority of any national or provincial public entity |
| ☐ an official of any municipality or municipal entity | ☐ an employee of Parliament or a provincial legislature |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

Append separate page if not enough space

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Purchaser to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the Scope of Supply that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL).

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

SCHEDULE A4: WCBD 6.1(b): PREFERENCE CERTIFICATE (90:10)

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 AND IN TERMS OF THE WESTERN CAPE GOVERNMENT'S INTERIM STRATEGY AS IT RELATES TO PREFERENCE POINTS

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS (TENDERERS) MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER, PREFERENTIAL PROCUREMENT REGULATIONS, 2022 AND THE BROAD BASED BLACK ECONOMIC EMPOWERMENT ACT AND THE CODES OF GOOD PRACTICE

1. DEFINITIONS

- 1.1 **"acceptable tender"** means any tender which, in all respects, complies with the specifications and conditions of tender as set out in the tender document.
- 1.2 **"affidavit"** is a type of verified statement or showing, or in other words, it contains a verification, meaning it is under oath or penalty of perjury, and this serves as evidence to its veracity and is required for court proceedings.
- 1.3 **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 1.4 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 1.5 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.6 **"bid"** means a written offer on the official bid documents or invitation of price quotations and "tender" is the act of bidding /tendering;
- 1.7 **"Code of Good Practice"** means the generic codes or the sector codes as the case may be;
- 1.8 **"consortium or joint venture"** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 1.9 **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 1.10 **"EME"** is an Exempted Micro Enterprise with an annual total revenue of R10 million or less.
- 1.11 **"Firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 1.12 **"Large Enterprise"** is any enterprise with an annual total revenue above R50 million;
- 1.13 **"non-firm prices"** means all prices other than "firm" prices;
- 1.14 **"person"** includes a juristic person;
- 1.15 **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- 1.16 **"proof of B-BBEE status level contributor"** means-
 - (a) The B-BBEE status level certificate issued by an authorized body or person;

- (b) A sworn affidavit as prescribed in terms of the B-BBEE Codes of Good Practice; or
 - (c) Any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 1.17 **QSE** is a Qualifying Small Enterprise with an annual total revenue between R10 million and R50 million;
- 1.18 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- 1.19 **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract.
- 1.20 **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- 1.21 **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- 1.22 **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000);
- 1.23 **"the Regulations"** means the Preferential Procurement Regulations, 2022;
- 1.24 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette on 11 October 2013*;
- 1.25 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 1.26 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

2 GENERAL CONDITIONS

- 2.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 2.2 Preference point system for this bid:
- The value of this bid is estimated **to exceed R50 000 000** (all applicable taxes included) and therefore **the 90/10 preference point system shall be applicable.**
- 2.3 Preference points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contribution.
- 2.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
Total points for Price and B-BBEE must not exceed	100

- 2.5 Failure on the part of a bidder to fill in, sign this form and submit in the circumstances prescribed in the Codes of Good Practice either a B-BBEE Verification Certificate issued by a Verification Agency accredited by the South African Accreditation System (SANAS) or an affidavit confirming annual total revenue and level of black ownership together with the bid or an affidavit issued by Companies Intellectual Property Commission, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 2.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the

purchaser.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 Subject to Section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the **bidder obtaining the highest number of total points** will be awarded the contract.
- 3.2 A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.
- 3.3 A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE will not be disqualified but will only score:
 - (a) points out of 90 for price; and
 - (b) 0 points out of 10 for B-BBEE
- 3.4 Points scored must be rounded off to the nearest 2 decimal places.
- 3.5 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.6 As per section 2 (1) (f) of the Preferential Procurement Policy Framework Act, 2000, the contract may be awarded to a bidder other than the one scoring the highest number of total points based on objective criteria in addition to those contemplated in paragraph (d) and (e) of the Act that justifies the award to another tenderer provided that it has been stipulated upfront in the tendering conditions.
- 3.7 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

4. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4.1 POINTS AWARDED FOR PRICE

4.1.1 THE 90/10 PREFERENCE POINT SYSTEM

A maximum of 90 points is allocated for price on the following basis:

$$P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
 P_t = Price of tender under consideration
 $P_{\min}$ = Price of lowest acceptable tender

5. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

5.1 POINTS AWARDED FOR PRICE

A maximum of 90 points is allocated for price on the following basis:

$$P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 $P_{\max}$ = Price of highest acceptable tender

6 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 6.1 In terms of WCG interim strategy, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

- 6.2 An **EME** must submit a valid, originally certified affidavit confirming annual turnover and level of black ownership or an affidavit issued by Companies Intellectual Property Commission
- 6.3 A **QSE that is less than 51 per cent (50% or less) black owned** must be verified in terms of the QSE scorecard issued via Government Gazette and submit a valid, original or a legible certified copy of a B-BBEE Verification Certificate issued by SANAS.
- 6.4 A **QSE that is at least 51 per cent black owned (51% or higher)** must submit a valid, originally certified affidavit confirming turnover and level of black ownership as well as declare its empowering status or an affidavit issued by Companies Intellectual Property Commission.
- 6.5 A **large enterprise** must submit a valid, original or originally certified copy of a B-BBEE Verification Certificate issued by a verification agency accredited by SANAS.
- 6.6 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 6.7 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE status level verification certificate for every separate tender.
- 6.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

7 BID DECLARATION

- 7.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

8 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPH 6

- 8.1 B-BBEE Status Level of Contribution..... = **(maximum of 10 points)**
- (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 6.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or an affidavit confirming annual total revenue and level of black ownership in terms of the relevant sector code applicable to the tender.**

9 SUB-CONTRACTING

- 9.1 Will any portion of the contract be sub-contracted? **YES / NO** (delete which is not applicable)
- 9.1.1 If yes, indicate:
- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME or QSE? **YES / NO** (delete which is not applicable)
- 9.1.2 Sub-contracting relates to a **particular** contract and if sub-contracting is applicable, the bidder to state in their response to a particular RFQ that a portion of that contract will be sub-contracted.

10. DECLARATION WITH REGARD TO COMPANY/FIRM

10.1 Name of company/ entity:

10.2 VAT registration number:

10.3 Company Registration number:

10.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/ Joint Venture/ Consortium
- ☐ One-person business/ sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[SELECT APPLICABLE ONE]

10.5 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraph 7 above, qualifies the company/ firm for the preference(s) shown and I/we acknowledge that:

- (a) The Western Cape Government reserves the right to audit the B-BBEE status claim submitted by the bidder.
- (b) As set out in Section 130 of the B-BBEE Act as amended, any misrepresentation constitutes a criminal offence. A person commits an offence if that person knowingly:
 - (i) misrepresents or attempts to misrepresent the B-BBEE status of an enterprise;
 - (ii) provides false information or misrepresents information to a B-BBEE Verification Professional in order to secure a particular B-BBEE status or any benefit associated with compliance to the B-BBEE Act;
 - (iii) provides false information or misrepresents information relevant to assessing the B-BBEE status of an enterprise to any organ of state or public entity; or
 - (iv) engages in a fronting practice.
- (c) If a B-BBEE verification professional or any procurement officer or other official of an organ of state or public entity becomes aware of the commission of, or any attempt to commit any offence referred to in paragraph 10.5 (a) above will be reported to an appropriate law enforcement agency for investigation.
- (d) Any person convicted of an offence by a court is liable in the case of contravention of 10.5 (b) to a fine or to imprisonment for a period not exceeding 10 years or to both a fine and such imprisonment or, if the convicted person is not a natural person to a fine not exceeding 10 per cent of its annual turnover.
- (e) The purchaser may, if it becomes aware that a bidder may have obtained its B-BBEE status level of contribution on a fraudulent basis, investigate the matter. Should the investigation warrant a restriction be imposed, this will be referred to the National Treasury for investigation, processing and imposing the restriction on the National Treasury's List of Restricted Suppliers. The bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, may be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied.
- (f) The purchaser may, in addition to any other remedy it may have –
 - (i) disqualify the person from the bidding process;
 - (ii) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (iii) cancel the contract and claim any damages which it has suffered as a result of having to make

less favourable arrangements due to such cancellation; and

(iv) forward the matter for criminal prosecution.

(g) The information furnished is true and correct.

(h) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 2 of this form.

AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT SERVES AS SIGNATURE FOR THIS SCHEDULE

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL).

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

SCHEDULE A5: WCBD 4: DECLARATION OF INTERESTS, BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES AND INDEPENDENT BID DETERMINATION **DECLARATION OF INTERESTS, BIDDERS PAST SCM PRACTICES AND INDEPENDENT BID DETERMINATION**

1. To give effect to the requirements of the Western Cape Provincial Treasury Instructions, 2019: Supply Chain Management (Goods and Services), Public Finance Management Act (PFMA) Supply Chain Management (SCM) Instruction No. 3 of 2021/2022 - SBD 4 Declaration of Interest, Section 4 (1)(b)(iii) of the Competition Act No. 89 of 1998 as amended together with its associated regulations, the Prevention and Combating of Corrupt Activities Act No 12 of 2004 and regulations pertaining to the tender defaulters register, Paragraph 16A9 of the National Treasury Regulations and/or any other applicable legislation.
2. Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
3. All prospective bidders intending to do business with the Institution must be registered on the Central Supplier Database (CSD) by bid closing date.
4. It is advisable to register on the Western Cape Supplier Evidence Bank (WCSEB) to ensure that the compulsory schedules (included in this bid), i.e., WCBD4 and WCBD 6.1 and BBBEE certificate/affidavit are annually updated (before expiry) on the WCSEB.
5. The status of enterprises and persons listed on the National Treasury's Register for Tender Defaulters will be housed on the ePS. Institutions may not under any circumstances procure from enterprises and persons listed on the Database of Tender Defaulters.
6. The status of suppliers listed on the National Treasury's Database of Restricted Suppliers will be housed on the ePS; however, it remains incumbent on institutions to check the National Treasury Database of Restricted Suppliers before the conclusion of any procurement process. For suppliers listed as restricted, institutions must apply due diligence and risk assessment before deciding to proceed with procurement from any such supplier.

7. Definitions

"bid" means a bidder's response to an institution's invitation to participate in a procurement process which may include a bid, price quotation or proposal;

"Bid rigging (or collusive bidding)" occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors;

"business interest" means -

- (a) a right or entitlement to share in profits, revenue or assets of an entity;
- (b) a real or personal right in property;
- (c) a right to remuneration or any other private gain or benefit, or
- (d) includes any interest contemplated in paragraphs (a), (b) or (c) acquired through an intermediary and any potential interest in terms of any of those paragraphs;

"Consortium or Joint Venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;

"Controlling interest" means, the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise;

“Corruption”- General offences of corruption are defined in the Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) as:

Any person who directly or indirectly -

- (a) accepts or agrees or offers to accept a gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or
- (b) gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person,

in order to act personally or by influencing another person so to act, in a manner—

- (i) that amounts to the-
 - (aa) illegal, dishonest, unauthorised, incomplete, or biased; or
 - (bb) misuse or selling of information or material acquired in the course of the exercise, carrying out or performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;
- (ii) that amounts to-
 - (aa) the abuse of a position of authority;
 - (bb) a breach of trust; or
 - (cc) the violation of a legal duty or a set of rules,
- (iii) designed to achieve an unjustified result; or
- (iv) that amounts to any other unauthorised or improper inducement to do or not to do anything,

is guilty of the offence of corruption.

“CSD” means the Central Supplier Database maintained by National Treasury;

“employee”, in relation to –

- (a) a department, means a person contemplated in section 8 of the Public Service Act, 1994 but excludes a person appointed in terms of section 12A of that Act; and
- (b) a public entity, means a person employed by the public entity;

“entity” means any -

- (a) association of persons, whether or not incorporated or registered in terms of any law, including a company, corporation, trust, partnership, close corporation, joint venture or consortium; or
- (b) sole proprietorship;

“entity conducting business with the Institution” means an entity that contracts or applies or tenders for the sale, lease or supply of goods or services to the Province;

“Family member” means a person’s -

- (a) spouse; or
- (b) child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption or some other legal arrangement (as the case may be);

“intermediary” means a person through whom an interest is acquired, and includes a representative or agent or any other person who has been granted authority to act on behalf of another person;

“Institution” means –

a provincial department or provincial public entity listed in Schedule 3C of the Act;

“Provincial Government Western Cape (PGWC)” means

- (a) the Institution of the Western Cape, and
- (b) a provincial public entity;

“RWOEE” means -

Remuneration Work Outside of the Employee’s Employment

“spouse” means a person's -

- (a) partner in marriage or civil union according to legislation;
 - (b) partner in a customary union according to indigenous law; or
 - (c) partner with whom he or she cohabits and who is publicly acknowledged by the person as his or her life partner or permanent companion.
8. Regulation 13(c) of the Public Service Regulations (PSR) 2016, effective 1 February 2017, prohibits any employee from conducting business with an organ of state, or holding a directorship in a public or private company doing business with an organ of state unless the employee is a director (in an official capacity) of a company listed in schedules 2 and 3 of the Public Finance Management Act.
- a) Therefore, by 31 January 2017 all employees who are conducting business with an organ of state should either have:
- i. resigned as an employee of the government institution or;
 - ii. cease conducting business with an organ of state or;
 - iii. resign as a director/ shareholder/ owner/ member of an entity that conducts business with an organ of state.
9. Any legal person, or their family members, may make an offer or offers in terms of this invitation to bid. In view of potential conflict of interest, in the event that the resulting bid, or part thereof, be awarded to family members of persons employed by an organ of state, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where the bidder is employed by the Institution.
10. The bid of any bidder may be disregarded if that bidder or any of its directors have abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
11. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
12. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorises accounting officers and accounting authorities to:
- a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
13. Communication between partners in a joint venture or consortium will not be construed as collusive bidding.
14. In addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

SECTION A: DETAILS OF THE ENTITY

A1.	CSD Registration Number IMPORTANT: PLEASE NOTE:	MAAA.....
A2	Name of the Entity	
A3.	Entity registration Number (where applicable)	
A4.	Entity Type	
A5.	Tax Reference Number	

Full details of directors, shareholder, member, partner, trustee, sole proprietor or any persons with a right or entitlement to share in profits, revenue or assets of an entity, of the entity should be disclosed in the Table A below.

TABLE A

FULL NAME	DESIGNATION (Where a director is a shareholder, both should be confirmed.)	IDENTITY NUMBER	PERSONAL TAX REFERENCE NO.	PERCENTAGE INTEREST IN THE ENTITY

(if not enough space, attach additional pages)

SECTION B: DECLARATION OF THE BIDDER'S INTEREST

The supply chain management system of an institution must, irrespective of the procurement process followed, prohibit any award to an employee of the state, who either individually or as a director of a public or private company or a member of a close corporation, seek to conduct business with the WCG, unless such employee is in an official capacity a director of a company listed in Schedule 2 or 3 of the PFMA as prescribed by the Public Service Regulation 13 (c).

Furthermore, an employee employed by an organ of state conducting remunerative work outside the public enterprise should first obtain the necessary approval (RWOPS), failure to submit proof of such authority, where applicable, may result in disciplinary action.

B1.	Are any persons listed in Table A identified on the CSD as employees of the Institution? (If yes, refer to Public Service Circular EIM 1/2016 to exercise the listed actions)	☐ NO	☐ YES
B2.	Are any employees of the entity also employees of an organ of state? (If yes complete Table B and attach their approved "RWOP")	☐ NO	☐ YES
B3.	Are any family members of the persons listed in Table A employees of an organ of state? (If yes complete Table B)	☐ NO	☐ YES

TABLE B

Details of persons connected with the bidder who are employees of the Institution as defined should be disclosed in Table B below.

FULL NAME OF EMPLOYEE	IDENTITY NUMBER	DEPARTMENT/ ENTITY OF EMPLOYMENT	DESIGNATION / RELATIONSHIP TO BIDDER**	INSTITUTION EMPLOYEE NO./PERSAL NO. (Indicate if not known)

(if not enough space, attach additional pages)

SECTION C: PERFORMANCE MANAGEMENT AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

To enable the prospective bidder to provide evidence of past and current performance.

C1. Did the entity conduct business with an organ of state in the last twelve months?
(If yes complete Table C)

NO	YES
----	-----

C2.
TABLE C

Complete the below table to the maximum of the last 5 contracts.

NAME OF CONTRACTOR	PROVINCIAL DEPARTMENT OR PROVINCIAL ENTITY	TYPE OF SERVICES OR COMMODITY	CONTRACT / ORDER NUMBER	PERIOD OF CONTRACT	VALUE OF CONTRACT

(if not enough space, attach additional pages)

C3. Is the entity or its principals listed on the National Database as companies or persons prohibited from doing business with the public sector?

NO	YES
----	-----

C4. Is the entity or its principals listed on the National Treasury Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)?

NO	YES
----	-----

(To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.)

C5. If yes to C3 or C4, were you informed in writing about the listing on the database of restricted suppliers or Register for Tender Defaulters by National Treasury?

NO	YES	N/A
----	-----	-----

C6. Was the entity or persons listed in Table A convicted for fraud or corruption during the past five years in a court of law (including a court outside the Republic of South Africa)?

NO	YES
----	-----

C7 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

NO	YES
----	-----

SECTION D: DULY AUTHORISED REPRESENTATIVE TO DEPOSE TO AFFIDAVIT

See reference to authorised signature below.

AUTHORISED SIGNATURE OF TENDERER AND AFFIDAVIT AS PER SCHEDULE 1 (TENDER OFFER SIGNATURE AND AUTHORITY OF SIGNATORY) OF THIS DOCUMENT SERVES AS SIGNATURE AND AFFIDAVIT FOR THIS SCHEDULE

Number of additional pages appended by the tenderer to this Schedule:(If nil, enter NIL).

If you know of any corrupt, fraudulent or collusive actions in the Institution, please report it by calling the National Hotline 0800 701 701

This form must be completed annually. Should the information herein declared change in the course of the year or before the next renewal or in relation to any bid, quotation or contract, it is the entity's responsibility to advise the Institution in writing of the change in such details.

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

SCHEDULE A6: Addenda / Notice(s) issued to bidders

We confirm that the following communications / addenda / notice(s) to bidders received from the Purchaser before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer (If no addenda/notices mark schedule NIL, if not enough space, attach additional pages):

ADDENDUM No	DATE	SUBJECT MATTER OF ADDENDUM / NOTICE

Documentary evidence of addenda / notices issued to bidders indicating proof of receipt must accompany this Schedule.

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL).

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

SCHEDULE A7: Functionality

Notes: In terms of price, preference and functionality described in the SCC for evaluation of this tender, the bidder must complete this Functionality Schedule. The information required must be provided as additional pages appended to this Schedule, with the number of appended pages specified and the Schedule signed by the authorised signatory in the spaces provided below. ALSO NOTE: The information provided by the bidder is subject to verification and if any form of falsification or misrepresentation of any of the required details is found, the tender will be disqualified.

The functionality table below shows the fully transparent criteria for functionality evaluation and scoring. PLEASE DO NOT score any items in the table, this will be done by the Purchaser during tender adjudication upon scrutiny and verification of the information pages appended to this Schedule.

Definition of Functionality:

"Functionality" in terms of this tender means the measurement according to predetermined norms of a service or commodity designed to be practical and useful, working or operating, taking into account quality, reliability, viability and durability of a service or commodity. It refers to the specialist expertise, technical ability, resources and experience required from the bidder to be able to undertake and successfully execute and complete the work pertaining to this specific project and contract type.

Evaluation of the Tenders:

The evaluation of the tenders will be conducted in the following two stages:

- Stage 1. Firstly, the assessment of functionality will be done in terms of information made available by the bidder according to the criteria in the Functionality Table below, where a total of 100 points are awarded, broken down as per the items listed in the table. The minimum qualifying threshold will be **80% for Part 1 and 75% for Part 2** of the 100 points awarded for functionality. Tenders failing to attain this threshold will be disqualified without consideration of financial offer and preference.
- Stage 2. Thereafter, only the tenders qualifying with a score of **80% for Part 1 and 75% for Part 2** and above will be evaluated in terms of points scored for financial offer and preferences in the applicable ratio as stated in the Conditions of Tender (90:10).

PART 1

Core Team Position: (please duplicate table below for all core team members listed in 2.3.1 of the Scope)

Core Team Position	<i>eg. Business and Strategy lead</i>	
	Points earned (completed by Employer)	Give reasons and providing supporting evidence (completed by tenderer)
Qualifications		
Years' experience		
Specific project experience		
Cross sector experience (or Contract negotiation for corporate gov. lead)		
Practical experience		
PPP experience (for Business and Strategy Lead)		
TOTAL points claimed for position		

Project reference template (3 relevant projects) (please duplicate table below for the 3 projects as described in 2.4.9 of the Scope, Parts A and B)

Part A: To be completed by the Core Team Member or Key Specialist	
Name of Tenderer:	
Name of Team Member:	
Proposed Role for Core Team Member or Key Specialist:	
Client Organisation:	
Relevant Client Project/s:	
Contract Value:	
Contract Term (start and end date):	
Contact Person of Client:	
E-mail of Client:	
Tel. No of Client:	
Description of Service to Client, including Leadership Role or Specialist Role:	
Any major non-compliance / dispute issue:	
Reason for termination:	
Other comments:	
Declaration:	

I hereby declare that the information in Part A is accurate as at the date of signature of this document.	
Signature (Core Team or Key Specialist):	Date:

Part B: Reference Questionnaire – To be completed by project Client	
1. Please provide the following information relevant to the services provided by the above specialist	
Name of Specialist being Rated:	
2. Please provide a score out of 10 for each of the following questions (1-3 is poor, 4-5 is acceptable, 6-7 is good, 8-9 is very good and 10 is excellent)	
Specialist's quality of workmanship?	
Specialist's turnaround time to requests/problems?	
Specialist's ability to think innovatively?	
Average Score:	
3. Did the Specialist play a leadership role on the project (relevant for Core Team members only)?	
4. Any major non-compliance/dispute issues? Provide details.	
5. Reason for termination:	
6. Other comments:	
Declaration:	
I hereby declare that the information in Part B is accurate as at the date of signature of this document.	
Name:	
Name of Organisation:	
Signature:	
Date:	

Organisation Stamp: (if any)	

Capacity Statement: (please duplicate table below for all core team members listed in 2.4.10 of the Scope)

Capacity statement		
Name of Tenderer:		
Name of Core Team Member:		
Core Team Position:		
Confirmation that the core team member has the minimum specified capacity available for the role:	Yes	No
Existing projects name / description:	Client or internal company reference details	% time allocation

Methodology statements

- **Attach methodology statement in terms of item 2.4.7 of the Professional Services Specification (Annexure 1) ("the Specifications").**

PART 2

Methodology statements

- **Attach methodology statement in terms of item 3.1.1.5 of the Specifications**
- **Attach methodology statement in terms of item 3.1.2.6 of the Specifications**
- **Attach methodology statement in terms of item 3.1.3.5 of the Specifications**
- **Attach methodology statement in terms of item 3.1.4.5 of the Specifications**

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL).

