



ROBBEN ISLAND MUSEUM (“RIM”)

REQUEST FOR INFORMATION (“RFI”)

RFI NUMBER:	RFI_RIM/IFM/2024/01
RFI TILE:	Request for Information: Fleet Solution Service -Tour Vehicles

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	16 July 2024
RFI Closing Date and Time	06 August 2024
RFI Available from	RFI Document can be accessed on e-tender portal and RIM website
Briefing Session	Not applicable
Contact details	yandisat@robben-island.org.za

RIM retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents who specialise in fleet solution services are requested to forward their contact details, company profiles, proof that they are rendering these services to at least 3 other contactable clients, detailed financial proposals with different viable options.

It must be noted that responses to this notice are not offers and RIM does not intend to award a contract based on the responses to this notice, to pay for any information submitted, or for the use of such information. Bidders may be invited to present their proposed fleet solution to the RIM team as a response to this issued RFI.

RIM may issue a Request for Proposal (“RFP”) for the purchase and implementation of the preferred solution. Furthermore, this notice shall not limit any rights of RIM, and RIM reserves all rights including but not limited to its rights to elect not to procure the services that are the subject of its notice and its right to procure them from a vendor that has not responded to this RFI.

1. DEFINITIONS

- 1.1. “Respondent”** – any person (natural or juristic) who responds to the RFI with the intention of being the main contractor should the RFI be awarded to them.
- 1.2. “RFI”** – A request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 1.3. “RFI response”** – a written response to the RFI in a prescribed form.

2. BACKGROUND

Robben Island Museum (“RIM”) is a Schedule 3A Public Entity in terms of the Public Finance Management Act.

RIM is a Cultural Institution in terms of the Cultural Institutions Act and a World Heritage Site as declared by UNESCO.

In 2019, RIM was declared a Marine Protected Area which is a controlled zone in terms of environmental compliance requirements by the Department of Fisheries, Forestry, and Environment.

The museum is based on a site with a multi-layered history that goes back to the 16th century:

- Banishment place for local chiefs resisting colonialism.
- Banishment place for lepers;
- Defence line for the 2nd World War; and
- The island was a prison for political and common law prisoners from the 1960s to the early 1990s.

RIM receives over 200 000 tourists on an annual basis. Tourists are ferried by passenger boats from the Nelson Mandela Gateway, V& A Waterfront, Cape Town to Robben Island. RIM conducts four (4) to six (6) tours daily, each ranging between 150 to 350 visitors. Upon their arrival on the island, the tourists embark on tour vehicles driven by RIM drivers to take tourists around the island to the various attraction points in line with its business model. Therefore, RIM operations are highly dependant on the availability of transportation to enable business processes to continue smoothly.

All tour vehicles are located on the island, their repairs and maintenance are conducted in the workshop on the island by RIM workshop staff.

The purpose of fleet acquisition is to replace the current aging vehicles and meet the growing transport/ tourist mobility requirements which will result in a significant reduction in carbon emissions including a viable option in sustaining the operations in line with the demand as well as the maintenance of the fleet.

3. SCOPE

The scope of this RFI encompasses acquiring the relevant information from industry to enable RIM to:

- Identify a suitable solution.
- Assist in establishing a User Requirement Statements and Bid Specification(s).

This RFI is aimed at gathering relevant information with respect to the Full Maintenance Lease and/or similar products available in the global market, with specific reference to the following but not limited to:

1. Leasing – Full Maintenance Lease (5 years).
2. Provide clear terms and conditions.

a) Vehicles required:

Item	Quantity	Type of vehicle
1	8	54-Seater Buses
2	2	32 to 34-Seater Buses
3	4	8 to 12-Seater Buses

b) Needs to be factored in the quote (compulsory):

- Deliver vehicles to Quay 501, Table Bay Harbour, Cape Town.
- Branding of vehicles (Vinyl wrapping)
- Repairs and maintenance to be conducted on the island.
- 5-year maintenance plan.
- Features that enable inclusivity to people with disability (e.g. wheelchair access/mobility, hearing and visual)
- Items 1 and 2 tabulated above are required to have a fitted PA system for guided group tours.
- Electric vehicle charge points (if applicable)

4. CONFIDENTIALITY

All information related to this Request for Information ("RFI") both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the RIM, written approval to divulge such information will have to be obtained from Robben Island Museum ("RIM").

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees, and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee, and advisers are informed of the confidential information section and keep that information confidential. This RFI always remains the property of the RIM. No rights other than as provided in this RFI and in respect of the confidential information are granted or conveyed to bidder/s.

5. RFI SUBMISSION PROCESS

- RFI Responses are to be submitted by 06 August 2024 at 16h00
- Submissions are to be emailed to yandisat@robben-island.org.za
- Contact Person for Queries:
 - SCM Department: Yandisa Totose
 - Email: yandisat@robben-island.org.za