



Annexure D

SPECIFICATION

RFQ No.23/24/43/Co-Loading Courier Services for Docex/RM

1. Background

Docex operations is highly dependent on both air and road transportation to service its members. The delivery leg of operations constitutes of delivery and collection to and from the nine designated Docex branches nationally.

Currently airline transportation of documents to and from the nine (9) Docex branches is rendered by BidAir. The airline line haul delivery and collection leg is currently facing challenges due to the high cost of flying mail, mainly emanating from the high fuel costs.

In order to ensure business stability and continuity, Docex requires road transport to substitute or supplement the current Airline arrangement. This will also assist in aligning to the current operational budgeted expense. Docex requires service providers to deliver and collect bags overnight to and from designated Docex branches to specified delivery and collection locations as detailed per attached specifications document **Annexure A**.

2. Objectives of Bid

The objective is to appoint a service provider/s to collect/deliver simultaneously bags to and from designated Docex branches to specified delivery and collection locations within the respective regions for a period of 18 months as detailed in this specifications document.

3. Scope of Work

Desired service provider/s must indicate and confirm their operational presence/footprint within the respective regions as detailed per **Annexure BB**.

The arrangement entered into with the successful service provider/s will be that of co-loading arrangement. Docex will rent transportation space from the service provider based the delivery to and from designated Docex branches to specified delivery and collection locations (as detailed per the specifications document **Annexure A**. The successful bidder must simultaneously collect and deliver bags to and from the nine (9) designated Docex branches to specified delivery and collection locations within the respective regions

All deliveries to be accompanied with a proof of delivery (POD) from the service provider and Docex.

4. Pricing Proposal

- ✓ Renting of space from a service provider's existing transportation network for delivery and collection of bags to and from the nine (9) designated Docex branches to specified delivery and collection locations within the respective regions.
- ✓ Bidders are requested to submit their pricing proposal per region that the bidder is bidding for.
- ✓ Bidders will be required to provide costing on either one (1) or both of the two (2) pricing options provided for per region bidding for, and on the

specified turnaround delivery time indicated on the pricing schedule detailed.
The two (2) pricing options are as follows:

Option 1: Rate per Kg

- All-inclusive rate/unit cost of the consignment per kg

Option 2: Rate per trip

- All – inclusive rate/trip fee of the consignment (irrespective of the kg of the consignment.)

Docex will appoint a bidder on either a) Option 1: Rate per Kg or b) Option 2 : Rate per trip and on the specified turnaround delivery time.

5. Operational Requirement

- ✓ The successful bidder must have real time tracking application accessibility and Vehicle tracking device would be an added advantage.
- ✓ In the event that the bid is awarded on **Option 1: Rate per Kg** which includes an **All-inclusive rate/unit cost of the consignment per kg** the consignments will be weighed and signed off by both Docex representative and the successful service provider at delivery and collection point.

6. Performance

- ✓ Notification of service failures i.e. Incident Report must be submitted by close of business at 16h00 each day to Docex Head office.
- ✓ The bidder must be available during office hours to answer any queries based on the incident report or any service failures after hours.
- ✓ A maximum of 24 hours turnaround time is permitted in relation to the collection and delivery of consignments.

6.1 Penalty

- ✓ A 10% penalty fee will be charged on all service failures as per the Incident Reports submitted in cases whereby the turnaround time from collection to delivery exceeds the maximum 24 hours permitted.
- ✓ Should the service level be below the set target more than three(3) occasions, the successful bidder/s will be considered in breach of contract and the contract may be terminated.
- ✓ The service provider will be liable for the service failures costs incurred by DOCEX.

Note: all the above requirements will form part of the service level agreement (SLA).

7. Experience

- 7.1 Bidders are required to have a minimum of one (1) year operational courier experience.
- 7.1.1 The bidder must submit proof of at least one (1) year experience in providing courier services by completing and submitting **Annexure K** indicating all clients, duration and regions (service area) where the service provider has rendered the service.

- 7.2 Bidders must submit at least one (1) **signed client reference letters** (on the client letterhead) from clients as indicated in Annexure K that conform the bidders experience in providing the below and information must be indicated on the reference letter

Courier services	
duration/period of the courier services rendered , start and end date of the contract	
Regions (service areas) where the courier services were rendered	

8. Due Diligence

Docex reserves the right to carry out a due diligence process on the top three scoring bidders to verify the information submitted with the bidders' bid proposal. Docex reserves the right to disqualify the bidder should the information provided in the bid proposal not be verifiable or found to be contrary based on the due diligence results.