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

PART B: Contract (SLA), Contract Form & Contract Data	
Contract Documents	
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Special Conditions of Contract (SCC)	Page 53
WCBD7.1: Contract Form	
Schedule B1: Contract Form: Purchase of Goods and Services	Page 69
Contract Form Part 1 (to be filled in by the Supplier)	Page 69
Contract Form Part 2 (to be filled in by the Purchaser)	Page 70
Contract Data	Page 73
Contract Data Part One: Data by Purchaser	Page 73
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WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

**WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM
SERVICE CONTRACT**

General Conditions of Contract (GCC)

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT:

GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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2. Application
3. General
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5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
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31. Notices
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33. National Industrial Participation(NIP) Programme
34. Prohibition of Restrictive Practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 “Countervailing duties’ are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different basic characteristics or in purpose or utility from its components.
 - 1.7 “Day” means calendar day.
 - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
 - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
 - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14 “GCC” means the General Conditions of Contract.
 - 1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
 - 1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
 - 1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
 - 1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
 - 1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.
 - 1.20 “Project site,” where applicable, means the place indicated in bidding documents.
 - 1.21 “Purchaser” means the organization purchasing the goods.

- 1.22 “Republic” means the Republic of South Africa.
 - 1.23 “SCC” means the Special Conditions of Contract.
 - 1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
 - 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.
2. **Application**
 - 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
 - 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
 - 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
3. **General**
 - 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
 - 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
4. **Standards**
 - 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
5. **Use of contract documents and information; inspection.**
 - 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
 - 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
 - 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
 - 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
6. **Patent rights**
 - 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
7. **Performance security**
 - 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
 - 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier’s failure to complete his obligations under the contract.

- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests and analyses**
- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

- 10.2 Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.
- 12. Transportation**
- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.
- 13. Incidental services**
- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.
- 14. Spare parts**
- 14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.
- 15. Warranty**
- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be

necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

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| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the inspector with the invoices accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.</p> <p>21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.</p> <p>21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.</p> |
| 22. Penalties | <p>22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed</p> |

services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

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| 23. Termination for default | <p>23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2; (b) if the Supplier fails to perform any other obligation(s) under the contract; or (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract. <p>23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.</p> |
| 24. Anti-dumping and countervailing duties and rights | <p>24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him</p> |
| 25. Force Majeure | <p>25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.</p> <p>25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.</p> |
| 26. Termination for insolvency | <p>26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.</p> |

27. Settlement of Disputes	27.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
	27.2	If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
	27.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
	27.4	Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
	27.5	Notwithstanding any reference to mediation and/or court proceedings herein, (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and (b) the purchaser shall pay the supplier any monies due the supplier.
28. Limitation of Liability	28.1	Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIPP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34. Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of

firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Special Conditions of Contract (SCC)

The Special Conditions of Contract (SCC) which are applicable to this tender are contained in clauses SCC1 and SCC2, inclusive of all their respective sub-clauses, as stipulated hereunder. In the event of conflict or contradiction between the SCC and the General Conditions of Contract (GCC), the stipulations in the SCC shall prevail.

SCC1 General

SCC1.1 Additional definition of terms

In these Special Conditions of Contract all defined terms have capital initials and the following terms have the following meanings:

- (a) "supplier" and "service provider" as referred to in the GCC means the Supplier;
- (b) "purchaser" as referred to in the GCC means the Purchaser;
- (c) "Order" as referred to in the GCC means Purchase Order, which can also be referred to as a Work Order. The terms "Purchase Order" and "Work Order" can be used interchangeably.
- (d) "Service Level Agreement" (acronym "SLA") means this contract, comprising the totality of the GCC, SCC, Contract Data, pricing information, the Scope of the Goods and Services and any other documents or information indicated as forming part of the contract. The terms "SLA" and "contract" can be used interchangeably.

SCC1.2 The Purchaser and the Supplier are the persons or entities **identified in the Contract Data, in Part 1 and 2 respectively.**

SCC1.3 The Purchaser's Agent is the person or entity **identified in the Contract Data**, or notified to the Supplier in accordance with this contract.

SCC1.4 The Contract Type defines the nature of this contracting arrangement and can be exclusively **one** of the following **as stated in the Contract Data**:

- (a) Sole Contract, which means a contract utilised to procure Goods and Services as a once-off, non-recurring delivery or pre-programmed multiple deliveries, or
- (b) Term Contract, which means the Supplier is appointed for a fixed term (called a Service Period) to provide Goods and Services over that period on an "as and when required" basis as instructed by means of a Purchase Order, or
- (c) Framework Contract, which is the same as a Term Contract above but which makes provision for more than one Supplier to be appointed under the same contract.

SCC2 Special Conditions of Contract for providing the Goods and Services

SCC2.1 GENERAL

SCC2.1.1 Actions and good faith

The Purchaser and Supplier shall act as described in this contract, and the Purchaser and Supplier shall act in a spirit of mutual trust and co-operation.

SCC2.1.2 Additional defined terms for the Goods and Services

- (a) The Parties are the Purchaser and the Supplier.
- (b) Contract Data contains variables and information giving effect to or customising certain clauses in the SCC, and is in a section called "Contract Data" in this bid document.
- (c) The Scope of Goods and Services contains the information necessary to provide the Goods and Services under this contract, and is in a section called the "Scope of Goods and Services" in a location **as stated in the Contract Data** or as an instruction given in accordance with this contract.

- (d) The Supplier's Cost is the amount payable by the Supplier (excluding any recoverable tax by the Supplier) for people (labour), subcontractors, materials, supplies, services, charges, transport and equipment used. It is a requirement of this contract that Supplier's Cost is always substantiated with documentary proof to the satisfaction of the Purchaser. The Purchaser reserves the right to request more than one quotation for item/s comprising the Supplier's Cost.
- (e) A Defect is a part of the Goods and Services which is not in accordance with the Scope of Goods and Services.
- (f) The Prices are the amounts stated in the price column of the Price Schedule and are either lump sums or are calculated by multiplying the quantity by the rate, as applicable.
- (g) Contract Completion is when the Supplier has done all the work and delivered the Goods and/or Services as stated in the Scope of Goods and Services for the contract as a whole, including correction of Defects as required by this contract. Contract Completion only applies to Sole Contracts.
- (h) The Contract Completion Date is the date **as stated in the Contract Data** upon which Contract Completion is set to be achieved, subject to revision in accordance with this contract.
- (i) Order Completion is when the Supplier has done all the work and delivered the Goods and/or Services as stated in the Scope of Goods and Services for a Purchase Order, including correction of Defects as required by this contract. Order Completion only applies to Term Contracts and Framework Contracts.
- (j) An Order Completion Date is the date stipulated in a Purchase Order upon which Order Completion is set to be achieved, subject to revision in accordance with this contract.
- (k) The Contract Date is the date that this contract is signed by the Purchaser and a letter of acceptance has been sent before the validity period has expired.
- (l) The Starting Date is the date **stated in the Contract Data** on which this contract becomes operational.
- (m) The Service Period for a Term Contract or Framework Contract is the period following the Starting Date **as stated in the Contract Data**, during which time this contract is in operation and after which the contract concludes/expires, unless extended in accordance with a provision for extension in this contract.

SCC2.1.3 Interpretation and the law

This contract is the entire agreement between the Parties.

SCC2.1.4 Communications

- (a) Any communication required by this contract will only have effect when it is received in writing at the last address notified by the recipient for receipt of communications. Email is an accepted form of written communication for this contract, but mobile phone text messaging in any form or format is not.
- (b) If this contract requires either Party to reply to a communication, they shall reply within the Period for Reply **as stated in the Contract Data**, unless otherwise stated in this contract.

SCC2.1.5 The Purchaser's authority and delegation, and the Purchaser's Agent

- (a) The Purchaser may give an instruction to the Supplier which changes the Scope of Goods and Services, in accordance with the stipulations for Change Events in this contract.
- (b) The Purchaser may instruct a change to the Contract Completion Date or Order Completion Date after consultation with the Supplier, in accordance with the stipulations for Change Events in this contract.
- (c) The Purchaser's acceptance of a communication from the Supplier does not change the Supplier's obligation to provide the Goods and Services in accordance with this contract.

- (d) The Purchaser may, after notifying the Supplier, delegate any of the Purchaser's actions and may cancel any delegation. Any reference to an action of the Purchaser in this contract also includes an action by the delegate.
- (e) The Purchaser will appoint a Purchaser's Agent, who acts on behalf of the Purchaser with the authority **as stated in the Contract Data**. If the Purchaser's Agent is not identified in this contract, the Purchaser will appoint one and shall notify the Supplier of their name. The Purchaser may replace the Purchaser's Agent and shall notify the Supplier of the name of the replacement.
- (f) If this contract is a Term Contract or Framework Contract and where another entity has been granted participation in this contract and has been given the authority to issue Purchase Orders in accordance with this contract, that entity becomes the Purchaser for that Purchase Order with all the rights and obligations of the Purchaser as stated in this contract. The names of the Purchaser and the Purchaser's Agent shall be stated in the Purchase Order.

SCC2.1.6 Access to and the provision of services

- (a) The Purchaser shall facilitate and allow access to and use of its premises to the Supplier as is required for the provision of the Goods and Services in this contract.
- (b) The Purchaser shall provide the necessary services and other things as stipulated in the Scope of Goods and Services.

SCC2.1.7 Early warning

- (a) The Supplier and Purchaser shall give early warning by notifying the other as soon as either becomes aware of anything which could increase the cost of the Goods and Services, or which could delay the Contract Completion Date or Order Completion Date (whichever applicable), or which could negatively impact the performance of the Supplier in providing the Goods and Services. Early warning for anything for which a change event has already been notified, is not required.
- (b) The Supplier and Purchaser shall co-operate in a process of making and considering proposals to mitigate or avoid the effects of a matter for which an early warning was notified. Actions to be taken shall be recorded in writing.

SCC2.1.8 Applicable law (As referred from GCC Clause 30.1)

Any other applicable law is **as stated in the Contract Data**.

SCC2.1.9 Acts or omissions by mandataries

In terms of Section 37(2) of the Occupational Health and Safety Act of 1993 (Act 85 of 1993), the Supplier hereby agrees that the Purchaser is relieved of any and all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the Supplier and its employees to the extent permitted by this Act, and that this contract comprises the written agreement between the Purchaser and the Supplier contemplated in section 37(2).

SCC2.1.10 Maintenance of mandatory registrations

The Supplier shall ensure that its registration as a supplier on the Western Cape Supplier Evidence Bank (WCSEB) and the Central Supplier Database (CSD) are maintained as active and compliant in all respects, for a Sole Contract until the later of the Contract Completion Date an associated Retention Period, and for a Term Contract or Framework Contract until the later of the end of the Service Period and the date of the last Order Completion or associated Retention Period.

SCC2.1.11 No gifts/tokens/invitations from the Supplier to Purchaser's officials/representatives

Although there are formal prescripts and mechanisms in place to regulate and record the receipt of small tokens/gifts/invitations from suppliers, contractors and service providers, officials of the Purchaser are actively discouraged from accepting any such gifts/tokens/invitations. In terms of this contract, the Supplier shall not offer any gift/token/invitation which carries any monetary benefit, irrespective of value, directly or indirectly, to any official or representative in the Purchaser's service, before, during or after completion of this contract.

SCC2.2 THE SUPPLIER'S MAIN RESPONSIBILITIES

SCC2.2.1 Providing the Goods and Services

- (a) The Supplier shall provide the Goods and Services in accordance with the Scope of Goods and Services.
- (b) If the Supplier makes use of subcontractors, the Supplier shall remain responsible to provide the Goods and Services as if the Supplier did not subcontract and the contract applies as if the subcontractor's employees and resources were the Supplier's own employees and resources.
- (c) The Purchaser may, after having stated reasons, instruct the Supplier to remove an employee or a subcontractor from the contract. The Supplier shall then arrange that the employee or subcontractor will have no further connection with this contract within one day after the instruction.
- (d) The Supplier shall provide access for the Purchaser and others as notified by the Purchaser, to Goods stored and Services executed for this contract.
- (e) The Supplier shall obey all instructions given by the Purchaser and which are in accordance with this contract.
- (f) The Supplier shall obtain all permissions, permits and other things necessary from the appropriate institutions and sources before transporting Goods to the place of delivery or executing Services as stated in the Scope of Goods and Services or in a Purchase Order.
- (g) The Supplier shall act in accordance with all health and safety requirements stated in the Scope of Goods and Services.

SCC2.2.2 Purchase Orders (pursuant to GCC Clause 1.19)

- (a) During the Service Period the Purchaser may issue a proposed Purchase Order to the Supplier. The Supplier shall price each proposed Purchase Order using the rates and prices from the Price Schedule and shall submit it with an Order programme for delivery and/or execution of the Services, to the Purchaser for evaluation and approval. Prices for items or work not included in the Price Schedule are evaluated as change events. The Purchaser may consult the Supplier about the contents of a Purchase Order before the Purchaser approves and issues it.
- (b) A Purchase Order includes the following:
 - A detailed description of the scope of Goods and Services to be provided in the Order;
 - A priced and totalled list of the items of Goods, Services or work in the Order;
 - The starting and completion dates for the Order, and
 - The amount of penalties payable for late fulfilment or completion of the Order, if different from the provisions made in the GCC.
- (c) The Supplier shall not start executing a Purchase Order until the Purchaser has approved the priced Order and instructed the Supplier to execute the Order.
- (d) A Purchase Order shall not be issued after the end of the Service Period.
- (e) Pricing for items of Goods or Services required by the Purchase Order which are not included in the Price Schedule, are change events.

SCC2.3 TIME AND TIME RELATED MATTERS

SCC2.3.1 Starting, delivery, completion and the Service Period

The Supplier shall start work only from the Starting Date and shall deliver the Goods and provide the Services under this contract until the date of Contract Completion or until the later of the end of the Service Period and the date of the latest Order Completion, as applicable to the Contract Type.

- SCC2.3.2 Instructions to stop providing the Goods and Services
- The Purchaser may issue an instruction to the Supplier to stop or not to start the provision of the Goods and Services, and may later instruct the Supplier to start or re-start it.
- SCC2.3.3 The programme
- The Supplier shall submit programmes where applicable for the provision of the Goods and Services to the Purchaser in accordance with the provisions in the Scope of Goods and Services.
- SCC2.3.4 Non-working days and the annual December/January holiday break
- (a) The annual holiday break is deemed to comprise an approximate 4 week period commencing in mid-December and ending in mid-January.
 - (b) Non-working days **stated in the Contract Data** are added to delays to the Contract Completion Date or Order Completion Date due to change events.
 - (c) Inclusion or exclusion of the annual December/January holiday break in determining and influencing the Contract Completion Date or an Order Completion Date is **as stated in the Contract Data**, omission of which means EXCLUSION by default.
 - (d) If the Contract Completion Date or an Order Completion Date is delayed until after the start of the holiday break, the full period of the holiday break is added in addition to delays to either date due to change events **only if** the annual holiday break was EXCLUDED when setting the Contract Completion Date or the Order Completion Date and the delay is not the Supplier's fault.
 - (e) If either Party issues a communication in terms of this contract to the other at any time during the holiday break, the Period for Reply is extended by the remainder of the period of the holiday break at the time of the communication.
- SCC2.3.5 Extension of the Service Period
- The Purchaser reserves the option to extend the Service Period for a Term Contract or Framework Contract. The Service Period is extended if extension is notified by the Purchaser to the Supplier before or on the last day of the current Service Period, and the period of extension of the Service Period does not exceed the allowed maximum **stated in the Contract Data**.
- SCC2.3.6 Continuation of the Service at contract expiry (Term-and Framework contracts only)
- (a) The Purchaser reserves the right to embark upon a procurement process before the end of the Service Period, to succeed and replace this contract for continuation of the Service.
 - (b) The Purchaser reserves the right to instruct the Supplier upon contract expiry to continue the Service uninterrupted on a month-to-month basis under this contract, in order to:
 - enable conclusion of the procurement process and implementation of the new contract if required; and
 - enable a sufficient period of time for transition of the Service to a new service provider, if required.
 - (c) The month-to-month service shall continue until its conclusion is notified at least one month in advance by the Purchaser to the Supplier.
- SCC2.3.7 Clauses surviving expiry/termination of this contract – the Endumeni approach
- The “Endumeni approach” refers to the interpretative method adopted by the Supreme Court of Appeal of South Africa in *Natal Joint Municipal Pension Fund v Endumeni Municipality* 2012 (4) SA 593 (SCA). While the case did not deal specifically with survival clauses, the principles it established are directly applicable to how survival clauses are interpreted. The Endumeni approach principles are followed for survival clauses in this contract.
- The Parties agree that the clauses **stated in the Contract Data** shall survive expiry or termination of this contract.

SCC2.4 QUALITY: TESTING, DEFECTS AND INSPECTIONS (Supplementary to GCC Clause 8)

SCC2.4.1 Tests, inspections and notification of Defects

The Purchaser and Supplier shall carry out tests and inspections as required by the Scope of Goods and Services. If a test reveals that any Goods or Services have a Defect, the Supplier shall correct the Defect and the test shall be repeated to prove the Defect correction. The Purchaser may notify a Defect at any time before the later of any of the following, as applicable to each Contract Type: (a) the date of Contract Completion, (b) the date of the latest Order Completion or (c) the end of a Retention Period or Warranty period associated with Contract Completion or Order Completion.

SCC2.4.2 Correction of Defects

- (a) The Supplier shall correct a Defect when the Supplier becomes aware of it, irrespective of whether the Purchaser notifies him of it or not.
- (b) The Supplier shall correct a notified Defect within the Defects Correction Period **stated in the Contract Data**. This period begins when the Purchaser has arranged the necessary access and other things required for the Supplier to correct the Defect.

SCC2.4.3 Acceptance of Defects

The Parties may each propose to the other that the Scope of Goods and Services should be changed so that a Defect does not have to be corrected. If the Parties are both prepared to consider the proposal, the Supplier shall submit a quotation for reduced prices and an earlier Contract Completion Date or Order Completion Date to the Purchaser for approval. If the Purchaser approves the quotation, the Purchaser shall give an instruction to change the Scope of Goods and Services, the prices and the Contract Completion Date or Order Completion Date accordingly.

SCC2.4.4 Uncorrected Defects

If the Supplier has not corrected a notified Defect within the time stipulated by this contract, the Purchaser shall have the right (without prejudice to any other claims which the Purchaser may have against the Supplier under the contract) to assess the cost of having the Defect corrected by others and the Supplier shall pay for this cost.

SCC2.4.5 Latent Defects

The Supplier shall be liable to the Purchaser for latent defects in the Goods and Services for a period **as stated in the Contract Data**.

SCC2.5 PAYMENT (As referred from GCC Clause 16)

SCC2.5.1 The Supplier's pricing for this contract is in the location **stated in the Contract Data**.

SCC2.5.2 Calculation of the amount due for payment

- (a) The Supplier shall calculate the amount due and shall apply to the Purchaser for payment of the change in the amount due since the previous payment. The Supplier's application for payment shall include details of how the amount due has been assessed and calculated, and the Supplier shall provide record of cumulative payments during this contract with each application for payment.
- (b) The amount due includes:
 - the price for each lump sum item in the Price Schedule which the Supplier has completed,
 - where a quantity is stated for an item for which a rate is applied in the Price Schedule, the amount calculated by multiplying the rate by the quantity that the Supplier has completed,
 - any other amounts payable to the Supplier,
 - less any amounts retained from, or payable by, the Supplier.
- (c) For a Sole Contract, penalties as stated in the Contract Data for late Contract Completion shall be payable from the Contract Completion Date as stated in the Contract Data (subject to revision in accordance with the contract), to the date that Contract Completion is achieved. For a Term Contract or Framework Contract, penalties stated in a Purchase Order shall be payable from the Order

Completion Date as stipulated in the Purchase Order (subject to revision in accordance with the contract), to the date that Order Completion is achieved.

