



# international relations & cooperation

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Department:  
International Relations and Cooperation  
**REPUBLIC OF SOUTH AFRICA**

## TERMS OF REFERENCE

DIRCO: INVITATION TO BID FOR THE PROVISION OF TRANSPORT SERVICES FROM THE 2<sup>ND</sup> TO 4<sup>TH</sup> ORDINARY SESSIONS OF THE PAN- AFRICAN PARLIAMENT FROM MAY/JUNE 2013 TO MAY/JUNE 2014 GALLAGHER ESTATE MIDRAND.

**INVITATION TO BID FOR THE PROVISION OF TRANSPORT SERVICES FROM THE 2<sup>ND</sup> TO 4<sup>TH</sup>  
ORDINARY SESSIONS OF THE PAN-AFRICAN PARLIAMENT  
FROM MAY/JUNE 2013 TO MAY/JUNE 2014  
GALLAGHER ESTATE  
MIDRAND**

**1. GENERAL**

South Africa is committed to provide transport services for all the sessions of the Pan-African Parliament. The Department of International Relations and Cooperation (DIRCO) will require transport services for the meetings scheduled for the 2<sup>nd</sup> to 4th Ordinary Sessions of the Pan-African Parliament (PAP) for a period of two years beginning from May/June 2013 Session until the May 2014 Session period. The Service Provider will be awarded the contract from the 2<sup>nd</sup> to 4th Ordinary Sessions of the PAP.

**2. BACKGROUND**

The programmes according to which Parliament will function during 2<sup>nd</sup> to 4th Sessions are not yet known, the Sessions however are usually for a period of 14 days. DIRCO will therefore require the successful bidder to provide a complete transport solution, which will be implemented 2 days before the Session and 2 days after the Session as per the programmes of the Sessions, which will include the receiving of PAP Parliamentarians at the International arrivals halls of OR Tambo International Airport, their transportation to the designated hotels (in the Midrand and Sandton areas), their subsequent transport to and from Gallagher Estate to attend the parliamentary session and their transport back to OR Tambo International Airport after conclusion of the Sessions. Due to the unavailability of precise arrivals details for some officials, the transport company will be required to make transport available at the Airport on a 24-hour basis for the first four (3) days of the Session, in order to provide for unexpected arrivals.

The bidding company should include the provision of a transport desk in the Office Building of Parliament to regulate the transportation service and provide a taxi service for the own cost of the official requesting ad-hoc transport. All additional services may only be implemented once approved by the Department of International Relations and Cooperation's Transport Officer, to be stationed at the venue, PAP officials may not authorise such services.

The bidding company must be flexible to allow for an increase or decrease in the number of vehicles. The cost of such increase/decrease will be calculated on the average cost of a vehicle per day. At least one week's notice will be provided for a decrease/increase in the vehicle requirements. All additional changes must be made in writing.

**3. PROJECT DESCRIPTION**

- 3.1. The following vehicles could be required during the visit:
  - Black and grey vehicles required for each secured motorcade (all vehicles in the secured motorcade must be of the same colour).
  - 3.1.1. One (1) self drive Mercedes E Class or similar vehicle will be required for the President of Parliament for the duration of his stay as well as a VW Polo or similar vehicle for the President's VIP Protectors while chauffeur driven Mercedes C Class or similar vehicle be required for the four Vice Presidents.
  - 3.1.2. Fifteen (15) seven (7) Seater Busses, two (2) twenty (20) Seater Busses and two (2) Panel/luggage Van's will be required. The luggage vehicles will only be required when large groups are being transported to and from the airport.
  - 3.1.3. Some of the Seven (7) Seater busses will be required to make regular round trips to all the hotels through-out the day, on hourly basis as determined by the timetable schedule, to provide transport to officials wishing to return to their hotels, and from hotels to Gallagher Estate.
  - 3.1.4. These busses will also be used to transport officials to official outings and

engagements. The 7-seater vehicles will be used to transport small groups arriving at the airport as well as small groups for official-outings. For unofficial outings, only the taxi-service may be utilised. The Service provider must provide different capacity vehicles for the taxi service as there will be instances of individuals, small groups and larger groups seeking ad-hoc trips.