9. Bid Evaluation Process

The bid will be evaluated as follows:

- Gate keeping Criteria
- Bid Conditions
- Commercial
- Due Diligence (Docex reserves the right to conduct a due diligence process if applicable)

9.1 Gate keeping Criteria

Bidders must submit the following mandatory document, failure to comply will result in the disqualification of bid:

- 9.1.1 Completed Pricing schedule (**Annexure F**) in the format provided in the bid document for the regions bidding for on either Option 1:Rate per Kg and/or Option 2:Rate per trip.

9.2 Bid Conditions

Bidders must submit the following documents. Should the bidder fail to submit at the time of closing of the bid, bidders will be requested to submit the outstanding or clarification documents within three (3) working days. Failure to comply will result in the disqualification of their bid.

- 9.2.1 Bidders must complete and sign **Annexure BB**, thereby indicating and confirming their operational presence/footprint within the respective regions that they are bidding for.
- 9.2.2 Bidders must submit a signed letter (on their company letterhead) that they will conform to the DOCEX requirements as indicated in specification document.
- 9.2.3 The bidder must provide proof of at least one (1) year experience in providing courier services by completing and submitting **Annexure K** indicating all clients, duration and regions (service area) where the service provider has rendered the service.

- 9.2.4 Bidders must submit at least one (1) **signed client reference letters** (on the client letterhead) from clients as indicated in Annexure K that conform the bidders experience in providing the below and information must be indicated on the reference letter

Courier services	
duration/period of the courier services rendered ,start and end date of the contract	
Regions (service areas) where the courier services were rendered	

Note: SAPO reserves the right to verify the information provided by the bidder.

9.3 Compliance Documents

Bidders must submit the below documents for compliance purposes.

- 9.3.1 The bidder(s) must be registered on National Treasury Central Supplier Database (CSD).Bidders must submit full CSD report that is valid in terms of Tax compliant

9.3.2 Tax compliance requirements

SAPO will not do business with a supplier who is not tax compliant.

The tax compliance requirements as follows:

- Bidders shall submit their unique personal identification number (pin) issued by SARS to enable the verification of the bidder's tax status.
- In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of PIN / CSD number.

9.3.3 Bidders must complete and submit SBD4

9.3.4 Bidders must complete and submit SBD1

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

9.4 Specific Goals (The Preferential Point System)

- 9.4.1 The specific goal that for this project seeks to achieve is the empowerment and development of micro enterprise that are 51% Black owned or more

9.4.2 Bidder must submit the below proof that the bidder is 51% black owned or more

- BBBEE Certificate
 - Or Sworn Affidavit
 - Only SANAS accredited BBBEE certificates are acceptable. In the event that this requirement is changed by the DTI, the amendment shall apply.
 - Exempted Micro Enterprises shall submit with their bids Sworn Affidavit attested by the Commissioners of Oaths Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their tenders.
- 9.4.3 20/10 Point will be scored for the proof that the bidder is 51% Black Owned Micro Enterprise
- 9.4.4 The Preferential Point System that will be used for this RFQ are -20/80 (20 Specific Goals and 80 Pricing) or 10/90 (10 Specific Goals and 90 Pricing)

9.5 Commercial (Price (80) and Specific Goals (20) or (Price (90) and Specific Goals (10))

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to specific Goals	20/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		20
Bidding Company is not an EME with a 51% Black ownership or more		0

OR

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to specific Goals	10/100	Points will be awarded to bidders according to their specific goals as indicated in the specific goal table below:
Specific Goal		Scores
Bidding Company is an EME with a 51% Black ownership or more		10
Bidding Company is not an EME with a 51% Black ownership or more		0

Tenderers who do not submit specific goal requirement will not be disqualified from the tendering process. They will not score point out of 20/10 for the specific goals but zero (0) point will be scored.