SCC2.5.3 Payment

- (a) The Supplier shall prepare a tax invoice for the exact amount claimed. The Supplier shall submit the tax invoice and any relevant corresponding documentation to the Purchaser for payment.
- (b) The Purchaser shall assess the Supplier's tax invoice inclusive of all required supporting documentation within one week of receipt thereof. Incomplete and incorrect payment submissions are not processed for payment and the Supplier shall be notified to correct the payment submission within one week. Payment shall be made within thirty calendar days of receipt of a complete and correct Supplier's payment submission.
- (c) The following information **MUST** be referenced on all invoices submitted to the Purchaser for payment. Omitting any of these details shall be deemed as an incorrect invoice:
 - Purchaser's (Department) name and address.
 - Tender/contract number.
 - If applicable, the project title/description.
 - If applicable, Purchase Order number.

SCC2.5.4 Price adjustment for inflation (as referred from GCC Clause 17)

- (a) The application or not of Price adjustment for inflation for this contract is **as stated in the Contract Data**.

- (b) Statutory price increases

Statutory price increases as well as exemptions and constraints applicable to price adjustment for this contract are **as stated in the Contract Data**.

- (c) Price adjustment factor (PAF)

- On each anniversary of the Contract Date, the Purchaser shall calculate a price adjustment factor equal to $(L - B) / B$, where L is the last published value of the index and B is the last value of the index published before the Contract Date. The index is the CPI ("Consumer Price Index: Index numbers and year on year rates", as published in the Statistical News Release, P0141 Table B) prepared by Statistics South Africa. (www.statssa.gov.za) The price adjustment factor is applied prior to adding VAT.
- If an index is changed after it has been used in calculating a price adjustment factor, the calculation shall be repeated and a correction included in the next calculation of the amount due.
- The price adjustment factor calculated at the end of the Service Period of this contract (as amended in accordance with the contract) is used for calculating price adjustment after this date.

- (d) Price adjustment

For the rates and lump sums in the Price Schedule, each amount payable after the first anniversary shall include an amount for price adjustment which is calculated as follows:

- the sum of the change in the rates and lump sums included in the amount payable since the last assessment, multiplied by the price adjustment factor calculated at the last anniversary before the assessment,
- plus the amount for price adjustment included in the previous amount payable.

- (e) Change events

The Supplier's Cost for change events is assessed using the Supplier's Cost current at the time of assessing the change event adjusted to the Contract

Date by dividing by (1 + PAF), where PAF is the price adjustment factor calculated at the last anniversary.

SCC2.5.5 Foreign exchange price fluctuations (as referred from GCC Clause 17)

Where pricing of Goods and/or Services are identified in the Scope of Goods and Services or in the Pricing Data as subject to fluctuations in a foreign currency exchange rate ("forex"), price adjustment shall be made as follows:

(a) Forex price adjustment factor

When preparing a payment claim for Goods and/or Services subject to forex fluctuations, the Supplier shall calculate an exchange rate adjustment factor equal to (X / B), where X is the actual currency exchange rate/s applied at the time of the international purchase, and B is the base currency exchange rate at the opening of currency trade markets in South Africa on the day of tender closing for this contract. The forex price adjustment factor is applied prior to adding VAT.

(b) Forex price adjustment

- For the rates and lump sums in the Price Schedule subject to forex fluctuations, each amount payable shall be calculated by multiplying the amount by the forex price adjustment factor.
- Forex price adjustment and price adjustment for inflation shall always be mutually exclusive. Rates and lump sums in the Price Schedule which are subject to forex fluctuations shall never be subject to price escalation for inflation.

SCC2.5.6 Retention

- (a) For a Sole Contract a Retention amount **as stated in the Contract Data** is retained from the Supplier in the assessment of each amount payable until the date of Contract Completion. The amount retained is halved in the first assessment made after the date of Contract Completion and shall remain at this amount until the end of the Retention Period **as stated in the Contract Data**.
- (b) For a Term Contract or a Framework Contract a Retention amount **as stated in the Purchase Order** is retained from the Supplier in the assessment of each amount due until the date of Order Completion. The amount retained is halved in the first assessment made after the date of Order Completion and shall remain at this amount until the end of the Retention Period **as stated in the Purchase Order**.

SCC2.5.7 Payment by the Supplier of its subcontractors and suppliers

The Supplier shall pay a subcontractor or supplier for all subcontracted work or goods and services rendered to the Supplier which in terms of this contract have been certified and paid to the Supplier. The Supplier shall pay a subcontractor or supplier within 30 days of receipt of payment from the Purchaser or in accordance with the terms as stipulated in writing in a subcontracting or supply agreement, whichever is the earlier.

SCC2.6 CHANGE EVENTS

SCC2.6.1 Change events

Change events are events which have implications of cost and/or time and/or variation of the Goods and Services which are not made provision for by the stipulations in the Scope of Goods and Services or elsewhere in this contract. Change events do not require a contract amendment procedure as contemplated in GCC Clause 18, but are instead governed as stated in the clauses contained in SCC2.6. The following are change events:

- (1) The Purchaser instructs a change in the Scope of Goods and Services, unless the change is effected to make a Defect acceptable. Any change to the Scope of Goods and Services shall be limited to include only items logically related to, or associated with, those of the original Scope of Goods and Services contemplated by, and included in, this contract.

- (2) The Purchaser instructs a change to the Contract Completion Date or an Order Completion Date.
- (3) The Purchaser does not allow access to its premises or does not provide the services and things necessary which the Purchaser is to provide to the Supplier as stated in this contract.
- (4) The Purchaser gives an instruction to stop or not to start the provision of the Goods and/or Services.
- (5) The Purchaser does not reply to a communication within the Period for Reply required by this contract.
- (6) The Purchaser changes a decision which the Purchaser has previously communicated to the Supplier, which results in cost and/or time impacts on the provision of the Goods and/or Services.
- (7) The Purchaser instructs the Supplier to search for a Defect in the provided Goods and/or Services and no Defect is found.
- (8) The Purchaser notifies a correction to an assumption which the Purchaser has stated about a change event which results in cost and/or time impacts on the change event.
- (9) An event which stops the Supplier from providing the Goods and Services by the Contract Completion Date or by the Order Completion Date and which neither Party could prevent, and deemed at the time of quotation to have such a small chance of occurring that it would have been unreasonable to have allowed for it.
- (10) A difference between the final quantity of any item of Goods and/or Services completed, and the quantity stated for that item in the contract or in a Purchase Order.
- (11) A loss or damage to Goods and Services completed which is not the fault or responsibility of the Supplier or could not have been prevented by any reasonable action of the Supplier.
- (12) An item of Goods or Services required which is not included in the Price Schedule.

SCC2.6.2 Notification of change events

- (a) The Supplier shall give notification to the Purchaser of an event which the Supplier believes has happened or which the Supplier believes will happen as a change event, unless the Purchaser has already notified the event to the Supplier. If the Supplier does not notify the change event within four weeks of becoming aware of it, the Supplier will forfeit any change in the prices and changes to the Contract Completion Date or an Order Completion Date, unless the event arises from an instruction by the Purchaser. The Supplier may include a quotation for the change event at the time of notification.
- (b) If the Purchaser decides that an event notified by the Supplier is as result of a fault of the Supplier, or has not happened and is not expected to happen, or has no effect on the Supplier's Cost and/or completion time or is not one of the change events stated in this contract, the Purchaser shall notify the Supplier of the decision that the prices, and the Contract Completion Date or Order Completion Date are not to be changed.
- (c) If the Purchaser decides otherwise, then within one week of receiving the Supplier's notification, the Purchaser shall acknowledge receipt of the notification. At the same time, the Purchaser shall instruct the Supplier to submit a quotation for the event, unless a quotation was included in the notification or if a revised quotation is required.
- (d) If the Purchaser decides that the Supplier did not give early warning of the event which the Supplier reasonably could have given, the Purchaser shall notify the decision at the time when acknowledging receipt of the Supplier's notification and instructing the Supplier to submit a quotation.
- (e) Change events cannot be notified after the later of the date of Contract Completion and the end of the Retention Period stated for the contract. For a Purchase Order, change events cannot be notified after the later of the date

of Order Completion and the end of the Retention Period stated in the Purchase Order.

SCC2.6.3 Quotations for change events

- (a) A quotation for a change event comprises two distinct components: (1) proposed changes to the prices or rates, and (2) any delay in stipulated completion times for providing the Goods and/or Services. The Supplier shall include details of the assessment and calculations with each quotation and shall submit the quotation to the Purchaser within one week after receiving instruction from the Purchaser to do so, or within two weeks of the date of notification of the change event if no such instruction is received.
- (b) The Purchaser may also instruct the Supplier to submit a quotation for a proposed instruction or a proposed changed decision (a "Proposal"). A quotation for a Proposal is not put into effect by the Supplier unless explicit instruction to do so is given by the Purchaser.
- (c) The Purchaser shall reply within one week of receipt of the Supplier's quotation submission. For a Proposal the Purchaser's reply is one of the following: (1) that the Proposal will not be effected (the default if no reply is given) or (2) a notification that the Proposal including quotation is approved and will be effected or (3) a notification that the Proposal is acceptable in principle but the Purchaser does not agree with the quotation. For all other change events the Purchaser's reply is either approval of the quotation or a notification that the Purchaser does not agree with the quotation (no default if no reply is given).
- (d) If the Purchaser does not agree with the quotation, the Supplier may submit a revised quotation within one week of receipt of the Purchaser's reply. If no revised quotation is received or if the Purchaser does not agree with the revised quotation, the Purchaser may perform an own evaluation and shall notify the Supplier of it.

SCC2.6.4 Evaluation/assessment of change events

- (a) If a change event only affects the quantities of Goods and/or Services in the Price Schedule, the changes to the prices are calculated by multiplying the changed quantities by the appropriate rates in the Pricing Schedule.
- (b) For all other change events the changes to the prices are calculated based on the Supplier's Cost, forecasted if not already incurred or actual if already incurred. The Supplier's Cost is broken down and shown separately for labour (people), materials, equipment used, subcontracted work and transport, excluding any overheads and profit. The mark-up percentage for overheads and profit **as stated in the Contract Data** is applied to the calculated effect of the event, excluding any taxes such as Value added Tax (VAT) and taxes for import, export and customs clearance.
- (c) The effects of change events on the Supplier's Cost are calculated at open market or competitively tendered prices where all recoverable discounts, rebates and taxes have been deducted. The cost of events that the Supplier is required to be insured for by this contract as well as any costs paid to the Supplier by an insurer for the event are deducted from the Supplier's Cost.
- (d) The delay to the Contract Completion Date or an Order Completion Date is calculated as the length of time that the applicable Completion Date is forecasted to be delayed by the change event.
- (e) Prices and rates for work not included in the Price Schedule and approved by the Purchaser are added to the Price Schedule as lump sums or rates, as appropriate, and are used from there on forward for pricing subsequent Purchase Orders.

SCC2.6.5 Cost of preparation of quotations for change events

All costs associated with the preparation of quotations for change events for this contract are the Supplier's risk and are not reimbursable by the Purchaser.

SCC2.7 TITLE, AND THE USE OF EQUIPMENT AND OTHER THINGS

- SCC2.7.1 The Purchaser's title to, and marking of, Goods
- Irrespective of the type of title the Supplier has to any Goods delivered as specified in the Scope of Goods and Services, title shall pass to the Purchaser upon delivery. The Supplier shall mark all the Goods for payment by the Purchaser before delivery in accordance with the stipulations in the Scope of Goods and Services.
- SCC2.7.2 Intellectual property rights
- (a) The ownership of and all rights in and to intellectual property owned by either Party prior to the commencement of this contract shall be and remain vested with the Party who as at the commencement of this contract is the owner thereof.
 - (b) The Supplier shall have no claim or be entitled to any copyright or other intellectual property that arises as deliverables or otherwise out of the execution of this contract, ownership of which shall at all times vest in the Purchaser. The Supplier may not reproduce or use the copyright or any intellectual property unless with the prior written permission of the Purchaser.
 - (c) The Supplier hereby warrants that it either owns or obtained the right to use all intellectual property in all material used by it in the course of providing the Goods and/or Services in terms of this contract.
 - (d) The Supplier hereby indemnifies the Purchaser from and against any claim that any material used by it, in the course of providing the Goods and/or Services in terms of this contract, infringes any third party's intellectual property rights.
- SCC2.7.3 The Parties' use of equipment and other things
- (a) The Supplier has the right to use equipment and other things provided by the Purchaser only to provide the Goods and Services.
 - (b) The Supplier shall return to the Purchaser all equipment and other surplus things provided by the Purchaser, provide items of equipment and provide the information and other things for the Purchaser's use as stated in the Scope of Goods and Services, for a Sole Contract before the date of Contract Completion and for a Term Contract or Framework Contract before the earlier of the date of Order Completion and the end of the Service Period, as applicable.
- SCC2.7.4 Keeping a site attendance register
- If the Supplier operates a site on the Purchaser's premises as part of providing the Goods and Services, the Supplier shall keep a site attendance register detailing the identity of, sign-in and sign-out by its employees and visitors to the site or location where the Goods and Services are provided, details of which shall be made available to the Purchaser upon request.

SCC2.8 RISK, INDEMNITY, AND INSURANCE

- SCC2.8.1 Purchaser's risks
- The following are Purchaser's risks:
- (a) Claims, proceedings, compensation and costs payable which are due to negligence, breach of statutory duty or interference with any legal right by the Purchaser or any person employed by the Purchaser (with the exception of the Supplier), or a fault of the Purchaser.
 - (b) Loss of or damage to the Goods and/or Services after delivery/completion except loss or damage occurring before the date of Contract Completion or the later of the end of the Service Period and the latest date for Order Completion as applicable, which is due to (1) a Defect which existed at delivery or completion, or (2) an event which is not a Purchaser's risk or (3) activities of the Supplier after delivery/completion.
 - (c) Loss of or damage to the Goods and Services retained by the Purchaser after delivery/completion upon contract termination except loss or damage due to

the activities of the Supplier after delivery/completion following the termination.

SCC2.8.2 Supplier's risks

For the duration of the contract until the later of Contract Completion, end of Service Period, last Order Completion or any associated Retention Period, all risks which are not stated in this contract as carried by the Purchaser shall be carried by the Supplier.

SCC2.8.3 Insurance cover and insurance policies (as referred from GCC Clause 11.1)

- (a) The Supplier shall provide insurance cover against loss of or damage to the Goods and Services, materials, equipment and against any other risks carried by the Supplier from the Starting Date until the later of Contract Completion, end of Service Period, last Order Completion or any associated Retention Period, for the amount deemed sufficient by the Supplier to cover the total of the Supplier's risk or for the minimum amount of cover **stated in the Contract Data**.
- (b) Insurance cover shall include a Coupon Policy for Special Risks Insurance issued by the South African Special Risks Insurance Association (SASRIA).
- (c) When requested by the Purchaser, the Supplier shall provide certificate/s from its insurer or broker confirming that the insurances required by this contract are in force.

SCC2.8.4 Performance security (As referred from GCC Clause 7)

- (a) If so **stated in the Contract Data**, the Supplier shall provide the Purchaser with performance security for the amount **stated in the Contract Data** and in the form set out in the Scope of Goods and Services.
- (b) Insurers must be duly registered in terms of the Short-Term Insurance Act 1998 (Act 35 of 1998) and banks must be duly registered in terms of the Banks Act, 1990 (Act 94 of 1990). Financial service providers other than registered banks and insurers are not acceptable as guarantors.
- (c) No alterations or amendments of the wording of the form of the performance security form will be accepted.
- (d) Alternatively, a cash deposit or electronic money transfer for the same amount into the bank account of the Purchaser, is also acceptable as performance security.

SCC2.9 MEDIATION PROCEEDINGS, TERMINATION AND CANCELLATION OF PURCHASE ORDERS

SCC2.9.1 Mediation proceedings (as referred from GCC Clause 27.4)

If any dispute has not been resolved by negotiation, the Parties shall submit the dispute to mediation administered by the Arbitration Foundation of Southern Africa (AFSA) (Cape Region), (<http://www.arbitration.co.za>, Tel +27 21 426 5006), upon the terms set by the AFSA Secretariat. Mediation shall be conducted in Cape Town in the governing language of this contract, which is English.

SCC2.9.2 Termination for reasons other than Supplier's default or insolvency (GCC Clauses 23 and 26)

If either Party wishes to terminate the Supplier's obligation to supply the Goods and Services in terms of this contract, he notifies the intention to terminate together with a valid reason for terminating to the other Party. Unless the Parties can agree otherwise, termination is effected by the Purchaser issuing a termination certificate to the Supplier if the reason complies with this contract.

(a) Additional reasons for termination

The following are the only valid reasons for termination of this contract, in addition to the reasons of Supplier's default or insolvency as contemplated in GCC Clauses 23 and 26:

- (i) The Supplier may terminate if the Purchaser has not made a payment within 12 weeks of receipt of a complete and correct payment submission from the Supplier;
- (ii) The Purchaser may terminate for any other reason.

- (b) Procedures on termination
 - (i) On termination, the Supplier shall return to the Purchaser any equipment and surplus things provided by the Purchaser, and hand over any items ordered and paid for by the Purchaser.
- (c) Payment on termination

The amount payable on termination includes the following:

 - (i) The amount payable assessed as for normal payments,
 - (ii) the Supplier's Cost associated with cancelling of items ordered by the Supplier, where applicable,
 - (iii) The total of the Prices of any items ordered by the Supplier which cannot be resold or used elsewhere and of which the Supplier has to accept delivery, and
 - (iv) for a Sole Contract, if the Purchaser terminates for reason (a)(ii) above, 5% of the Prices of any remaining Goods and Services deliverable under the contract, had there been no termination.

SCC2.9.3 Cancellation of Purchase Orders (Term Contract and Framework Contract only)

The Purchaser may cancel a Purchase Order at his sole discretion.

- (a) Procedures on cancellation of a Purchase Order
 - (i) On cancellation of a Purchase Order, the Supplier shall return to the Purchaser any equipment and surplus things provided by the Purchaser, and hand over any items ordered and paid for by the Purchaser in terms of the Purchase Order.
- (b) Payment on cancellation of a Purchase Order

The amount payable on cancellation of a Purchase Order shall be limited to the following:

 - (i) The amount payable assessed as for normal payments under the Purchase Order,
 - (ii) the Supplier's Cost associated with cancelling of items ordered by the Supplier where applicable, and
 - (iii) The total of the Prices of any items ordered by the Supplier which cannot be resold or used elsewhere and of which the Supplier has to accept delivery.

SCC2.10 **FRAMEWORK CONTRACT (Only applicable if Contract Type is Framework Contract)**

SCC2.10.1 Object and operation of the Framework

- (a) The object of this Framework is to enable the Purchaser to invite tenders and to appoint more than one Supplier to carry out work over the Service Period on an "as instructed" basis within its defined scope, based on the pricing information provided by the Supplier in the Pricing Schedule of this document. The goal of this approach is to speed up and streamline procurement of the Goods and/or Services required by the Purchaser from the open market in order to fulfil its strategic objectives, while maintaining transparency and equitability of the procurement process.
- (b) The Purchaser is not obligated and does not guarantee that the Supplier will be issued with a minimum number of Purchase Orders instructing the provision of Goods and/or Services during the Service Period.
- (c) The Purchaser issues Purchase Orders for the provision of Goods and/or Services during the Service Period of the contract based on best value and best serving the strategic objectives of the Purchaser.

SCC2.10.2 Management of the Framework

- (c) A Framework Core Management Group (the "Group") of people may be established by the Purchaser. The Group is responsible for operating and maintaining the Framework relationship to facilitate continuity, effectiveness and communication.
- (d) The Group consists of nominated representatives of the Purchaser and the Supplier. The Supplier shall nominate 2 (two) representatives on the appropriate returnable Schedule ("Supplier's Nominees for Framework Core Management Group") in this document. Up to 4 (four) Purchaser's representatives can be nominated at the Group's establishment meeting. Both the Purchaser and the Supplier are free to replace their representatives at any time and for any reason during the Service Period, by notifying the other of the names of the replacements. If the Purchaser is not satisfied with a nominated representative of the Supplier, the Purchaser shall give the reasons and instruction to the Supplier to replace the representative. The Supplier shall replace the representative unless the reasons given by the Purchaser are illegal or impossible to comply with.
- (e) The Group meets through meetings scheduled by the Purchaser when the Purchaser deems necessary. In the event of problems or obstacles in the way of satisfactory operation of the Framework, an ad hoc meeting of the Group may be called by either the Purchaser or the Supplier. The Purchaser is responsible to take minutes of all meetings, which are distributed to all Group members within two weeks after the meeting. Expenditure to attend meetings of the Group is not a cost-reimbursable item for the Supplier.

SCC2.10.3 Adding Suppliers to the Framework

- (a) Annual and ad hoc review of the Framework and addition of Suppliers

Within the period of 4 weeks before and after each Framework Contract anniversary date until the end of the Service Period or if circumstances of insufficient Supplier availability arise or prevail at any other time during the Service Period which are deemed by the Purchaser to threaten or impair the effective and efficient operation of the Framework in the fulfilment of the strategic objectives of the Purchaser, the Purchaser shall review and evaluate the Framework per geographic region or location as applicable. Where circumstances of insufficient Supplier availability are indicated, the Purchaser may exercise the option to add Suppliers to the Framework, subject to the following conditions:

 - (ii) The Framework's pricing is such that all Suppliers are remunerated in accordance with a Price Schedule comprising uniform rates and prices which are the same for all, or failing which competitive pricing and value for money compared to that of other existing Suppliers be clearly demonstrated and documented;
 - (iii) All added Suppliers shall be contracted under the exact same conditions of contract as the other existing Suppliers and are remunerated in accordance with the same Framework Price Schedule.
 - (iv) Where existing suitable Framework Suppliers appointed under this contract but in other geographical regions or locations can be identified, preference be given to such Suppliers to be added to the region or location where the Goods and/or Services are required;
 - (v) Where no suitable existing Framework Suppliers can be identified to be added to a particular region or location, the Purchaser may approach other service providers not contracted under this Framework but who are suitable to be added to the Framework, in that region or location.
- (b) The procedure to be followed for adding Suppliers to the Framework is as follows:
 - (i) For existing Framework Suppliers, a contract amendment as per GCC Clause 18, which shall be effected by mutual agreement between the Purchaser and Supplier, reduced to writing in an addendum signed by both Parties and added to the Supplier's existing Framework Contract;

- (ii) For service providers not contracted under the Framework, secondary open procurement and competitive negotiations in compliance with all applicable Government procurement prescripts including a secondary risk assessment procedure to evaluate inter alia current commitments, previous performance and other risk factors. Successful bidder/s to be appointed with a notification of appointment issued by the Purchaser and signature by both Parties of this Framework Contract document, effective for the remainder of the Service Period.

SCC2.10.4 The Selection Procedure

The Purchaser shall select a Supplier appointed under the Framework to submit a quotation for a proposed Purchase Order according to these criteria and terms:

(a) Eligibility of a Supplier for selection

A Supplier is eligible for selection by the Purchaser to submit a quotation for a proposed Purchase Order if (1) the Goods and/or Services required are within the scope of the Supplier's offer in terms of this contract, and (2) the Supplier has a business presence in the geographical location where the Goods and Services are required, and (3) the Supplier is not currently engaged in the execution of another Purchase Order under this Framework, the workload of which is deemed by either the Purchaser or the Supplier likely to impair the Supplier's ability to undertake and complete the proposed Purchase Order effectively, and (4) the Supplier does not have a record of unsatisfactory performance during execution of previous Purchase Orders under this Framework, and if the Supplier has, then only if the Purchaser is satisfied with remedial measures instituted by the Supplier to prevent a recurrence of such unsatisfactory performance for future Purchase Orders.

(b) Selection of a Supplier in the Framework

- (i) If the Purchaser seeks quotations for proposed Purchase Orders under the Framework, the Purchaser (1) selects a Supplier who is eligible for selection and (2) if more than one Supplier is eligible for selection, the Purchaser rotates its selection of Suppliers sequentially to spread Orders fairly between eligible Suppliers as far as it is practically possible, within the limits of the Purchaser's strategic business objectives.
- (ii) The Purchaser also has the option to invite a secondary competitive process by selecting all eligible Suppliers to submit a competitive quotation, where the Supplier offering the lowest price within the context of acceptable risk, is selected. A reason for exercising this option may be when quotations are sought for significant quantities of Goods and/or Services for which no prices or rates are available in the Price Schedule. Selection of a Supplier is effected when a written issue of instruction to submit a quotation for a proposed Purchase Order is received by the Supplier.

SCC2.10.5 The Quotation Procedure

The Supplier provides a quotation to the Purchaser for a proposed Purchase Order according to these criteria and terms:

- (a) The Purchaser shall give written instruction to the Supplier to submit a quotation for a proposed Purchase Order, by issuing a Purchase Order form in either hardcopy or digital format to the Supplier. The Purchase Order form documentation shall contain all the relevant forms, the scope of work and related information describing and defining the Goods and/or Services to be delivered/completed. If the quotation is simultaneously competing with quotations from other selected Suppliers under this Framework, the Supplier is so notified.
- (b) The Supplier shall give written acknowledgement of receipt of the Purchase Order form. The Supplier shall prepare the quotation for the Purchase Order based on the pricing in the Price Schedule for this contract. The Supplier's rates and prices in the Price Schedule are binding and apply as the maximum allowable rates and prices quoted for any Purchase Order under this Framework. If a quotation is competing with quotations from other selected Suppliers under the Framework, the Supplier may reduce any of the rates or prices in the Pricing Schedule in order to improve the competitiveness of the

quotation. Rates and prices may never be exceeded, except for the provisions of price escalation for inflation, if applicable.

- (c) Quotation for items for which there are no prices available in the Price Schedule are subject to assessment by the Purchaser and negotiation where applicable, and the Purchaser reserves the right to treat new items in the same way as change events.
- (d) The Supplier shall submit its quotation by returning the Purchase Order documentation together with any other required documentation or information to the Purchaser in compliance with the instructions given by the Purchaser, on or before the stated date and time. Late or incomplete submissions may be rejected.
- (e) The Purchaser shall give reply to the Supplier. The reply can be (1) acceptance and approval of the quotation and instruction to provide the Goods and/or Services for the Purchase Order, or (2) a notification that the Purchaser does not accept the quotation and the Purchase Order will not be effected, or (3) a notification that the Supplier's submission is acceptable in principle but the Purchaser does not agree with the quotation and further refinement of pricing and/or detailing must be concluded to the Purchaser's satisfaction before the quotation will be approved.

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

WCBD7.1: Contract Form

SCHEDULE B1: Contract Form: Purchase of Goods and Services

Part 1 (to be filled in by the Supplier ONLY UPON AWARD OF THE CONTRACT)

The Purchaser, identified in the Part 2 signature block, has solicited offers to enter into a contract for the procurement of: **Bid No: MT03/2026: WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT**

The bidder, identified in the Part 1 signature block, hereby agrees to supply all or any of the goods and services described in the attached bidding documents to the Purchaser in accordance with the requirements and specifications stipulated in the bid documents at the price/s quoted. The offer/s remain binding upon the bidder and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing time of bid.

The bidder confirms that he has satisfied himself as to the correctness and validity of this bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all the obligations and accepts that any mistakes regarding price(s) and rate(s) and calculations will be at own risk. The bidder further declares that he has no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

By the representative of the bidder, deemed to be duly authorised signing this part of this Contract Form, the bidder offers to perform all of the obligations and liabilities of the Supplier under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with this contract.

This offer may be accepted by the Purchaser by signing Part 2 of this Contract Form and returning one copy of this document to the bidder before the end of the period of validity stated in the document, whereupon the bidder becomes the party named as the Supplier in this contract.

For the bidder:

AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT SERVES AS SIGNATURE FOR THIS CONTRACT FORM
--

Bidder MUST complete the following: CSD* Reg No..... B-BBEE Status Level..... *Central Supplier database
--

Name of organisation **as per Schedule A1**

Name and capacity of signatory **as per Schedule A1**

Address of organisation **as per Schedule A1**

Part 2 (to be filled in by the Purchaser)

By signing this part of this Contract Form, the Purchaser identified below accepts the bidder's offer. In consideration thereof, the Purchaser shall pay the service provider the amount due in accordance with this contract. Acceptance of the bidder's offer shall form an Agreement between the Purchaser and the bidder upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

Deviations from and amendments to the documents listed in the document and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the bidder and the Purchaser during this process of offer and acceptance, are contained in the Schedule of Deviations included and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The bidder shall arrange for the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of this contract. Failure to fulfil any of these obligations in accordance with the terms stipulated shall constitute a repudiation of this Agreement.

This Agreement comes into effect on the Starting Date as stated in the Contract Data.

For the Purchaser: **WESTERN CAPE GOVERNMENT**
WESTERN CAPE MOBILITY DEPARTMENT (WCMD)
 SCM: Tender Office
 27 Wale Street
 CAPE TOWN
 8001

SIGNATURE OF PURCHASER

Name:

Capacity:

Name and signature of witness:

.....

Date:

Schedule of Deviations

(Append separate page if not enough space)

1 Subject:

Details:

.....

.....

2 Subject:

Details:

.....

.....

3 Subject:

Details:

.....

.....

4 Subject:

Details:

.....

.....

5 Subject:

Details:

.....

.....

By the duly authorized representatives signing this Agreement, the Purchaser and the bidder agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the GCC and SCC and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the bidder and the Purchaser during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the Parties arising from this Agreement.

For the Bidder:

AUTHORISED SIGNATURE OF BIDDER (Only required if the Schedule of Deviations contains entries)

Name:

Capacity:

Name and signature of witness:

.....

Date:

For the Purchaser:

WESTERN CAPE GOVERNMENT
WESTERN CAPE MOBILITY DEPARTMENT (WCMD)
 SCM: Tender Office
 27 Wale Street
 CAPE TOWN
 8001

SIGNATURE OF Purchaser (Only required if the Schedule of Deviations contains entries)

Name:

Capacity:

Name and signature of witness:

.....

Date:

Number of additional pages appended by the bidder to this schedule:(If nil, enter NIL).

WESTERN CAPE GOVERNMENT**MOBILITY DEPARTMENT****WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM
SERVICE CONTRACT****Contract Data****Contract Data Part One****Data provided by the Purchaser**

SCC Clause	Contract Data
SCC1.2	The Purchaser is WESTERN CAPE MOBILITY DEPARTMENT (WCMD)
SCC1.3	The Purchaser's Agent is Name: Address: Email: Shaldon le Roux, DD: Contract Development 4th Floor 11 Leeuwen Street CAPE TOWN 8001 shaldon.leroux@westerncape.gov.za
SCC1.4	The Contract Type is Term Contract .
SCC2.1.2 (c)	The Scope of Goods and Services is in the section called "Scope of Goods and Services" in this document.
SCC2.1.2 (l)	The Starting Date is the date of receipt by the Supplier of the letter of notification of appointment of the Supplier by the Purchaser.
SCC2.1.2 (m)	The Service Period is a period of 36 months following the Starting Date (applicable to Term Contracts and Framework Contracts only).
SCC2.1.4 (b)	The Period for Reply is one week .
SCC2.1.5 (e)	The Purchaser's Agent act shall act with full authority on the Purchaser's behalf in the execution and administration of this contract.
SCC2.1.8	There are no other applicable laws other than the laws of the Republic of South Africa
SCC2.3.4 (b)	There are no non-working days when assessing delays to the Contract Completion Date or an Order Completion Date due to change events.
SCC2.3.4 (c)	The full period of the annual holiday break of approximately 4 weeks in December/January for the duration of the Service Period is INCLUDED in the Contract Completion Date or an Order Completion Date by default, unless otherwise stated in a Purchase Order.

SCC Clause	Contract Data
SCC2.3.5	The allowed maximum period of extension of the Service Period for this contract is 36 months .
SCC2.3.7	The clauses surviving expiry/termination of this contract are: • GCC5: Use of contract documents and information (confidentiality); • GCC6: Patent rights; • GCC15: Warranty; • GCC16: Payment; • GCC27: Settlement of disputes; • GCC28: Limitation of liability; • SCC2.3.6: Continuation of the Service at contract expiry; • SCC2.7.2: Intellectual property rights.
SCC2.4.2 (b)	The Defects Correction Period for this contract is two weeks .
SCC2.5.2 (c)	The penalties payable for late delivery of the Goods and Services instructed by Purchase Order shall be as stated in the Purchase Order.
SCC2.5.4 (a)	Prices and rates for this contract shall remain fixed for the first 12 months of this contract and shall be subject to price adjustment for inflation thereafter.
SCC2.5.4 (b)	Consumables or goods subject to statutory price fluctuations are to be adjusted in terms of their statutory prices.
SCC2.8.3 (a)	The minimum amount of insurance cover required for this contract is R1 000 000 (one million rand)
SCC2.8.4 (a)	Performance security is not required for this contract.

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Contract Data

Contract Data Part Two

SCHEDULE B2: Data provided by the Supplier

SCC Clause	Contract Data
SCC2.1.2 (b)	The name and address of the Supplier is Name: Address: Telephone: Email address:
SCC2.5.1	The details of the Supplier's pricing for this contract is in the section called "Pricing Data" of this document.
SCC2.6.4 (b)	The mark-up percentage for overheads and profit added to the Supplier's Cost for change events is 15%

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

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WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Pricing assumptions & instructions

Pricing assumptions & instructions

1. GENERAL

- 1.1 It will be assumed that prices included in the pricing schedule are based on Acts, Ordinances, Regulations, By-laws, International Standards and National Standards that were published 28 days before the closing date for tenders. (Refer to www.iso.org for information on standards).
- 1.2 The Supplier will be paid for completed work i.e. work without Defects. This is a re-measurement contract and the Price Schedule comprises only items measured in terms of the standard method of measurement using quantities and rates or stated as lump sums. Time related items are items measured using rates where the rate is a unit of time.
- 1.3 The Price Schedule needs to be read in conjunction with any information identified in the Scope of Goods and Services.
- 1.4 For the purpose of the Price Schedule, the following words have the meanings hereby assigned to them:

Unit:	The unit of measurement for each item of work as defined in the relevant Standards or Specifications stated in the Goods Information of this document.
Quantity:	The number of units of work for each item.
Rate:	The agreed payment per unit of measurement.
Price:	The product of the quantity and the agreed rate for an item, or an agreed amount for an item, the extent of which is described in the Price Schedule but the quantity of work of which is not measured in any units.
- 1.5 Unless otherwise stated, items are measured net in accordance with the specifications, and no allowance has been made in the quantities for waste.
- 1.6 The prices and rates stated for each item in the Price Schedule shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the Supplier in carrying out or providing that item.
- 1.7 All prices and rates in the Price Schedule exclude VAT, while the total of Prices reflected in the Bid Form and Contract Form include VAT.

2. CHANGE EVENTS

- 2.1 Payment for items in the Price Schedule which are associated with any budgetary allowances, provisional sums and prime costs are dealt with in the same manner as payment for change events, i.e. Supplier's Cost plus the mark-up percentage for overheads and profit **as stated in the Contract Data**.

3. THE TOTAL FINANCIAL OFFER FOR THIS TENDER

- 3.1 The financial offer of this tender is the total price reflected in the Pricing Summary of the Price Schedule and, subsequently, in the Contract Form.

4. MATERIAL CONFLICT WITH CONDITIONS OF CONTRACT

- 4.1 PLEASE NOTE: If anything in this Price Schedule materially contradicts or is in conflict with any stipulation in the GCC and SCC as contained in this contract, the stipulation in the GCC and SCC shall prevail.

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Pricing schedule

SCHEDULE C1: Pricing Summary

TOTAL PRICE OFFER FOR THIS CONTRACT

(Carried from the totals highlighted in YELLOW from the MS Excel Price Schedule)

PART 1 Total Fees excl VAT: R.....

PART 1 Illustrative Disbursements excl VAT: R12 000 000,00

PART 1 VAT @ 15%: R.....

PART 1 TOTAL incl VAT: R.....

PART 2 Total Fees excl VAT: R.....

PART 2 Illustrative Disbursements excl VAT: R2 000 000,00

PART 2 VAT @ 15%: R.....

PART 2 TOTAL incl VAT: R.....

TOTAL PRICE OFFER PARTS 1 AND 2 incl VAT: R.....

IMPORTANT: This total price offer **MUST** be carried over to WCB1: Bid Form on page 5 of this document. Failure to do so will invalidate your bid.

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Pricing schedule

SCHEDULE C2: Price Schedule

The Price Schedule for this contract is **provided as a digital Excel spreadsheet, to be completed separately and submitted in accordance with the bid conditions**, and consists of the following sections:

- Sheet 1: Cover page
- Sheet 2: PART 1: PTSP Financial Table
- Sheet 3: PART 2: PTSP Tech Specialist Financial Table

The Excel version of the schedule shall be completed in full and returned with this bid submission on digital media (memory stick or CD/DVD). Failure to do so will invalidate your tender.

Pricing schedule

Detailed pricing to be provided. The pricing schedule is for comparison purposes only and does not provide an indication of the actual work required or the associated budget allocation. This will be determined on an annual basis by the Department.

A rate must be provided for each line in each category of the pricing schedule, even if an intended position is filled by a person in a different category, in case of the need to replace a resource or to secure a different level resource. The Department reserves the right to require the contractor to provide a resource for any of the categories for which a rate is provided, even if a resource is not listed in the tender for that category.

Staff categories

Staff categories are described below, which categories must be used in the determination of rates and pricing.

Category	Description
Category A	minimum 15 years' relevant experience, recognised nationally or internationally as an expert in their field, directing and leading project and assignment, and with a relevant advanced degree or qualification unless the absence of the advanced degree or qualification can be motivated on the basis of exceptional experience
Category B	minimum 10 years' relevant experience, recognised as an expert with a high level of expertise, leading tasks or projects on the assignment, and relevant advanced degree or qualification unless the absence of the advanced degree or qualification can be motivated on the basis of exceptional experience
Category C	minimum 5 years' relevant experience, delivering tasks and technical analysis on the assignment, and with relevant qualification
Category D	minimum 1 year's relevant experience, contributing to tasks and technical analysis on the assignment under the control of a Category A, B or C resource, and with a relevant qualification
Category E	providing administrative, project management or technical support functions under the control of a Category A, B, C or D resource and with a relevant qualification or training for the required support

Rates bands

The industry produces bands for professional fees pricing in various industries to which the panel appointment applies. In addition, government, through the DPSA, produces consulting fee price bands. Rates provided in the pricing schedule must be aligned with industry standards, or where industry standards are not clearly provided, must not exceed the DPSA rate bands. Rates provided above these bands will render the tenderer non-responsive.

Rates

The DPSA produces rate levels for consultant pricing in providing services to government, as indicated below. These are applicable where no standardised rates are already determined by professional institutes or associations established in terms of legislation. Aligned with this approach, the tendered rates should not exceed the maximum rate for each category.

Category	Maximum rates (inflationary escalation applied to rates as of July 2020)
Category A	R4195
Category B	R2662
Category C	R2082
Category D	R1395
Category E	
Project technical support staff	R1110
Project administration	R881
Students or equivalent	R420

IMPORTANT: Please note the following:

1. Ensure that the fully priced Price Schedule is returned with your bid submission. Failure to do so will invalidate your tender.
2. Ensure that the pricing totals in the Price Schedule are carried as appropriate to the Pricing Summary on page 78 of this document, and the total of the Prices from there to the Bid Form on page 5 of this document. Failure to do so will invalidate your tender.
3. Please check the SCC for the requirements pertaining to submission of the priced document, and ensure that you comply with the stipulations thereof. Failure to comply will invalidate your tender.
4. All information given in the Scope of Goods and Services must be taken into account for pricing. Unrealistic pricing in terms of the envisaged supply will render your tender high-risk, and therefore ineligible for award.
5. All items in the Price Schedule are to be priced EXCLUSIVE of VAT.
6. All items in the Price Schedule must be priced. Non-priced items may render your bid invalid – please see the Terms and Conditions for Bidding Clause 8 for details.

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

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WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Scope of Goods and Services

Preamble to Scope of Goods and Services

Material conflict with the GCC and SCC

PLEASE NOTE: If anything in the Scope of Goods and Services materially contradicts or is in conflict with any stipulation in the conditions of contract as contained in the GCC and SCC, the stipulation in the GCC and SCC shall prevail.

WESTERN CAPE GOVERNMENT**MOBILITY DEPARTMENT****WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM
SERVICE CONTRACT****Scope of Goods and Services****1. Description of the Goods and Services**

See Annexure 1 – Professional Services Specification in the Appendix to this document.

2. List of drawings, schematics & annexures

The Goods and Services are to be provided in accordance with the following design drawings, schematic representations and annexures which form part of this contract. The list below indicates which items are included in the Appendix to this document, and which are issued separately due to size or other considerations. It is the responsibility of tenderers to ensure they have obtained and considered all the listed items for preparing their bid, which is the assumption when tenders are evaluated.

Identification	Size	Description	Included in Appendix
Annexure 1	A4	Professional Services Specification	Yes
Annexure 2	Digital	Price Schedule	No, issued electronically

WESTERN CAPE GOVERNMENT**MOBILITY DEPARTMENT****WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM
SERVICE CONTRACT****Scope of Goods and Services****SCHEDULE D1: Amendments by Supplier**

The tenderer should record any amendments (i.e deviations, qualifications, alterations or modifications) it may wish to make to the tender documents in this Schedule. Alternatively, a tenderer may state such amendments in a covering letter and append such letter to this Schedule.

The tenderer's attention is drawn to the Terms and Conditions for Bidding regarding the Purchaser's handling of material deviations and qualifications. If no amendments are allowed for this tender, the conditions will state so and same would also be indicated in the table below. If amendments are allowed but none desired by the tenderer, this Schedule is to be marked NIL in the table below.

IMPORTANT: No alternative tender will be considered unless a tender free of qualifications and strictly on the basis of the Tender Documents is also submitted.

PAGE / ITEM	CLAUSE / DESCRIPTION
	NO ALTERATIONS/AMENDMENTS BY SUPPLIER ALLOWED FOR THIS CONTRACT. TENDERER MUST SIGN SCHEDULE TO ACKNOWLEDGE.

(If not enough space, attach additional pages. If no amendments are desired, mark NIL.)

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL)

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Scope of Goods and Services

SCHEDULE D2: Supplier's schedule of subcontractors and suppliers

The tenderer hereby notifies the Purchaser of the intention to use the following subcontractors or suppliers for work or supply in this contract. Acceptance of this tender does not constitute approval of all or any of the listed subcontractors by the Purchaser. Should any of the subcontractors not be approved subsequent to acceptance of this tender, this in no way invalidates this tender, and the tendered unit rates for the various items of work or supply remain final and binding, even in the event of a subcontractor not listed below being approved by the Purchaser.

WORK TYPE OR CATEGORY	SUBCONTRACTOR OR SUPPLIER (Name, address, contact person, phone, fax, organisation details, experience)	WORK ITEMS (As per Price Schedule)	ESTIMATED COST
TOTAL SUBCONTRACTED AMOUNT (<i>Excluding VAT</i>)			R

(Append separate page if not enough space, or enter NIL if nil)

**AUTHORISED SIGNATURE OF BIDDER AS PER SCHEDULE A1 (BID FORM) OF THIS DOCUMENT
SERVES AS SIGNATURE FOR THIS SCHEDULE**

Number of additional pages appended by the bidder to this Schedule:(If nil, enter NIL)

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Purchase Order

Pro Forma Purchase Order form for use when the Purchaser requires the Supplier to provide the Goods and Services within a stated period of time

Purchase Order No.....