Annexure A:

Collection Point/Docex Office Network	District/Municipality	Delivery Point
Docex PE Office Physical Address: The Document exchange Shop No 09 Nile Road Perridgevale Port Elizabeth 6300	PE	Jeffreysbay
		Humansdorp
		Graafrinet
		Cradock
		Grahamstown
		Adeliade
		Port Alfred

Lodrich 041 363 2707 /0636118258		
Docex Pretoria Office Physical Address: The Document exchange 171 Madiba street The General post office building Pretoria 0002 Abby Laka 012 339 8130/0824129183	Tshwane	Tzaneen
		Makhado
		Ellisras
		Modimolle
		Mokopane
		Polokwane
		Nelspruit
		Musina
		White River
		Barberton
		Lydenburg
		Malelane
		Phalaborwa
		Bethal
		Groblersdal
		Marble Hall
		Middelburg
		Witbank
		Ermelo
		Standerton
		Piet Retief
		Thabazimbi
		Burgersfort
		Bronkhorstspuit
		Brits
		Rustenburg
		Hartebeespoort
		Bela Bela
		Hatfield
		Brooklyn
		Sunnyside
		Persequare Park
		Centurion
		Menlyn
		Faerie Glen
		Lynnwoodridge
		Sinoville
		Pretoria North
		Johannesburg
		Randburg
		Bloemfontein
		East London
		Port Elizabeth
		Cape Town
		Pietermaritzburg
		Durban
Docex Johannesburg Office	Gauteng	Klerksdorp
		Secunda
		Sasolburg

		East London
		Port Elizabeth
		Cape Town
		Pretoria
		Durban
Docex Randburg Office Physical Address: The Document Exchange 241 kent Avenue Ridge wood office Randburg Johannes 011 787 0808/082 4129187	Gauteng	Bryanston Exchange
		Rivonia Exchange
		Lonehill Exchange
		Sandton Exchange
		Sandton Square Exchange
		Halfway House Exchange
		Sunninghill Exchange
		Johannesburg
		Bloemfontein
		East London
		Port Elizabeth
		Cape Town
		Pretoria
		Durban
		Pietermaritzburg
Docex Bloemfontein Office Physical Address: The Document Exchange 27 Groenendal Street Bloemfontein 9300 Pinky (071 432 1753)	Free State	Aliwal North
		Barkyl East
		Bethlehem
		Colesberg
		Ficksburg
		Kathu
		Kimberley
		Kroonstad
		Odendaalsrus
		Parys
		Reitz
		Sasolburg
		Welkom
		Upington
		Johannesburg
		Randburg
		East London
		PE
		Cape Town
		Pretoria
		Durban
Docex East London Office Physical Address: The Document Exchange C/O Gately street & Georges Road Office1	Eastern Cape	Pietermaritzburg
		King Williams Town
		Umtata
		Queenstown
		Buterworth
		Johannesburg
		Bloemfontein
		Port Elizabeth
		Randburg
		Cape Town
		Pretoria
		Durban

The Document Exchange 2 Roggebaai Square 5 th floor Walter Sisulu drive Cape Town 8000 (Greg) 082 857 1197		Piketburg
		Riversdale
		Swellendam
		Vred-Dal
		Worcester
		Beaufortwest
		Bredasdorp
		Vredenburg
		Strand
		Strandfontein
		Beaufort West
		Bredasdorp
		Johannesburg
		Bloemfontein
		Port Elizabeth
		Randburg
		Pretoria
		Durban
		Pietermaritzburg
		Athlone
		Bellville
		Blouberg
		Brackenfell
		Durbanville
		Century City
		Goodwood
		Kuilsriver
		Mitchell 'S Plain
		Paarl
		Parow
		Strand
		Ronderbosch
		Stellenbosch
		Somerset West
		Simonstown
		Tygerberg
		Wynberg
		Wellington

Annexure BB

Bidders are required to complete the table below thereby confirming their presence/footprint in the respective regions indicated:

Regions	District/Municipality	Indicate presence/footprint by a YES/NO answer
Docex Port Elizabeth	Port Elizabeth	
Docex Pretoria	Tshwane	
Docex Johannesburg	Gauteng	
Docex Pietermaritzburg	Pietermaritzburg	
Docex Randburg	Gauteng	
Docex Bloemfontein	Free State	
Docex East London	Eastern Cape	
Docex Durban	KZN	
Docex Cape Town	Western Cape	

Note: Also refer to Annexure A to provide more info in terms of the addresses of the respective Docex Branches and the delivery points.

Signature _____
Name of delegated signatory _____
Designation of signatory _____
Name of bidder _____