To.....(Supplier)

I propose to instruct you to provide the following Goods and/or Services

Description and quantity of Goods and/or Services.....

.....

Start date

Order Completion Date

Penalties per day R..... ☐ CSD Registration verified (Please tick

Please submit your price and programme proposals below.

Signed on behalf of PurchaserDate

Total of Prices (inclusive of VAT) for Goods and/or Services on the Price Schedule (details attached) R.....

Total of Prices (inclusive of VAT) for items not on the Price Schedule (details attached) R.....

Total of the Prices (inclusive of VAT) R.....

The programme for the Purchase Order is..... (attached)

Signed on behalf of Supplier:

Signature Name Date

I accept the above price and programme and instruct you to provide the Goods and/or Services for this Order.

Signed by delegated authority on behalf of Purchaser:

Signature Name Date

Purchase Order number assigned as above and issued to Supplier by SCM on behalf of Purchaser:

Signature Name Date

WESTERN CAPE GOVERNMENT

MOBILITY DEPARTMENT

WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT

Appendix: Drawings, schematics & annexures

The Appendix to this contract is a separate document, independent of the main contract document (this document) and does not follow, or integrate with, the page numbering sequence of the main contract document. The Appendix contains the **Price Schedule** as well as drawings, schematics and annexures ("items") which are referenced in this document, and which are indicated as included in the Appendix.

PLEASE NOTE:

ALL items which are referenced in the main contract document form part of the complete contract documentation for this contract, irrespective of whether they are physically included in the Appendix or not. It is the responsibility of the tenderer to ensure it acquires and considers all the items referenced in this document in the preparation of the tender, which is the assumption when tenders are evaluated.

The Appendix consists of a total of **78** pages of various sizes and orientation, as a separate document.



**Western Cape
Government**

Contract MT03/2026:

**WESTERN CAPE PROVINCE: PROVINCIAL SUSTAINABLE TRANSPORT
PROGRAMME (PSTP): 3 YEAR TERM SERVICE CONTRACT**

APPENDIX

This Appendix consists of a total of 78 pages, including this header page.



**Western Cape
Government**

Western Cape Mobility Department

Annexure 1

Professional Services Specification

MT03/2026:

Provincial Sustainable Transport Programme

(the PSTP)

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1. Introduction

The Provincial Sustainable Transport Programme (PSTP) has been developed by the Western Cape Mobility Department (WCMD) as a key Departmental programme to carry out planning and implementation of initiatives that respond to the key transport challenges faced by the Western Cape. It aims to improve mobility and access to opportunities across the province, and to give effect to the strategic direction and plans provided in higher-level planning documents, such as the WC Provincial Land Transport Framework (WCPLTF). The PSTP was approved by Cabinet in 2019, and includes work across strategic, institutional, organisational, legal, funding and implementation considerations to support its objectives.

The PSTP includes concerted efforts to improve key aspects of the transport system in the province, and work on strategic, institutional, organisational, legal, funding and implementation considerations to support these focus areas. The PSTP covers, but is not limited, to the following areas of work:

- Improvements to road-based public transport, including minibus taxi, conventional bus systems, metered taxi, on-demand services and e-hailing
- Initiatives to improve passenger rail
- Improving transport safety through supporting strengthening of enforcement and expanding the use of innovative enforcement technologies
- Supporting transport systems through establishment of the Integrated Transport Hub and related initiatives
- Improvements to the freight network
- Improvements to non-motorised transport
- Building institutional capacity and strengthening partnerships to improve delivery of transport services across the province, including support to local municipalities
- Sources of funding for transport improvements
- Low carbon transition and e-mobility
- Legal and regulatory work in support of the above

This tender for the appointment of professional service providers to PSTP is constructed in two parts. Part 1 is for an overarching Strategic Business Planning Team (SBPT) to lead the planning and implementation of the PSTP, with Part 2, the Technical Specialist Team (TST), details the specialist and technical delivery work required. Tenderers and team members may not be on the Strategic Business Planning Team, and the Technical Specialist Team appointments are concurrently. It is envisaged that the SBPT team be the contract lead supported by a team of sub-consultants providing the specialist technical elements.

1.1 Summary of Work Areas

The Western Cape Department of Mobility (the Department), through this contract, seeks skilled service providers and additional resources and skilled service providers to support its Transport Operations Branch and the Department as a whole. The objectives of the Transport Operations Programme are to plan, regulate and facilitate the provisions of integrated land transport services through coordination and cooperation with national planning authorities, municipalities, community based and non-governmental organisations and the private sector to enhance and facilitate the mobility of all communities. The Programme is responsible for a range of sustainable transport initiatives, including public transport services, minibus taxi reform, non-motorised transport improvement, freight and integrated systems and technology.

The service provider will also support the broader objectives of the Department and may be requested to support other Chief Directorates where appropriate to achieve the objectives of the Department. These functions are carried out in line with the constitutional and legislative distribution of transport functions to the respective spheres of government.

Transport systems in the Western Cape are currently in need of significant improvement, as is the case across the country. The following provides a brief overview of some key areas of focus for the PSTP to support improved transport and access across the province.

2. PART 1: Specification for the appointment of a Strategic Business Planning Team

2.1 Objectives

The objective is to secure services of an integrated team of professionals to serve as the overarching Strategic Business Planning Team (SBPT) to lead the planning and implementation of the PSTP, with specialist and technical delivery work provided through the Technical Specialist Team (TST).

The SBPT will be required to undertake a range of services relating to the Chief Directorate: Transport Operations and possibly other Chief Directorates if so requested, in support of the development of improved transport systems in the Western Cape, PSTP implementation, WCPLTF strategy and the broader objectives of the Department. Such services may include, amongst others:

- a) Developing business and other strategies and plans;
- b) Completing business and financial analysis, doing cost modelling;
- c) Developing business and institutional structures;
- d) Organisational design and development;
- e) Developing business cases and feasibility studies;
- f) Developing funding and financing strategies;
- g) Providing transaction advisory services;
- h) Providing legal and regulatory advisory services, developing contracts, contractual arrangements and analysing contracts;
- i) Data collection and analysis;
- j) Technical planning, network and operations planning;
- k) Providing technical project training aligned to these areas of service;
- l) Supporting communications and marketing for services and initiatives;
- m) Providing strategic advisory services to the Department in the planning and implementation of the Provincial Sustainable Transport Program;
- n) Project coordination, facilitation, oversight and management;
- o) Support to project implementation and stakeholder engagements;
- p) Providing additional support to the Branch and Department.

2.2 Scope of Works

2.2.1 Functions to be performed and key deliverables of the tender

Solutions developed to support the PSTP must be practical and rapidly implementable, while also considering innovative approaches. In order to do this, solutions will need to consider a wide range of considerations, which requires work across a broad range of functions. These functions are in relation to the PSTP, the WCPLTF and the objectives of the Department.

Functions to be performed under this tender include:

- Strategic advisory services to the Department in the planning and implementation of the Provincial Sustainable Transport Programme
- Business structuring and business planning
- Financial planning and financial modelling
- Financing and funding analysis and support
- Financial arranging, fund sourcing and financial structuring
- Transaction advisory services
- Strategic transport planning
- Legal and institutional services
- Contractual arrangements and analysis, and contract development
- Organisational design and development
- Data collection and analysis
- Technical planning, network and operations planning
- Communications and marketing
- Technical project training
- Project implementation support and stakeholder engagement
- Project coordination, facilitation, oversight and management

These can be broadly grouped into the following work areas, noting that integration between work areas is crucial.

Anticipated deliverables are identified under each work area, in line with the overall objective of the PSTP.

2.2.2 Work Area 1: Business strategy and planning

Work Area 1 includes the development of strategic approaches, business cases, feasibility assessments and business plans to support the PSTP. The strategic and business planning processes related to improving transport in municipalities and improving transport systems province-wide should include innovative approaches that are informed by lessons learned in the transport sector, including lessons learned from initiatives throughout South Africa. Financial sustainability, sources of funding and practical implementability are also key

considerations. Development of these plans and approaches will need to be informed by a solid technical understanding and possibly the development of public transport and other plans.

Envisaged key deliverables are identified below.

a. Key Deliverable 1: Business plan for improving public transport and non-motorised transport in municipalities across the Province

There is a clear need to improve public and non-motorised transport in municipalities across the Western Cape. The Mobility Department has various initiatives underway which are described in the WCPLTF and other departmental strategies.

The SBPT is expected to build on the work described in the WCPLTF and the work previously under the PSTP to improve public and non-motorised transport. The Department initiated the Blue Dot programme which is a province-wide initiative to improve the safety and quality of minibus taxi services. It is now developing the Shayela Smart Programme jointly with the City of Cape Town, which includes a suite of interventions designed to incrementally improve service quality and safety, address key issues in the minibus taxi industry and progress formalisation and empowerment. The Department has also entered into partnerships with priority municipalities to drive NMT and other public transport improvements. Furthermore, the Department is developing a rural public transport solution. The Department intends to continue the work previously initiated, and to continue implementation through a cohesive programme that will be developed by the SBPT.

The SBPT will be expected to develop a regionally integrated public transport network plan that includes all modes of public transport as well as NMT and takes a regional view of public transport across municipal boundaries. The SBPT's approach must also be informed by lessons learned in the public transport sector in South Africa, and international best practice. The strategic approach must be fiscally and financially sustainable and must be practical and implementable considering capacity and other constraints and must consider the full range of relevant implications including institutional and legal.

The approach should also consider the needs of other Departments such as Health and Education, and how interventions and improvements can support the priorities and services of other departments.

b. Key Deliverable 2: Strategic approach and business plan in support of passenger rail

Rail should be the backbone of transport between Cape Town and surrounding areas. A well-functioning rail system would have substantial socio-economic and environmental benefits including improved productivity, greater access to social and economic opportunities - especially for those living long distances from centres of opportunity and enabling transit-oriented densification and agglomeration. It would also encourage a shift from road-based modes of transport, thereby reducing adjacent and GHG emissions.

As a starting point, the aim should be to restore services to what they were in 2012 by bringing all lines back into operations including the vital Central Line increasing frequencies and improving reliability. PRASA is progressively restoring Metrorail services. This fragile recovery must be bolstered and accelerated.

PRASA is responsible for the provision of Metrorail services, with a limited route for provincial and local government. However, the devolution of rail to sub-national government is now proved national policy and acknowledging that it is better suited to manage at the regional or local level. The National Department of Transport is currently developing a devolution strategy, but its finalisation has been delayed. In the coming years, the approach to devolution covering the preferred business model, institutional and funding arrangements, and implementation timeframe should be developed.

Strengthening rail connections between Cape Town and key growth nodes in the broader functional region, such as Worcester, Malmesbury and Paarl is critical for the sustainable development of this part of the province.

It is anticipated that the SBPT will need to develop a strategic approach and business plan to guide the Department's efforts in supporting improvement of passenger rail services in the Western Cape. Work will need to be informed by a sound understanding of operations and infrastructure, and must also address key legal, funding, institutional, capacity and other issues. Recommendations must be practical and implementable. Planning and support in the implementation of the business plan will also be required.

Alignment between the City of Cape Town and the Western Cape Government on this issue is crucial, and thus work done on this issue must consider work done by both spheres of government and align processes.

c. Key deliverable 3: Business planning for freight

A key area of focus within freight will be freight rail reform. Major structural reforms are being implemented across the freight transport sector, covering both rail and ports, by Operation Vulindlela. Linked to this reform process, the WCG is preparing the Western Cape Freight Rail

Revitalisation Framework (WC FRRF) to identify opportunities for greater participation and support for freight rail. A key focus of this strategy is low-density of branch lines, the future of which is considered as part of the structural reform process. These lines provide crucial connectivity to key areas of agricultural, mineral and industrial production in the province that would benefit from reliable and cost-effective rail services.

The Framework will consider opportunities to devolve responsibility for these lines to the province, the roles of the private sector, investment and technology requirements, and the prospects for greater regulatory powers. Greater clarity on the way forward is also likely to be provided by Operation Vulindlela as further aspects of rail sector reform are resolved. In addition, the Western Cape FRRF should also provide clear guidance on how intermodal terminals and freight villages should be developed to enable the efficient transfer of freight between road, rail and sea.

The Western Cape FRRF assist the Western Cape government in establishing itself as an enabler of freight rail by leveraging partnerships, advocating for targeted investment and resolving the logistics bottlenecks in the rail network.

It is anticipated that the SBPT will develop a business plan for the continued advancement of the Western Cape FRRF to further the Department's approach to freight rail reform. Work must be undertaken in the broader context of freight reform and must present clear approaches for evidence-based studies that consider the full range of factors including operational, infrastructure, funding, legal, institutional and other considerations.

In addition, the Department has developed the Western Cape Freight Demand Model (WC FDM™) which is the only model of its kind in South Africa and provides an evidence base for freight strategy and planning in the Western Cape. The Western Cape FDM™ is a complete set of origin and destination freight movements, commodity and transport mode, confined to the Western Cape. The model was developed in 2017/18 and is updated annually. The SBPT will be expected to update the model annually to provide the essential evidence base for further strategy and planning full stop.

d. Key deliverable 4: Business plan to support adoption of electric vehicles, particularly for public transport, in the Western Cape.

As one of the key contributors to carbon emissions, the land transport sector holds immense potential for transformative change. The Western Cape Government currently has a range of initiatives underway to support the transition to NEVs. There are also key challenges faced including high upfront costs, inadequate charging infrastructure and range anxiety.

A key opportunity to advance adoption of NEVs is the electrification of the public transport sector, including buses and minibus taxis. Transitioning of fleets is already underway, but

challenges still must be overcome, including regarding transitioning of the minibus taxi sector.

It is anticipated that the SBPT will develop a business plan to support the transition to electric vehicles with a focus on public transport including minibus taxis. The plan should consider the full range of relevant factors, including technical and operational constraints, charging infrastructure, costs and funding, market availability and stakeholder considerations, amongst others.

e. Key deliverable 5: Business plan in support of MBT formalisation and improvement

The Department has a vision of high quality, integrated public transport system that provides inclusive access to opportunities. Given the important role that minibus taxis fulfil in the delivery of public transport services, they must form part of this vision.

The Department aims to formalise and improve minibus taxi service quality and safety. This requires transforming the economics of the industry and removing the incentive to chase fares and improving the quality of driving. It also includes introducing larger vehicles, where appropriate, to leverage efficiencies and lower costs.

The Shayela Smart Programme includes a suite of interventions designed to incrementally improve service quality and safety, address key issues in the industry and progress formalisation and empowerment. The Programme adopts a broad, industry-wide approach and, initially, focusses on regulatory reforms and other measures to establish the foundation for far-reaching formalisation and improvement over the long term. It is being implemented jointly by the WCG and the City of Cape Town and is aligned with and supports both their public transport strategies and programmes.

The SBPT will be expected to build on Shayela Smart and other work done thus far and continue business and implementation planning to advance industry formalisation and improvement initiatives across the province. This requires a deep understanding of the relevant context, stakeholders and constraints and enablers of reform, as well as innovative approaches. The SBPT is expected to develop a practical and implementable plan that will yield tangible results within this space.

f. Other strategies and business plans

The SBPT may be required to develop additional strategies and business plans in support of the PSTP, or the broader objectives of the Chief Directorate, Branch and Department.

2.2.3 Work Area 2: Financial analysis and planning, funding and transaction advisory

Work Area 2 includes the development of financial models, financial analysis and financial planning in relation to potential approaches. It also includes the investigation and

development of possible sources of funding and financing for initiatives, their arranging, structuring and sourcing, and transaction advisory support. These areas of work must inform the strategic approach and business planning processes in Work Area 1, and thus iteration between these Work Areas is expected.

Development of financial models should build on lessons learned and robust understanding of costs and potential sources of revenue. This area will also need to investigate the potential for innovative sources of funding to allow for progress in spite of funding and fiscal constraints.

a. Key Delivery Area 1: Financial modelling, including long term modelling

The SBPT will be required to develop financial models, considering both capital and operational costs, likely for each of the business planning streams of work and other work that may arise under this tender. The models will also need to integrate the full spectrum of potential sources of revenues. The financial models will need to be developed to understand both short-term operational requirements, as well as long term implications.

The financial models will need to be developed in an iterative manner, working closely with the business planning processes for integration, and will need to be updated continuously as initiatives are rolled out.

b. Key Delivery Area 2: Development of a funding strategy to support implementation of the PSTP and the PLTF considering national grant reform, and implementation steps to secure sources of funding

Significant funding constraints exist which limit the Department's ability to implement priority initiatives. Sources of funding have been considered in the PLTF, and the Department has investigated alternative sources of funding. The announcement by national government of winding down of the Public Transport Network Grant and potential consolidation of public transport grant funding is also relevant context.

The SBPT will be required to build on previous work done and develop a clear funding strategy to enable fiscal and financial sustainability for implementation of priority initiatives, and continued improvement of transport systems in the Western Cape. Given the current funding landscape, the SBPT must consider and prioritise innovative sources of funding and financing, and must understand the opportunities, obstacles and risks associated with the various sources of funding and financing. Private sector participation will be an important consideration. Consideration should also be given regarding how to motivate for additional sources of government funding.

In addition, the SBPT will be required to take actions which will assist the Department in securing sources of funding and financing, including arranging, structuring and sourcing. Thus, along with the strategy, the SBPT will also be required to propose the implementation steps that must be taken to secure the suggested sources of funding and financing, and to assist in the execution of such steps as appropriate.

c. Key Delivery Area 3: Feasibility assessments for concessioning, PPPs and vehicle investment and recapitalisation

It is planned that the SBPT will investigate and develop feasibility assessments, business plans and implementation strategies regarding concessioning opportunities related to public transport and freight, and this will include consideration of PPPs. This should first of all consider concessioning opportunities related to rail, and specifically regarding rail. It should also consider concessioning opportunities related to major public transport infrastructure (e.g. depots, ranks etc.).

It is also anticipated that the SBPT will perform a feasibility study for vehicle investment and recapitalisation in relation to road-based public transport vehicles. There is a significant need for improvement of road-based public transport vehicles. At the same time, there are very limited options in terms of potential financiers in the space, coupled with an often-high risk profile for vehicle owners. The SBPT will be required to consider potential alternative approaches which would enable vehicle investment and recapitalisation in a way that improves vehicle quality and also is affordable to operators.

Following these and other feasibility and business planning assessment of concessions, PPP and other private sector participation initiatives, the SPT will be required to provide transaction advisory and related support in the implementation of selected mechanisms.

d. Other financial and transaction advisory related activities

The SBPT may be required to perform other financial and transaction advisory related activities in support of the PSTP, or the broader objectives of the Chief Directorate and Department.

2.2.4 Work Area 3: legal, contracting, institutional and organisational support and development

Work Area 3 includes the development of legal, contractual and institutional approaches required to support the strategic and business planning initiatives. This area requires a thorough understanding of relevant legislation, institutional and organisational arrangements, and again must be closely integrated with the other work areas. This area of work also includes planning and development of organisational structures required to support initiatives. The service provider is expected to build on the knowledge base that has been developed thus far in the sector, and to improve on approaches that have been used in the past. This is particularly true for contractual, institutional and organisational requirements, where, for example, contracting approaches in the public transport sector have proven challenging and significant capacity limitations exist.

a. Key Delivery Area 1: Organisational strategy for the Mobility Department

Following the still relatively recent establishment of the Mobility Department, it is anticipated that the SBPT will develop a strategy and detailed plan for organisational improvements that will enable the Department to achieve the required transport improvements across the province. This strategy and detailed plan will need to identify what is required to enable the Department to implement, manage, monitor and report on the various streams of work. It should consider the full range of organisational issues, ranging from staff and leadership requirements to organisational design, recruitment, retention, and professional development.

b. Key Delivery Area 2: Corporate governance work in support of public transport industry formalisation and empowerment

Working to improve existing minibus taxi services must go hand-in-hand with efforts to support industry formalisation and empowerment. Strong progress has already been made through establishment of a province-wide taxi-based company and eight regional-level taxi-based companies. It is anticipated that corporate governance and relevant legal support to these companies and others will be required to promote compliance and good governance, and to support these entities in their transformation of the industry and their pursuit of business

development and growth initiatives, in the context of public transport service provision and development of other business opportunities.

c. Key Delivery Area 3: Analysis of key legal, regulatory, and contractual issues

With the development of each of the strategies and business plans, and likely in relation to other issues and initiatives that will arise during the course of work on the PSTP, the SBPT will be required to perform an analysis to identify the key legal, regulatory, and contractual dimensions and opportunities or options related to each of the business plans or issues under consideration. The analysis should propose mechanisms to support the proposals made. The relevant constraints should be clarified, options should be developed, and recommendations reached.

d. Other legal, contracting, institutional and organisational related activities

The SBPT may be required to perform other legal, contracting, institutional and organisational related activities in support of the PSTP, or the broader objectives of the Chief Directorate and Department.

2.2.5 Work Area 4: Strategic management, integration and implementation

Work Area 4 requires the management of services and work so that an integrated approach is developed, and implementation progresses as rapidly as possible as the PSTP aims to make tangible improvements within ambitious timeframes.

This Work Area also includes providing the strategic guidance to enable detailed delivery work that is provided through technical specialists procured through panel appointments, ensuring good programme governance throughout.

a. Key Delivery Area 1: Project oversight and management structure

The SBPT will be required to provide a project oversight and management structure. As a multi-dimensional and long-term programme, the PSTP requires strong strategic guidance, oversight and integration. The SBPT must clarify to the Department how the team intends to structure and manage itself to achieve the required oversight and integration. The approach must also take into account the structures of the Department, and how to most effectively work with the Department to support it in achieving the PSTP objectives.

b. Key Delivery Area 2: Business governance and business development support

The SBPT will be required to provide ongoing practical business management and governance support to private sector companies, including for example minibuss taxi-based companies. This will include support with development and execution of new business opportunities to promote the development of sustainable and diverse businesses.

c. Key Delivery Area 3: Stakeholder mapping and stakeholder engagement strategy

The SBPT will likely need to complete a stakeholder mapping and stakeholder engagement strategies in relation to certain initiatives coming out of the business plans and other areas of work under the PSTP. The SBPT will need to identify the relevant stakeholders for each of the initiatives, ranging from existing public transport services providers to government institutions to commuters to the private sector. The SBPT will then need to identify a strategy for engagement with each of the key groups for the relevant area of focus.

d. Key Delivery Area 4: Implementation plan

For selected business plans, and potentially in relation to other initiatives under the PSTP, the SBPT will need to develop an implementation plan. The implementation plan must detail how the proposals will be implemented, along with the resources required and relevant timeframes. Implementation plans must also identify key obstacles and suggest ways to deal with barriers.

e. Key Delivery Area 5: Training

Many initiatives driven under the PSTP will require training of participants or relevant stakeholders. The SBPT will be required to understand training requirements in the broader context of the initiatives and their objectives, and to develop and deliver training programmes as appropriate. The SBPT may work with specialist training service providers, providing the strategic direction and guidance for training initiatives.

f. Other strategic management, integration and implementation related activities

The SBPT will be required to provide implementation support to the initiatives undertaken as part of the PSTP. This will include implementation of rail, road-based public transport, freight, NMT, transport safety, systems, institutional, funding and other initiatives.

The SBPT may be required to perform other strategic management, integration and implementation related activities in support of the PSTP, or the broader objectives of the Chief Directorate and Department.

Additionally, the SBPT will act as the lead contractor supported by the TST and will be the primary point of communication with the specialists in the TST, and responsible for the overarching management and integration of activities as performed by the TST.

2.3 Personnel required

The SBPT will be led by a core team, supported by key specialists. In addition to the core team and key specialists, the SBPT will include junior and supporting staff as required by the work, under the direction of the core team and key specialists. The Department may also

require that additional senior expertise / specialists outside of the core team and key specialists listed here are brought onto the SBPT, as required by the work to be undertaken by the SBPT.

2.3.1 Core team

- i. Business and strategic lead
- ii. Financial and funding lead
- iii. Strategic transport planning and operations lead
- iv. Institutional lead
- v. Legal and contractual lead
- vi. Corporate governance lead
- vii. Financial structuring and private sector participation lead
- viii. Project manager

Core Team Specialist	Description
Business and strategic lead	A highly qualified and experienced business consultant with significant project experience and recognition in the transport sector, as well as practical business experience and experience with PPPs. See evaluation table for detailed requirements and allocation of points.
Financial and funding lead	A highly qualified and experienced financial and funding specialist with significant project experience in the transport sector, and a track record of securing relevant sources of funding including alternative sources of funding, and experience with funding for PPPs. See evaluation table for detailed requirements and allocation of points.
Strategic transport planning lead	A highly qualified and experienced transport planner with significant project experience particularly in public transport, along with sector recognition and practical experience. See evaluation table for detailed requirements and allocation of points.
Institutional lead	A highly qualified and experienced institutional specialist with significant project experience in the transport sector, along with sector recognition and practical experience. See evaluation table for detailed requirements and allocation of points.

Legal and contractual lead	A highly qualified and experienced legal specialist with significant experience in the transport sector, along with sector recognition and practical experience in developing relevant legislation and/or contracts. See evaluation table for detailed requirements and allocation of points.
Corporate governance lead	A high qualified and experienced professional in the corporate governance space, preferably with a legal qualification, with significant practical and demonstrable experience working with the minibuss taxi industry. See evaluation table for detailed requirements and allocation of points.
Financial structuring and private sector participation lead	A highly qualified and experienced corporate finance professional with significant experience in development of corporate finance models, developing investment and financing opportunities, facilitating participation by the private sector in such opportunities and practical business experience in the corporate finance sector. See evaluation table for detailed requirements and allocation of points.
Project manager	A highly qualified and experienced project manager with substantial experience in managing complex implementation projects in the transport sector, and with experience spanning a range of modes and areas of focus. See evaluation table for detailed requirements and allocation of points.

2.3.2 Key specialists (additional personnel)

Additional key specialists that will be required on this tender are below.

- i. Additional project manager
- ii. Public transport business planning specialist
- iii. Public transport policy specialist
- iv. Bus, minibuss taxi and learner transport planning specialist
- v. Financial modelling specialist
- vi. Public transport project finance structuring specialist
- vii. Payment systems specialist (with banking interface)
- viii. Public transport fiscal and funding specialist
- ix. Strategic technology and systems specialist
- x. Business parameters and business rules specialist

- xi. Rail business strategy specialist
- xii. Freight business strategy specialist
- xiii. Urban development policy and finance specialist
- xiv. Urban planning and design specialist
- xv. Public sector strategy specialist
- xvi. Low Carbon transition and e-mobility specialist
- xvii. Organisational development specialist
- xviii. Transport legislation and public law specialist
- xix. Contracts specialist
- xx. Transport economist

Key Specialists	Description
Additional project manager	A consultant with a relevant qualification and registration as a project management professional. Must have at least 10 years of project management experience, including at least 5 years of experience project managing public transport projects in South Africa. The project manager must demonstrate experience in managing multi-disciplinary teams and a variety of stakeholders, and that he/she effectively project managed the implementation or rollout stage of a new public transport service and must have experience with project managing implementation of minibus taxi transition initiatives outside of formalisation for bus operating companies.
Public transport business planning specialist	A consultant with at least 10 years of experience in public transport business planning. The consultant must hold a master's level qualification business or planning. The consultant must have been a core team member or project lead across at least 5 business planning projects or assignments* over the last 5 years, and must demonstrate experience across at least bus, minibus taxi, rail and learner transport projects. Must also demonstrate experience across both business and financial planning.

Public transport policy specialist	A consultant with at least 10 years of experience in public transport policy. The consultant must hold a master's level qualification in planning or policy, and must demonstrate engagement across national, provincial and local level public transport policy through projects that developed or reviewed and adapted public transport policy. Must also demonstrate experience working across at least IPTN, minibus taxi, rail and learner transport projects or assignments*.
Bus, minibus taxi and learner transport planning specialist	A transport planner or engineer with at least 10 years of experience in public transport planning and holding a PrEng or having an equivalent transport planning registration. Must hold at least a master's level qualification in transport planning or engineering. Must demonstrate experience in at least 5 IPTN planning projects or assignments*, 2 minibus taxi planning projects or assignments* and 1 learner transport planning project or assignment*.
Financial modelling specialist	A qualified CA, CFA or other relevant master's level qualification, with more than 10 years experience in financial modelling. The consultant must have at least 8 years of experience in financial modelling for public transport systems and must have developed financial models for at least 5 different public transport systems.
Public transport project finance structuring specialist	A qualified CA, CFA or other relevant master's level qualification, with more than 7 years experience in project structuring. The consultant must have at least 5 years of experience in project structuring for public transport systems, and must have completed financial structuring for at least 7 different public transport investments.

Payment systems specialist (with banking interface)	A consultant or engineer with a relevant bachelor's qualification, and at least 7 years experience in developing electronic payment systems, including project experience that involved a banking interface. Must demonstrate development or strategic guidance for at least 3 different such systems, and at least one system must be operational and at least one system must have included a smart phone payment mechanism.
Public transport fiscal and funding specialist	A consultant with a relevant master's level qualification, and at least 10 years of experience regarding the public transport fiscal and funding environment. Must demonstrate implementation of at least 4 different public transport funding sources over the past 7 years and must have served as a key strategic advisor regarding funding on transport projects. Must demonstrate expertise in sector legislation, policy and strategy.
Strategic technology and systems specialist	A consultant or engineer with a relevant bachelor's level qualification, and at least 10 years of experience in developing and advising on the development of technology systems, with at least 8 years of that experience occurring within the transport sector. Must demonstrate provision of key strategic advice to clients to inform the development of systems. At least 3 of the transport-related systems advised on or developed in the past 5 years must be currently operational.
Business parameters and business rules specialist	A consultant or transport planner with at least 10 years of experience working in public transport, and with at least 5 years experience in the development of business parameters and business rules for public transport systems. Must demonstrate development of business rules for at least 2 public transport services that have become operational and demonstrate having worked closely with the set-up of the technology systems to support the service.

Rail business strategy specialist	A consultant, transport planner or engineer with a master's qualification in engineering or business, and at least 15 years of direct experience in working with the rail system in South Africa. Experience must involve the development of strategies, business plans and/or business structures regarding passenger rail. Must also demonstrate strong understanding of the institutional structures in passenger rail in South Africa.
Freight business strategy specialist	A consultant, transport planner or engineer with a master's in transport, economics, logistics or business, and at least 10 years of experience developing models, strategies and business plans for freight systems in South Africa and/or internationally. Must demonstrate strong knowledge of the freight system and challenges in the Western Cape.
Urban development policy and finance specialist	An urban development professional or lawyer with a relevant master's level qualification, and at least 10 years of experience involving the institutional and financial mechanisms applicable to urban development. Must demonstrate a project lead role across at least 5 relevant projects or assignments* in the last 5 years, and must demonstrate knowledge of land-use mechanisms such as land value capture. Must demonstrate project experience in the transport sector.
Urban planning and design specialist	An urban planner with a relevant master's level qualification and registration as a Professional Town Planner, and at least 10 years of experience in spatial planning, policy development and land use management at a combination of scales including metropolitan, corridor, precinct and site level. Must demonstrate project experience in the transport sector.
Public sector strategy specialist	A strategy specialist with at least a master's level qualification in strategy or engineering, with at least 8 years of experience in strategy work for the public sector. Must have at least 20 public sector strategy projects or assignments* across local, provincial and national government.

Low Carbon Transition and E-Mobility Specialist	A specialist with at least a master's level qualification in experience in the low carbon transition and e-mobility space. Must have at least 7 years experience.
Organisational development specialist	A consultant with a relevant master's qualification and at least 7 years of experience in organisational development for the public sector. Must have served as a project lead or core team member in at least 5 organisational design and development projects or assignments* in the transport sector.
Transport legislation and public law specialist	A qualified lawyer with at least 10 years of experience working with transport legislation and public law. Must demonstrate experience working across multiple modes of transport, and an understanding of legislation and policy at the national, provincial and municipal level.
Contracts and procurement specialist	A qualified lawyer with at least 10 years of experience working with contracts and procurement, and at least 5 years of experience working with contracts and procurement in a public law setting. At least 3 relevant projects or assignments* within the last 5 years must have been in the transport sector.
Economist	An economist with a Masters in Economics, Transport Economics or an MBA, with 10 years of experience in transport economics assessments and modelling, including at least 7 years of experience in public transport economic assessments and modelling.

*assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

In addition to the above, junior and other supporting staff as well as some additional technical specialists may be required. This may include additional skillsets such as, but not limited to: data analysis, training, media and branding, transport infrastructure and GIS, as well as junior support across business, financial, transport and other planning. CVs are not required for these

potential additional resources at this point. The Department reserves the right to modify the resources required from time to time.

2.4 Evaluation of Part 1

- Various minimum criteria are included. Failure to meet any one of these criteria will result in disqualification of the tenderer.
- Various compliance requirements are included. Failure to meet any of the compliance requirements will result in the disqualification of the tenderer.
- A tenderer may not apply for Part 1 and Part 2 of this tender using the same personnel on both parts concurrently – doing so will result in disqualification from the tender
- A technical hurdle of 80% is required for Part 1 evaluation.

2.4.1 Minimum criteria

The following minimum criteria relate to the core team, who are the foundation of the Strategic Business Planning Team:

- All members of the core team must be based in the Western Cape Province and ideally within the Cape Town Metropolitan area. A maximum of two core members may be based outside of Cape Town and will thus still be considered on condition that a strong enough motivation is provided.
- Each member of the core team must provide 3 references from different projects or assignments¹ which must demonstrate all the following:
 - The core team member's leadership of a relevant project
 - Reference and project must have been within the past 5 years
 - The reference must give an overall average score of 8 or above, equating to highly recommended, in the quantitative evaluation of the core team member's work
 - No dispute or non-compliance issues recorded
 - Acceptable reasons for termination of the services provided
 - The reference template is used (see below)
- Information above to be provided by **completing Returnable Schedule A7**.
- Each position on the core team may only be filled by one person (i.e. core team positions cannot be filled by a combination of people). One person can fill more than one role on the core team, although the core team must be a minimum of 6 people. Members of the core team can be used to fill key specialist positions.
- Each member of the core team must score at least 85% on evaluation, and collectively the core team must score 90% or more on evaluation.

¹ assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs.

- The PSTP requires significant capacity from the core team and as such a capacity statement from each core team member is required. The capacity statement must confirm that the core team member:
 - Has as a minimum the following capacity available to the contract
 - Business and strategic lead = 50%
 - Financial and funding lead = 35%
 - Strategic transport planning lead = 35%
 - Institutional lead = 35%
 - Corporate governance lead = 50%
 - Legal and contractual lead = 35%
 - Financial structuring and private sector participation lead = 35%
 - Project manager = 35%
 - The template provided in **Returnable Schedule A7** must be used for the completion of the capacity statement

The following minimum criteria relate to key specialists:

- Each key specialist must provide 1 reference which must demonstrate all the following:
 - The key specialist's role on a relevant project
 - Reference and project must have been within the past 5 years
 - The reference must give an overall score of 8 or above, equating to highly recommended
 - The reference template shall be used as in Section 2.4.9.

2.4.2 Exclusivity

This tender requires exclusivity from the tenderer's team, which means that a tenderer's team may only appear on one tender and no members of one tender may appear on another tender. Where two or more tenders share common resources, all tenders with common resources will be disqualified.

In addition, this tender for the appointment of professional service providers to the PSTP is constructed in two parts. Part 1 is for an overarching Strategic Business Planning Team (SBPT) to lead the planning and implementation of the PSTP, with Part 2, the Technical Specialist Team (TST), details the specialist and technical delivery work required. Tenderers and team members may not be on the Strategic Business Planning Team and the Technical Specialist Team appointments concurrently. It is envisaged that the SBPT team be the contract lead supported by a team of sub-consultants providing the specialist technical elements.

2.4.3 Technical evaluation

Technical evaluation points are awarded as follows:

- Personnel = up to 40 points, split as follows
 - 20 points for core personnel
 - 20 points for additional personnel
- Company experience = up to 10 points
- Local and relevant experience = up to 10 points
- Project methodology statement = up to 40 points

2.4.4 Personnel evaluation

The specialist resources to be provided by the tenderer is a critical aspect of the services required, with personnel split into core team members, key specialists, and junior and supporting staff. Only core team members and key specialists are evaluated in the technical evaluation.

2.4.4.1 Core team evaluation

Scoring framework for each of the core team members is provided below. Note the minimum criteria for core team members which is provided in the relevant section above. These criteria are evaluated against the below framework. If a tenderer passes the minimum criteria for the core team, then the total core team score is adjusted to a score out of 20 and included in the technical points evaluation.

➤ Business and strategy lead

Qualifications	Years of experience	Project specific experience	Cross-sector experience	Practical business and strategy experience	PPP experience	Point allocation
Minimum qualification required for the position	Years of consulting and / or work experience	Number of business structuring and planning projects and assignments# undertaken in the past 10 years	Number of relevant sub-sectors* across which 3 or more projects or assignments# have been undertaken in the past 10 years	Practical experience in the strategic and operational management of a business	Number of public transport PPPs** where served as team lead or commercial lead	

Bachelor's degree or lower	< 6	< 6	0 - 2	No or minimal business management experience	0	0
Post-graduate degree at honours level or similar, or masters level	6 – 11	6 – 14	3 – 5	Manager or director of a small business (EME or similar), or middle to senior management in a large business (annual turn-over over R50m)	1 in South Africa and 1 international PPP	2.5
Post-graduate degree at doctorate level or Master of Business Administration or equivalent	12 +	15 +	6	CEO, Managing Director, Commercial Director or similar in a large business (annual turn-over over R50m)	2 or more in South Africa and 2 or more international PPPs	5
Total maximum points	5	5	5	5	5	30

Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

*relevant sub-sectors include: (1) Minibus taxi industry improvement or transition projects other than those focusing on formation of vehicle operating companies for IPTN service delivery, (2) IPTN or bus services, at least one of which must be regarding learner transport services, (3) Rail, (4) Institutional transport structures, transport law and transport regulation, (5) Funding for transport projects, and (6) Transport technology systems. Relevant projects may not be primarily infrastructure-focused. A reference or contact person for the project or assignment must be provided, and the Department may contact this person to confirm the nature and quality of work.

**Must be a public-private partnership (PPP) that has received requisite Treasury PPP approvals to verify that it is a verified and full PPP. Must be in the public transport sector, which could include rail, BRT/bus or other road-based public transport.

➤ **Financial and funding lead**

Qualifications	Years of experience	Project specific experience	Cross-sector experience	Practical financing / funding experience	Point allocation
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience</i>	<i>Number of transport financial planning and funding projects and assignments# undertaken in the past 10 years, including at least 2 South African public transport PPP## funding projects</i>	<i>Number of relevant sub-sectors* across which 2 or more projects or assignments# have been undertaken in the past 10 years</i>	<i>Number of successful** funding application(s) / pitch(s) led-***</i>	
Bachelor's degree in finance or commerce or lower	< 6	< 6, no PPP funding projects	0 – 2	< 3	0
Post-graduate degree in finance or commerce at honours level or similar, or masters level	6 – 11	6 – 14, including 2 PPP funding projects	3 – 4	3 – 5, all of which are national public transport grant related	2
Qualified Chartered Accountant or qualified Chartered Financial Analysis (CFA)	12 +	15 + , including 2 or more PPP funding projects	5	>5 of which at least 1 was not national public transport grant	4
Total maximum points	4	4	4	4	20

Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

##Must be a public-private partnership (PPP) that has received requisite Treasury PPP approvals to verify that it is a verified and full PPP. Must be in the public transport sector, which could include rail, BRT/bus or other road-based public transport.

*relevant sub-sectors include: (1) Minibus taxi industry improvement or transition projects other than those focusing on formation of vehicle operating companies for IPTN service delivery, (2) IPTN or bus services, (3) Rail, (4) Institutional transport structures, transport law and transport regulation, and (5) Funding for transport projects. Relevant projects may not be primarily infrastructure-focused. A reference or contact person for the project or assignment must be provided, and the Department may contact this person to confirm the nature and quality of work.

** successful means that the submission / pitch resulted in partial or full funding as requested

*** leading means leading the drafting of the financial submission and the associated presentation or pitch

➤ **Strategic transport planning lead**

Qualifications	Years of experience	Project specific experience	Cross sector experience	Practical public transport planning experience	<i>Point allocation</i>
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience</i>	<i>Number of public transport planning projects and assignments# undertaken in the past 10 years</i>	<i>Number of relevant sub-sectors* across which 2 or more projects or assignments# have been undertaken in the past 10 years</i>	<i>Number of phases or services** where specialist filled a key technical role*** for the development and/or implementation of a public transport operational plan where the service/phase became operational, and/or management and improvement of ongoing operations</i>	
Bachelor's degree in transport planning or transport engineering or lower	< 6	< 6	0 – 2	0 – 1	0
Post-graduate degree in transport planning or transport engineering at honours level and registration as a PrEng or a professional transport planner	6 – 11	6 – 14	3 – 4	2 – 3	2

	Masters degree in transport planning or transport engineering and registration as a PrEng or a professional transport planner	12 +	15 +	5	4+	4
Total maximum points	4	4	4	4	4	20

Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

* relevant sub-sectors include: (1) Minibus taxi industry improvement or transition projects other than those focusing on formation of vehicle operating companies for IPTN service delivery, (2) IPTN or bus services, at least one of which must be regarding learner transport services, (3) Rail, (4) Public transport infrastructure, and (5) Funding for transport projects. Relevant projects other than the public transport infrastructure projects may not be primarily infrastructure-focused. A reference or contact person for the project or assignment must be provided, and the Department may contact this person to confirm the nature and quality of work.

**a phase or service must consist of at least 30 buses or the equivalent

*** key technical role means a primary transport planner or transport engineer in the planning, operation and management of a public transport service

➤ **Institutional lead**

Qualifications	Years of experience	Project specific experience	Cross sector experience	Practical institutional development experience	<i>Point allocation</i>
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience</i>	<i>Number of transport institutional projects and assignments# undertaken in the past 10 years</i>	<i>Number of relevant sub-sectors* across which 2 or more projects or assignments# have been undertaken in the past 10 years</i>	<i>Number of institutional structures** established in a lead or key advisory role</i>	
No tertiary qualification or bachelors degree	< 6	< 6	0 – 2	< 3	0
Post-graduate degree at honours level or similar	6 – 11	6 - 14	3 – 4	3 – 5, at least 3 of which are in the public sector	2
Post-graduate degree at doctorate level or combined Master degree and advanced additional relevant qualification	12 +	15 +	5	>5 of which at least 4 are in the public sector	4
Total maximum points	4	4	4	4	20

Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

* relevant sub-sectors include: (1) Minibus taxi industry improvement or transition projects other than those focusing on formation of vehicle operating companies for IPTN service delivery, (2) IPTN or bus services, (3) Rail, (4) Institutional transport structures, transport law and transport regulation, and (5) Funding for transport projects. Relevant projects may not be primarily infrastructure-focused. A reference or contact person for the project or assignment must be provided, and the Department may contact this person to confirm the nature and quality of work.

** an institutional structure includes a legal entity established, an organisational structure (organisation or part of an organisation) established, and / or policy, legalisation or agreement developed for a government structure.

➤ **Corporate governance lead**

	Qualifications	Years of experience	Project specific experience	Contract negotiation and conclusion	Practical corporate governance support experience	<i>Point allocation</i>
	<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience in corporate law and/or corporate governance</i>	<i>Number of minibus taxi-based companies* where specialist played key advisory role in the establishment of the companies</i>	<i>Number of contracts where specialist played a key role in supporting government for the negotiation and conclusion of contracts with the minibus taxi industry</i>	<i>Number of minibus taxi-based companies* where specialist played key advisory role in the ongoing corporate governance of companies</i>	
	LLB or other relevant bachelor's degree	< 6	0 – 2	0 – 2	0 -2	0
	Masters degree in law or other relevant field	6 – 11	3-5	3-5	3-5	2
	LLB or equivalent and Admitted attorney of the High Court of South Africa	12 +	6 +	6 +	6 +	4
Total maximum points	4	4	4	4	4	20

Notes

*Minibus taxi-based company means a company that is owned in whole or in majority by the structures of the minibus taxi industry or by minibus taxi operators.

➤ **Legal and contractual lead**

	Qualifications	Years of experience	Project specific experience	Cross sector experience	Practical institutional development experience	<i>Point allocation</i>
	<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience</i>	<i>Number of transport related legal and contractual projects and assignments# undertaken in the past 10 years</i>	<i>Number of relevant sub-sectors* across which 2 or more projects or assignments# have been undertaken in the past 10 years</i>	<i>Number of legislation drafted, and / or drafting and negotiating contracts in excess of R50m in the transport sector, and/or drafting of legal agreements between spheres of government in the public transport sector</i>	
	No legal qualification	< 5	<5	0-2	0 or 1	0
	Admitted attorney	6 – 11	6 – 14	3 – 4	2 – 4	2
	Admitted attorney with a masters or doctorate in law	12+	15 +	5	5+	4
Total maximum points	4	4	4	4	4	20

Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

* relevant sub-sectors include: (1) Minibus taxi industry improvement or transition projects other than those focusing on formation of vehicle operating companies for IPTN service delivery, (2) IPTN or bus services, (3) Rail, (4) Institutional transport structures, transport law and transport regulation, and (5) Funding for transport projects. Relevant projects may not be primarily infrastructure-focused. A reference or contact person for the project or assignment must be provided, and the Department may contact this person to confirm the nature and quality of work.

➤ **Financial structuring and private sector participation lead**

Qualifications	Years of experience	Project specific experience	Cross sector experience	Practical business experience in corporate finance environment in past 10 years	<i>Point allocation</i>
<i>Minimum qualification required for the position</i>	<i>Years of work experience in corporate financial modelling / structuring</i>	<i>Number of financial mandates completed*</i>	<i>Number of corporate financial modelling projects</i>	<i>Practical experience in business and leadership in a corporate finance environment</i>	
Bachelor's degree or lower	< 6	< 5	< 10	No or minimal business management experience in corporate finance	0
Bachelor's degree in finance or actuarial science, plus Honours degree in finance or actuarial science	6 – 11	5 - 10	10-20	Manager or director of a small business (EME or similar), or middle to senior management in a large business (assets under management of over R5bn)	2
Masters degree or higher in finance or actuarial science, or MBA of qualified CA.	12 +	10 +	20+	CEO, Managing Director, Commercial Director or similar in a large business (assets under management of over R5bn)	4

Total maximum points	4	4	4	4	4	20
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Notes

* financial mandates completed means the number of investment or financing deals brought to a close where the specialist was acting in a lead role.

➤ **Project manager**

Qualifications	Years of experience	Project specific experience	Cross sector experience	Practical public transport project management and implementation experience	<i>Point allocation</i>
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience</i>	<i>Number of transport projects and assignments# project managed in the past 10 years</i>	<i>Number of relevant sub-sectors* across which 2 or more projects or assignments# have been undertaken in the past 10 years</i>	<i>Number of phases or services** where filled a key project management role for the development and/or implementation of a public transport service that became operational, and/or management and improvement of ongoing operations</i>	
Bachelor's degree or lower	< 6	< 6	0 – 2	0 – 1	0
Bachelor's degree in civil or transport engineering or equivalent built environment degree, plus SACPCMP or PMP registration or equivalent	6 – 11	6 - 14	3 - 4	2 – 3	2

	Bachelor's degree in civil or transport engineering or equivalent built environment degree, plus PrEng or MBA, plus SACPCMP or PMP registration or equivalent	12 +	15 +	5+	4 +	4
Total maximum points	4	4	4	4	4	20

Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

* relevant sub-sectors include: (1) Minibus taxi industry improvement or transition projects other than those focusing on formation of vehicle operating companies for IPTN service delivery, (2) IPTN or bus services, (3) Rail, (4) Institutional transport structures, transport law and transport regulation, (5) Funding for transport projects, and (6) Transport technology systems. Relevant projects may not be primarily infrastructure-focused. A reference or contact person for the project or assignment must be provided, and the Department may contact this person to confirm the nature and quality of work.

**a phase or service must consist of at least 30 buses or the equivalent

Below table is to be completed in Returnable Schedule A7 in the claiming of points for core team members

Core Team Position	eg. Business and Strategy lead	
	Points earned	Give reasons and providing supporting evidence
Qualifications		
Years' experience		
Specific project experience		
Cross sector experience (or Contract negotiation for corporate gov. lead)		
Practical experience		
PPP experience (for Business and Strategy Lead)		
TOTAL points claimed for position		

The maximum score for the core team is 170. If the tender's core team score passes the minimum criteria, then the tenderer's core team score is adjusted to a score out of 20 points, which points are then included in the technical evaluation.

2.4.4.2 Key specialist evaluation

Key specialists are evaluated against the specifications provided above. Scoring is as follows:

Specifications not met	Specifications partially met	Specifications fully met
0 points	1 point	2 points

Partially meeting specifications requires meeting 75% of the requirements for that position. The maximum score for the key specialists is 40. The tenderer's key specialist score is adjusted to a score out of 20 points, which points are then included in the technical evaluation (if the minimum criteria are met).

2.4.5 Company experience

Company experience relates to the specific experience of the lead company. Experience relates to projects or assignments undertaken in the past 10 years in the transport sector, which projects or assignments could be South African or international, but which projects or assignments are relevant to the context of the PSTP provided above. Given the focus of the PSTP, projects or assignments evaluated here will exclude projects that are primarily infrastructure design or construction. An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

Company experience is scored as per the table below:

Number of relevant projects and / or assignments# ongoing or concluded in the past 10 years	Points allocated
10 or less	1
11 – 20	2
21 – 30	3
31 – 40	4
41 – 50	5
51 – 60	6
61 – 70	7
71 – 80	8
81 – 90	9
91 – 100+	10

An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

2.4.6 Local and relevant experience

The PSTP is a ground-breaking initiative of the Western Cape provincial government. The specific transport conditions and considerations in the Western Cape differ from those elsewhere in the country and internationally, and hence an understanding and experience of the Western Cape transport sector is important, particularly the aspects of the sector relevant to this work.

The local and relevant experience evaluation will be undertaken as laid out in the table below:

Local and relevant experience	Points allocation
No experience and related transport work in the Western Cape	0
Some experience and related transport work in the Western Cape, and in addition: • At least one minibus taxi improvement initiative outside of an IPTN, and • Establishment of at least two minibus taxi-based companies*, supported by letters from the relevant industry	4
Good experience and related transport work in the Western Cape, and in addition: • At least two minibus taxi improvement initiative outside of an IPTN supported by a reference letter, and • Establishment of at least four minibus taxi-based companies*, supported by letters from the relevant industry, and • Being the lead firm on at least one public transport PPP** project in South Africa	7
Excellent experience and related transport work in the Western Cape, and in addition: • At least two minibus taxi improvement initiatives outside of an IPTN supported by a reference letter, and • Establishment of at least six minibus taxi-based companies*, supported by letters from the relevant industry, and • Being the lead firm on at least two public transport PPP** projects in South Africa	10

*Minibus taxi-based company means a company that is owned in whole or in majority by the structures of the minibus taxi industry or by minibus taxi operators.

** Must be a public-private partnership (PPP) that has received requisite Treasury PPP approvals to verify that it is a verified and full PPP. Must be in the public transport sector, which could include rail, BRT/bus or other road-based public transport.

2.4.7 Methodology

The PSTP is a crucial initiative of the Western Cape Government and is required to be highly innovative while being practical and rapidly implementable. As such, it is critical that the SBPT tenderer demonstrates a deep understanding of the context and challenges of the transport sector and particularly the public transport, rail and minibus taxi sectors, and provides evidence of innovative, practical and implementable approaches and solutions in the sector.

The statement of methodology must provide an overarching methodology and approach towards the Work Areas and key delivery areas identified under each Work Area. The tenderer must indicate the approach and methodology that they intend to follow in order to reach the required outcomes. All Work Areas and key deliverables must be appropriately covered in the statement of methodology in sufficient detail to demonstrate the following:

- Understanding of the context and challenges
- Clear and high-quality methodology for undertaking the required work
- Ability to identify solutions that are practical, innovative and implementable
- Understanding of key steps and requirements for implementation

Thus, the tenderer must not only provide a methodology for undertaking the work, but must also put forward innovative solutions or approaches that could be considered under the task, **attached to Returnable Schedule A7.**

Aligned with this, the methodology evaluation will be undertaken as laid out in the table overleaf:

Understanding		Methodology		Solutions or approaches recommended			
Understanding of challenges and context	Points allocated*	Clarity and quality of methodology	Points allocated*	Is it practically innovative	Points allocated*	Is it implementable in near term (including description of steps required to implementation)	Points allocated*
None or poor	0	None or poor	0	No solution or no innovation provided	0	Not implementable in near term	0
Basic	2	Basic	2	Basic solution provided, little innovation	2	Likely only implementable in next 5 – 10 years, moderate steps to implementation provided	2
Moderate	5	Moderate	5	Solution provided is good, with moderate innovation	5	Likely only implementable in next 3 – 5 years, good steps to implementation	5
Good	7	Good	7	Solution provided is good, with good innovation	7	Likely implementable in next 3 years, excellent steps to implementation	7
Excellent	10	Excellent	10	Excellent solution proposed with high innovation	10	Implementable now, excellent steps to implementation	10
Maximum total	10 points		10 points		10 points		10 points

Notes

* points up to this level can be allocated

A maximum of 40 points are available for the methodology evaluation. The tenderer's score will be included in the technical evaluation.

2.4.8 Technical evaluation summary

The summary table below will be completed for each tenderer that passes the compliance and minimum criteria requirements. A minimum technical score of 80% is required to pass the technical evaluation.

	Maximum possible score	Tenderer's score
Personnel	40	
Company experience	10	
Local and relevant experience	10	
Methodology statement	40	
TOTAL	100	

2.4.9 Project reference template

The Tenderer must submit this form **on Returnable Schedule A7** for:

- three relevant projects or assignments within the last five years per core team member, or which were underway at the time of tender publication.
- one relevant projects or assignments within the last five years per key specialist, or which were underway at the time of tender publication.

Each reference listed must complete Part B, the Reference Questionnaire, for inclusion in the tender document. Completed questionnaires may be the original version, or may include faxed, scanned or emailed documents. The Department may subsequently request the original version, and this must be provided upon request.

Part A: To be completed by the Core Team Member or Key Specialist	
Name of Tenderer:	
Name of Team Member:	
Proposed Role for Core Team Member or Key Specialist:	
Client Organisation:	
Relevant Client Project/s:	
Contract Value:	
Contract Term (start and end date):	
Contact Person of Client:	
E-mail of Client:	
Tel. No of Client:	
Description of Service to Client, including Leadership Role or Specialist Role:	
Any major non-compliance / dispute issue:	
Reason for termination:	
Other comments:	
Declaration: I hereby declare that the information in Part A is accurate as at the date of signature of this document.	
Signature (Core Team or Key Specialist):	Date:

Part B: Reference Questionnaire – To be completed by Client	
1. Please provide the following information relevant to the services provided by the above specialist	
Name of Specialist being Rated:	
2. Please provide a score out of 10 for each of the following questions (1-3 is poor, 4-5 is acceptable, 6-7 is good, 8-9 is very good and 10 is excellent)	
Specialist's quality of workmanship?	
Specialist's turnaround time to requests/problems?	
Specialist's ability to think innovatively?	
Average Score:	
3. Did the Specialist play a leadership role on the project (relevant for Core Team members only)?	
4. Any major non-compliance/dispute issues? Provide details.	
5. Reason for termination:	
6. Other comments:	
Declaration:	
I hereby declare that the information in Part B is accurate as at the date of signature of this document.	
Name:	
Name of Organisation:	
Signature:	
Date:	
Organisation Stamp:	

2.4.10 Capacity statement

A capacity statement must be completed by each core team member, **on Returnable Schedule A7**. The capacity statement for each core team member must list all current work that the core team member is involved in, along with an estimation of the capacity requirement associated with that current work. A client or internal company reference is required for each listed item, and the Department reserves the right to verify the capacity statement of the core team member/s. The Department can disqualify the capacity statement if, after interrogation, the Department concludes that the core team member cannot provide the required level of capacity.

Capacity statement		
Name of Tenderer:		
Name of Core Team Member:		
Core Team Position:		
Confirmation that the core team member has the minimum specified capacity available for the role:	Yes	No
Existing projects name / description:	Client or internal company reference details	% time allocation

3. PART 2: Specification for the appointment of the Technical Specialist Team

3.1 Objective

The PSTP envisages extensive implementation works over the span of this appointment, as the provincial government's vision of sustainable transport across the Western Cape province is realised. The objective of the Technical Specialist Team (TST) is to secure personnel that can:

- Develop the detailed plans and designs required during project implementation
- Provide construction oversight and management, as required by PSTP rollout
- Conduct the requisite facilitation, engagement, transformation and support of the public transport industry including in support of MBT reform and Shayela Smart-related initiatives;
- provide specialist support in the areas of media, marketing and communications; and
- Work concurrently across multiple geographies

3.2 Scope of Work

Specialists are required in the following areas:

- Industry transition, facilitation and engagement
- Transport planning and infrastructure planning, including non-motorised transport and universal accessibility
- Transport operations, monitoring and inspection

The SBPT will act as the lead contractor supported by the TST, and will be the primary point of communication with the specialists in the TST, and responsible for the overarching management and integration of activities as performed by the TST. The SBPT shall nominate its identified TST specialists in each area.

The TST will be required to undertake work within their areas of specialisation, which work will be determined by the Department as and when it arises. Each assignment will be offered to the TST, and the respective team will be requested to provide a proposal for the work to be undertaken. In the event that no member of the TST is able or willing to undertake the work, a service provider to undertake the work will be procured outside of the immediate team.

A description of each technical specialisation and personnel is provided next.

3.2.1 Industry transition, facilitation and engagement

3.2.1.1 Description of work and personnel

A key focus area of the PSTP is improvement of public transport services across the province, with a particular focus on improvement of minibus taxi services along with formalisation and empowerment of the industry. The Department has made significant strides in working with the minibus taxi industry, including through Red Dot and Blue Dot, development of the Shayela Smart Programme, the Peace Ambassadors Programme and various leadership and training initiatives and intends to build upon the progress to-date.

Doing so will require the support of a skilled and experienced team. The team must understand the objectives of government for a given initiative or programme, as well as the context of the relevant industry members. The industry transition team must work closely with both government and the minibus taxi industry to progress towards the objectives.

The industry transition team must demonstrate depth of understanding of the minibus taxi industry in the Western Cape. This must include understanding of industry leadership at the provincial, regional and local association levels, as well as understanding of operator, driver and rank dynamics. The team must demonstrate previous experience in minibus taxi transition initiatives and must demonstrate experience in successfully facilitating the negotiation of contracts between government and industry.

The team will be expected to propose and drive innovative approaches to engaging with the industry at various levels to support initiatives, and to incorporate learnings from previous industry transition experience in South Africa and the Western Cape.

Anticipated areas of work include, amongst others:

- **Industry engagement strategy and implementation** - To support various PSTP and departmental initiatives, the industry transition, facilitation and engagement. The TST will be expected to propose and drive innovative approaches to engaging with the industry at various levels and to incorporate learning from previous industry transition experiences in South Africa and the Western Cape. An industry engagement strategy will be required to inform the approach and the TST will need to support the implementation of the strategy
- **Industry communication strategy and implementation** - Implementation of PSTP initiatives will require communicating to the industry broadly and on an ad hoc basis to explain the initiatives underway and gain support. A communications strategy will be required which addresses the full range of stakeholders within the industry. Experienced

teams will be required to deliver on these strategies as initiatives are rolled out.

- **Industry Capacitation and development** - Capacitation initiatives are critical to enable industry members to develop the skills, approaches and mindsets required to overcome some of the key challenges currently experienced. This includes, for example, development of leadership skills to improve governance, capability and decision-making and to create a stronger base for professionalism and development of the broader industry.
- **Peacekeeping and Conflict prevention** - To keep peacekeeping as a priority within the industry, and to strengthen conflict prevention and build capacity within the industry to manage conflict issues internally before they arise. Building on work done thus far, a plan to support conflict prevention and peacekeeping will be required, along with support from experienced professionals to implement this plan.

Personnel required are listed here. Other relevant resources may be requested by the Department, as and when needed.

Position	Description
Team Lead	A qualified lawyer, mediation specialist or other professional with substantial experience in engagement and transition of the minibus taxi industry. See evaluation table for detailed requirements and allocation of points.
Experienced industry facilitator	A consultant, lawyer, facilitator or finance professional with at least 10 years of work experience including at least 5 years of working with the minibus taxi industry in South Africa. Must have a relevant bachelors degree. Must demonstrate experience working with at least one vehicle operating company formed for the purposes of a contracted bus service, and at least one minibus taxi transformation initiative outside of formation of a vehicle operating company.
Experienced industry liaisons x 2	A consultant, lawyer, facilitator or finance professional with at least 5 years of work experience including at least 2 years of working with the minibus taxi industry in South Africa. Must have a relevant bachelors degree. Must demonstrate experience working with at least one vehicle operating company formed for the purposes of a contracted bus service, or at least one minibus taxi transformation initiative outside of formation of a vehicle operating company.
Support industry liaisons x 2	A consultant, lawyer, facilitator or finance professional with at least 3 years of work experience including at least 1 year of working with the minibus taxi industry in South Africa. Must have a relevant bachelors degree. Must demonstrate experience working with at least one vehicle operating company formed for the purposes of a contracted bus service, or at least one minibus taxi transformation initiative outside of formation of a vehicle operating company.
Change Management and Organisational	A consultant, facilitator or organisational development professional with at least 7 years of work experience in change management, organisational development, leadership development or institutional strengthening, and a relevant bachelors degree. Must demonstrate experience working with the minibus taxi industry or on a comparable public transport transformation initiative.

Support industry liaisons x 2	A consultant, lawyer, facilitator or finance professional with at least 3 years of work experience including at least 1 year of working with the minibus taxi industry in South Africa. Must have a relevant bachelors degree. Must demonstrate experience working with at least one vehicle operating company formed for the purposes of a contracted bus service, or at least one minibus taxi transformation initiative outside of formation of a vehicle operating company.
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3.2.1.2 Evaluation criteria

Minimum technical score of 75% for Part 2 is required to pass the technical hurdle.

- Key personnel experience = 40 points
- Company experience = 15 points
- Methodology statement = 30 points
- Local knowledge and relevant experience = 15 points

3.2.1.3 Key personnel

The Team Lead can score a maximum of 20 points, and the additional specialists other than the Team Lead can score a maximum of 20 points, for a total maximum of 40 points.

➤ Team Lead

Qualifications	Years of experience	Project specific experience	Contract negotiation and conclusion	Sector innovation	<i>Point allocation</i>
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience in mediation and/or facilitation</i>	<i>Number of public transport projects or assignments# where filled a lead role for industry transition in the past 10 years</i>	<i>Number of contracts where played a key role in supporting government for the negotiation and conclusion of contracts with the minibus tax industry</i>	<i>Number of innovative minibus taxi transition projects or industry transition thought leadership projects* where played a lead role</i>	
Bachelor's degree or lower	< 6	0 – 1	0	0	0
Relevant Bachelor's degree, honours degree or Master's	6 – 11	2 – 3	2	1	2
Relevant Bachelor's degree, honours degree or Master's degree plus professional registration as a lawyer or CA, or a mediation specialist with proof of study and specialisation	12 +	4 +	3 +	2 +	4

Total maximum points	4	4	4	4	4	20
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Notes

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs

*includes minibus transition projects not being implemented for the purpose of forming vehicle operating companies for IPTN services (examples include Moja Cruise, Red Dot and similar). Also includes thought leadership projects at the national level which have developed innovative approaches to minibus taxi transition.

Additional specialists besides the Team Lead are evaluated against the specifications provided above. Scoring is as follows in the table below. Partially achieves means the proposed resource achieves at least 75% of the requirements in the description.

Role or category	Description	Points awarded
Experienced industry facilitator	Fully achieves requirements	5
	Partially achieves requirements	2
	Does not achieve requirements	0
Experienced industry liaison 1	Fully achieves requirements	3
	Partially achieves requirements	1
	Does not achieve requirements	0
Experienced industry liaison 2	Fully achieves requirements	3
	Partially achieves requirements	1
	Does not achieve requirements	0
Support industry liaison 1	Fully achieves requirements	2
	Partially achieves requirements	1
	Does not achieve requirements	0
Support industry liaison 1	Fully achieves requirements	2
	Partially achieves requirements	1
	Does not achieve requirements	0
Change Management and Organisational Development Specialist	Fully achieves requirements	3
	Partially achieves requirements	2
	Does not achieve requirements	0
Support Industry Liaison 1	Fully achieves requirements	3
	Partially achieves requirements	1.5
	Does not achieve requirements	0
Support Industry Liaison 2	Fully achieves requirements	3
	Partially achieves requirements	1.5

	Does not achieve requirements	0
Maximum points available		20

In addition to the above, it is anticipated that administrative and logistical support will be required, as well as additional relevant resources as required by the Department from time to time.

Notes:

- **Reform, implementation support and sector transformation experience** includes demonstrable experience in MBT reform, public transport transformation, stakeholder transition processes, change management, governance strengthening, Shayela Smart-related implementation support, peacebuilding, values-based safety, or related sector professionalisation initiatives.
- Relevant public transport assignments include MBT, bus vehicle, public transport vehicle, integrated public transport, commuter-facing mobility reform, or similar stakeholder-intensive transport programmes.
- The bidder must provide sufficient detail in the CVs to enable the evaluation panel to verify the years of experience, sector relevance and nature of assignments.

3.2.1.4 Company experience

Company experience relates to the specific experience of the lead technical specialist. Experience relates to projects or assignments undertaken in the past 10 years, which projects or assignments could be South African or international, but which projects are relevant to the context of the PSTP provided above in the industry transition space. An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

Company experience is scored as per the table below:

Number of relevant projects and / or assignments* ongoing or concluded in the past 10 years	Points allocated
<5	0
5-10	3
10-15	6
15-20	9
25-30	12
31 or more	15

* An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

3.2.1.5 Methodology statement

A methodology statement is to be provided **on Returnable Schedule A7** that demonstrates the tenderer's ability to understand the work required, to understand the challenges that the work may face and need to overcome, and that proposes effective mechanisms to overcome the challenges and deliver appropriate outcomes, timeously. In addition, the methodology statement must demonstrate how the work is to be back-stopped, quality assured and how adequate capacity will be provided to ensure service are provided as and when needed, across the province.

Work required and context		Challenges, risks and mitigation		Backstopping, quality control and capacity	
Understanding of work required and context	Points allocated*	Understanding of challenges and risks, and approaches to overcome these	Points allocated*	Demonstration of back-stopping, quality control and capacity across province	Points allocated*
None or poor	0	No or poor understanding of challenges, no solutions provided	0	None or poor	0
Basic	2	Basic understanding of challenges, basic solutions provided	2	Basic	2
Moderate	5	Moderate understanding of challenges, moderate solutions provided	5	Moderate	5
Good	7	Good understanding of challenges, good solutions provided	7	Good	7
Excellent	10	Excellent understanding of challenges, excellent solutions provided	10	Excellent	10
Maximum total	10 points		10 points		10 points

3.2.1.6 Local knowledge and relevant experience

The PSTP is a ground-breaking initiative of the Western Cape provincial government. The specific transport conditions and considerations in the Western Cape differ from those elsewhere in the country and internationally. The local and relevant experience of the lead technical specialist will be evaluated here.

Local and relevant experience	Points allocation
No experience and related work in the Western Cape	0
Limited experience and related work in the Western Cape • Including successful facilitation of at least one public transport contract entered into between government and the minibus taxi industry	5
Good experience and related work in the Western Cape • Including successful facilitation of at least one public transport contract entered into between government and the minibus taxi industry, and • Including facilitation of at least one minibus taxi improvement initiative outside of the formation of a vehicle operating company for the purposes of contracted bus services • Including implementation of at least one initiative aimed at reducing conflict and supporting peace in the industry	10

Excellent experience and related work in the Western Cape • Including successful facilitation of at least one public transport contract entered into between government and the minibus taxi industry, and • Including facilitation of at least one minibus taxi improvement initiative outside of the formation of a vehicle operating company for the purposes of contracted bus services, and • Including implementation of at least one initiative aimed at reducing conflict and supporting peace within the industry • Two reference letters from a provincial or regional industry body in the Western Cape attesting to quality of work and support provided during an industry transition initiative	15
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3.2.2 Transport planning and infrastructure design, including non-motorised transport and universal accessibility

3.2.2.1 Description of work and personnel

Infrastructure design and management

A key focus will be in relation to initiatives to improve public transport and NMT in municipalities within the Western Cape. Currently, public transport infrastructure across the province and especially outside of the Cape Town metro area is extremely limited and is often poorly maintained and in need of upgrades. The poor state and/or lack of public transport infrastructure introduces significant safety and security issues and impacts on the quality of the service and passenger experience. A main area of focus will be on public transport infrastructure improvements, which will form part of the broader public transport initiatives developed and implemented under the PSTP. Aligned with the PSTP's incremental approach and intent to build on the public transport services already being provided, improvement of public transport infrastructure used by minibus taxis and its passengers will be an important element of this work. This will include improvement of ranks, shelters, and improvement of linkages to public transport (e.g. NMT pathways to public transport).

Non-motorised transport infrastructure is also lacking or in a poor state across the province. This leads to significant safety and security issues (e.g. regarding poorly lit and unmonitored areas), and it limits the ability of some categories of people to travel by NMT (e.g. those with physical disabilities or the elderly). It also limits the potential for increased use of NMT, for example the increased use of cycling. While NMT infrastructure is in a poor state, NMT remains a critical mode of transport due to its affordability. Individuals should have access to viable NMT options, which requires the provision of safe, secure and pleasant infrastructure.

The PSTP will require specialist teams to assist with the design and implementation of improved road-based transport infrastructure, with a focus on public transport and NMT (walking and cycling). In addition to the infrastructure design and implementation element of public transport, effective infrastructure management must also be planned. This will include the management and maintenance of infrastructure, ensuring of safety and security, and considerations such as access control at taxi ranks.

The specialist teams must have appropriate qualifications related to transport infrastructure, and must have demonstrable experience in the design, implementation and management of transport infrastructure, including public transport and NMT infrastructure. The specialists should have a good understanding of the current status of public and NMT infrastructure in South Africa, including infrastructure for existing public transport services (including minibus taxi services). The specialists should also have a good understanding of the considerations and stakeholders that must be considered for public transport and NMT infrastructure projects,

challenges related to public transport and NMT infrastructure improvements, and approaches to address these challenges.

Specialist teams should also be able to demonstrate their contribution to innovation in previous transport infrastructure projects, where an innovative approach that involved a significant departure from the status quo was used to overcome a key challenge or issue and contributed to project success.

Transport planning

As specific initiatives are identified within each of these focus areas, transport planning will be an important component of the detailed development and implementation of initiatives. The required transport planning may cover a broad range of activities, and may include:

- Transport data collection
- Transport system modelling and planning for local municipalities
- Detailed planning for integrated public transport networks, including the planning of networks and services
- Detailed route and service planning for minibus taxi services
- NMT network planning
- NMT operations including bicycle distribution
- Universal accessibility
- Analysis of rail networks and services
- Analysis, modelling and planning for freight

Specialist teams will be required to perform the detailed transport planning associated with identified PSTP priorities and initiatives. Specialists should have relevant qualifications in transport planning or engineering, including specialist team members with at least a master's level qualification in a relevant field. Specialist teams must have demonstrable experience in the range of transport planning activities identified above and should have a good understanding of the current transport situation in the Western Cape, as well as the strategic priorities for improvement at the national and provincial level. Specialist teams must have specific experience in the detailed planning of public transport services and should preferably have a strong track record in rail and freight.

Specialist teams should also be able to demonstrate their contribution to innovation in previous transport planning projects, where an innovative approach that involved a significant departure from the status quo was used to overcome a key challenge or issue and contributed to project success.

The specialist teams must also have demonstrable experience in planning of NMT networks and NMT operations, including bicycle distribution. The specialist teams should have a good

understanding of the current state of NMT in South Africa from a planning, operations and infrastructure perspective, the considerations and stakeholders that must be considered for NMT improvements, the challenges likely to be encountered in NMT improvement, and approaches to address those challenges. The specialist teams should also demonstrate an understanding of NMT improvements as part of a larger integrated approach to improving access.

Specialist teams should also be able to demonstrate their contribution to innovation in previous NMT planning or operations projects, where an innovative approach that involved a significant departure from the status quo was used to overcome a key challenge or issue and contributed to project success.

3.2.2.2 Personnel

Personnel required are listed here. Other relevant resources may be requested by the Department, as and when needed.

Position	Description
Team Lead	An experienced and highly qualified transport or civil engineer, with relevant registration and substantial experience in public transport and non-motorised transport infrastructure planning, design and implementation, including costing. See evaluation table for detailed requirements and allocation of points.
Experienced Public Transport Planner	A Master's in transport engineering or transport planning, plus at least 7 years of transport planning experience, with at least 5 years in public transport planning. Must have been a core team member in the detailed design for at least one public transport service that has become operational.
Experienced NMT Planner	A Master's in transport engineering or transport planning, plus at least 7 years of transport planning experience, with at least 3 years of experience in non-motorised transport planning. Must have been a core team member in the detailed design for at least one non-motorised transport plan or initiative.
Universal Access Specialist	A relevant degree, plus at least 10 years of experience working on universal access, with at least 5 years of experience related to universal access for public transport and NMT.

Experienced Public Transport Infrastructure Engineer	A Master's in transport engineering or civil engineering, plus at least 7 years of transport infrastructure experience, with at least 5 years in public transport infrastructure. Must have been a core team member in the detailed planning and design for the infrastructure for at least one public transport phase or service*.
Support planners or engineers	A bachelor's degree in civil engineering, transport engineering or transport planning with at least 3 years of experience in public transport and NMT planning, operations or infrastructure design.

*a phase or service must consist of at least 30 buses or the equivalent

3.2.2.3 Evaluation criteria

Minimum technical score of 75% for Part 2 is required to pass the technical hurdle.

- Key personnel experience = 40 points
- Company experience = 15 points
- Methodology statement = 30 points
- Local knowledge and relevant experience = 15 points

Tenderers are permitted to tender for multiple technical specialist appointments.

3.2.2.4 Key personnel

The Team Lead can score a maximum of 20 points, and the additional specialists other than the Team Lead can score a maximum of 20 points, for a total maximum of 40 points.

➤ **Team Lead**

Qualifications	Years of experience	Public transport infrastructure planning and design experience	NMT specific experience	Public transport and NMT infrastructure innovation	<i>Point allocation</i>
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience in public transport and NMT infrastructure planning and/or design</i>	<i>Number of public transport projects or assignments* where filled a lead role for public transport infrastructure planning and design in the past 10 years, including costing</i>	<i>Number of projects or assignments* where filled a lead role for NMT infrastructure planning and design in the past 7 years</i>	<i>Number of public transport or NMT projects or assignments* where demonstrated an innovative approach to infrastructure design** to best meet transport needs</i>	
Bachelor's degree or lower	< 6	0 – 2	0-1	0-1	0
Master's degree in transport or civil engineering, or other related field if can be motivated	6 – 11	3 – 4	2-3	2-3	2

	Master's degree in transport transport or civil engineering, or other related field if can be motivated, plus PrEng registration or other relevant professional registration	12 +	5 +	4 +	4 +	4
Total maximum points	4	4	4	4	4	20

Note

assignment is a defined project task or deliverable in the specific specialisation, particularly relevant in large projects / programmes with multiple workstreams and outputs.

**must demonstrate how the design was innovative and better met the public transport or NMT needs than generally accepted or traditionally used approaches.

Additional specialists besides the Team Lead are evaluated against the specifications provided above. Scoring is as follows. Partially achieves means the proposed resource achieves at least 75% of the requirements in the description.

Role or category	Description	Points awarded
Experienced public transport planner	Fully achieves requirements	5
	Partially achieves requirements	3
	Does not achieve requirements	0
Experienced NMT planner	Fully achieves requirements	4
	Partially achieves requirements	2
	Does not achieve requirements	0
Universal accessibility specialist	Fully achieves requirements	4
	Partially achieves requirements	2
	Does not achieve requirements	0
Experienced Public Transport Infrastructure Engineer	Fully achieves requirements	4
	Partially achieves requirements	2
	Does not achieve requirements	0
Support planner or engineer 1	Fully achieves requirements	3
	Partially achieves requirements	2
	Does not achieve requirements	0
Maximum points available		20

In addition to the above, it is anticipated that administrative and logistical support will be required, as may additional relevant resources upon request.

3.2.2.5 Company experience

Company experience relates to the specific experience of the lead technical specialist. Experience relates to projects or assignments undertaken in the past 10 years, which projects or assignments could be South African or international, but which projects are relevant to the context of the PSTP provided above in the public transport planning and NMT infrastructure planning, design and implementation as well as infrastructure management and maintenance. An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

Company experience is scored as per the table below:

Number of relevant projects and / or assignments* ongoing or concluded in the past 10 years	Points allocated
<10	0
10-15	3
15-20	6
20-25	9
25-30	12
31 or more	15

* An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

3.2.2.6 Methodology statement

A methodology statement is to be provided **in Returnable Schedule A7** that demonstrates the tenderer's ability to understand the work required, to understand the challenges that the work may face and need to overcome, and that proposes effective mechanisms to overcome the challenges and deliver appropriate outcomes, timeously. In addition, the methodology statement must demonstrate how the work is to be back-stopped, quality assured and how adequate capacity will be provided to ensure service are provided as and when needed, across the province.

Work required and context		Challenges, risks and mitigation		Backstopping, quality control and capacity	
Understanding of work required and context	Points allocated*	Understanding of challenges and risks, and approaches to overcome these	Points allocated*	Demonstration of back-stopping, quality control and capacity across province	Points allocated*
None or poor	0	No or poor understanding of challenges, no solutions provided	0	None or poor	0
Basic	2	Basic understanding of challenges, basic solutions provided	2	Basic	2
Moderate	5	Moderate understanding of challenges, moderate solutions provided	5	Moderate	5
Good	7	Good understanding of challenges, good solutions provided	7	Good	7
Excellent	10	Excellent understanding of challenges, excellent solutions provided	10	Excellent	10
Maximum total	10 points		10 points		10 points

3.2.2.7 Local knowledge and relevant experience

The PSTP is a ground-breaking initiative of the Western Cape provincial government. The specific transport conditions and considerations in the Western Cape differ from those elsewhere in the country and internationally. The local and relevant experience of the lead technical will be evaluated here.

Local and relevant experience	Points allocation
No experience and related work in the Western Cape in public transport and NMT infrastructure planning and design	0
Limited experience and related work in the Western Cape in public transport and NMT infrastructure planning and design	5
Good experience and related work in the Western Cape in public transport and NMT infrastructure planning and design	10
Excellent experience and related work in the Western Cape in public transport and NMT infrastructure planning and design	15

3.2.3 Transport operations, monitoring and inspection

3.2.3.1 Description of work and personnel

Effective management of transport operations, along with monitoring and inspection is crucial to any transport service to ensure efficient operations and high levels of performance and adherence to service requirements. As PSTP initiatives are rolled out, whether it be minibus taxi related services, learner transport, bus, rail or NMT-related, appropriate support will be required for ensuring efficient operations as well as facilitated field monitoring and inspection.

Specialists must have demonstrable experience in oversight for complex transport services (e.g. rail, bus service of >50 vehicles, or minibus taxi service of >100 vehicles). Specialists must demonstrate a sound understanding of transport contract management.

The specialist team must also demonstrate experience in planning, implementing and managing inspection and field monitoring processes for public transport services. The team should also demonstrate track record in projects focused on improving safety and security of transport services, and preference will be given to teams demonstrating a track record of leveraging technology. The team will also be required to carry out transport-related surveys in support of this work and must demonstrate strong survey capability.

Personnel required are listed here. Other relevant resources may be requested by the Department, as and when needed.

Position	Description
Team Lead	A highly experience public transport operations and monitoring professional with appropriate qualification. Preference for individuals who have worked across a variety of services. See evaluation table for detailed requirements and allocation of points.
Experienced public transport operations and management professional	An experienced public transport operations and management professional, with a relevant bachelor's level qualification. Must demonstrate at least 10 years of experience working in the public transport operations sector, including at least 5 years of experience in managing contracted public transport services and operations. Must demonstrate excellent knowledge of contract management.
Experienced public transport field monitoring professional	An experienced public transport field monitoring professional, with a relevant bachelor's level qualification. Must demonstrate at least 7 years of experience working in the public transport sector, including at least 5 years of experience in field monitoring of public transport operations.
Transport operations, management and field monitoring support	An individual with a relevant bachelor's level qualification, and at least 5 years of experience working in public transport in operations, contract management or field monitoring.

3.2.3.2 Evaluation criteria

Minimum technical score of 75% is required to pass the technical hurdle.

- Key personnel experience = 40 points
- Company experience = 15 points
- Methodology statement = 30 points
- Local knowledge and relevant experience = 15 points

Tenderers are permitted to tender for multiple panel appointments.

3.2.3.3 Key personnel

The Team Lead can score a maximum of 20 points, and the additional specialists other than the Team Lead can score a maximum of 20 points, for a total maximum of 40 points.

➤ Team Lead

Qualifications	Years of experience	Operations and contract management experience	Field monitoring experience	Cross sector experience	Point allocation
<i>Minimum qualification required for the position</i>	<i>Years of consulting and / or work experience in public transport operations, contract management and field monitoring</i>	<i>Number of public transport services where specialist has filled a lead or a key role in operations or contract management</i>	<i>Number of public transport services where specialist has filled a lead or a key role in field monitoring</i>	<i>Number of sectors across which have played a lead role in the operations, contract management or field monitoring of services. Services include (1) Bus, (2) Minibus, (3) Learner Transport, (4) Rail</i>	
No relevant degree	< 6	0 – 1	0 – 1	0	0
Bachelor's or honours degree in relevant field, such as transport	6 – 11	2	2	1-2	2

	engineering or planning					
	Master's degree in relevant field, such as transport engineering or planning	12 +	3 +	3 +	3 +	4
Total maximum points	4	4	4	4	4	20

Additional specialists besides the Team Lead are evaluated against the specifications provided above. Scoring is as follows. Partially achieves means the proposed resource achieves at least 75% of the requirements in the description.

Role or category	Description	Points awarded
Experienced public transport operations and management professional	Fully achieves requirements	8
	Partially achieves requirements	4
	Does not achieve requirements	0
Experienced public transport field monitoring professional	Fully achieves requirements	8
	Partially achieves requirements	4
	Does not achieve requirements	0
Transport operations, management and field monitoring support	Fully achieves requirements	4
	Partially achieves requirements	2
	Does not achieve requirements	0
Maximum points available		20

In addition to the above, it is anticipated that administrative and logistical support will be required, along with field staff.

3.2.3.4 Company experience

Company experience relates to the specific experience of the lead technical specialist. Experience relates to projects or assignments undertaken in the past 10 years, which projects or assignments could be South African or international, but which projects are relevant to the context of the PSTP

provided above in the public transport planning and infrastructure, and NMT planning, operations and infrastructure support space. An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

Company experience is scored as per the table below:

Number of relevant projects and / or assignments* ongoing or concluded in the past 10 years	Points allocated
<10	0
10-15	3
15-20	6
20-25	9
25-30	12
31 or more	15

* An assignment is a defined task or major deliverable covering a specific specialisation or enquiry, and which is part of a large project or programme.

3.2.3.5 Methodology statement

A methodology statement is to be provided **in Returnable Schedule A7** that demonstrates the tenderer's ability to understand the work required, to understand the challenges that the work may face and need to overcome, and that proposes effective mechanisms to overcome the challenges and deliver appropriate outcomes, timeously. In addition, the methodology statement must demonstrate how the work is to be back-stopped, quality assured and how adequate capacity will be provided to ensure service are provided as and when needed, across the province.

Work required and context		Challenges, risks and mitigation		Backstopping, quality control and capacity	
Understanding of work required and context	Points allocated*	Understanding of challenges and risks, and approaches to overcome these	Points allocated*	Demonstration of back-stopping, quality control and capacity across province	Points allocated*
None or poor	0	No or poor understanding of challenges, no solutions provided	0	None or poor	0
Basic	2	Basic understanding of challenges, basic solutions provided	2	Basic	2
Moderate	5	Moderate understanding of challenges, moderate solutions provided	5	Moderate	5
Good	7	Good understanding of challenges, good solutions provided	7	Good	7
Excellent	10	Excellent understanding of challenges, excellent solutions provided	10	Excellent	10
Maximum total	10 points		10 points		10 points

3.2.3.6 Local knowledge and relevant experience

The PSTP is a ground-breaking initiative of the Western Cape provincial government. The specific transport conditions and considerations in the Western Cape differ from those elsewhere in the country and internationally. The local and relevant experience of the lead technical specialist will be evaluated here.

Local and relevant experience	Points allocation
No experience and related work in the Western Cape in public transport operations, contract management and field monitoring	0
Limited experience and related work in the Western Cape in public transport operations, contract management and field monitoring	7
Good experience and related work in the Western Cape in public transport operations, contract management and field monitoring	14
Excellent experience and related work in the Western Cape in public transport operations, contract management and field monitoring	20

END

Western Cape Mobility Department

Chief Directorate: Transport Operations

Chief Director:

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