- 3.2. All vehicles must have petrol at all times and the service provider should ensure that all necessary means are in place at any given time and place.
- 3.3. In the case of a breakdown, the vehicles must be replaced with the same model within two (2) hours after receipt of the report.
- 3.4. Two (2) contact persons for the Service Provider must be available at all times (24 hours) for all eventualities. The contact details must be submitted with the proposal.
- 3.5. It will be an essential and material provision of the Service Level Agreement that will be concluded between the DIRCO and the Service Provider that the Service Provider must be able to render the required service at very short notice (which could be less than 24 hours notice).
- 3.6. DIRCO wishes to emphasise that NO unauthorised transport will be allowed or paid for by the Department, and all unofficial transportation must be claimed from the MPs / PAP Officials themselves. A kilometre limit of 250 km per day will be placed on all official vehicles transporting the VIP's to and from their hotels to the Parliament.
- 3.7. In order to monitor this, the drivers of each vehicle will be required to keep a log book of all trips and kilometres undertaken per day, these may be checked periodically / daily by the DIRCO Transport Officer and need to be submitted to DIRCO along with the invoice(s) for payment at the end of each Session. DIRCO will provide the name of the transport officer to the service provider and this transport officer will need to check the odometer readings at commencement of the contract.

**4. TRANSPORT REQUIREMENTS**

4.1. Self Drive Transportation

	Comply	Do not comply
After appointment the successful provider will liaise closely with the transport co-ordinator for conferences/special events.		
Provision of 1 luxury sedan vehicle (Mercedes Benz E-class/E-class/equivalent sedan vehicles) for the transportation of the President of Parliament driven by close protection officers provided by the SAPS.		
Provision of 1 vehicle (VW Polo or equivalent vehicle) for the use of close protectors to transport them to and from the President's residence		
All vehicles must be able to accommodate disabled persons.		

#### 4.2. Chauffeur Driven Transport

	Comply	Do not comply
After appointment the successful provider will liaise closely with the transport co-ordinator for conferences/special events.		
Provision of four (4) luxury sedan vehicles (Mercedes Benz C-class/Audi A4/BMW 3-series or equivalent sedan vehicles) for the transportation of the four Vice Presidents of Parliament. These vehicles must be driven by chauffeurs provided by the successful service provider.		
Provision of fifteen (15) x 7 seater high quality busses collective transportation for Members of Parliament and support staff (e.g. Toyota Quantum or equivalent vehicles) driven by chauffeurs provided by the successful service provider.		
Provision of two (2) x 20 seater sprinter busses collective transportation for Members of Parliament and support staff travelling in big groups (e.g. 20 seat MBZ Sprinters or equivalent vehicles) driven by chauffeurs provided by the successful service provider.		
Provision of seven (7) x 7 seater high quality busses collective transportation for Members of Parliament and support staff travelling in small groups (e.g. Voyager 7-seaters/MBZ Vito 7-seaters or panel van/MBZ Sprinters panel van or equivalent vehicles).driven by chauffeurs provided by the successful service provider.		
Provision of two (2) suitable high quality vehicles to service as luggage vans for the transportation of the luggage and personal belongings of foreign visitors/ delegates/government officials/equipment (e.g. MBZ Vito panel vans, MBZ Sprinter panel vans or equivalent vehicles) driven by chauffeurs provided by the successful service provider.		
<b>The luggage vehicles will only be required when large groups are being transported to and from the airport</b>		
Provision of a taxi service at the Pan-African Parliament, for which the individuals pay for own trips undertaken. (e.g. Toyota Yaris, VW Polo etc.)		
All vehicle models should not be older than 2010 model.		
All busses must be able to accommodate disabled persons.		

4.3. Other transport requirements

	Comply	Do not comply
Accommodation and meals, overtime and subsistence allowances for company staff will be the responsibility of the company and will not be quoted for separately and must be included in the quoted price inclusive of VAT.		
The service provider must ensure that where chauffeurs are provided that these comply with all legislative requirements for public road users and are dressed formally.		
The service provider must include in their original cost estimate all applicable additional costs, e.g. delivery and collection of the vehicles, VAT, estimated fuel costs, toll fees, insurance, airport fees, signage, etc. and will not be separate invoices		
Service provider's chauffeurs must be accredited to all major venues and have proper access to these premises to ensure swift pick-up and drop-off of passengers. (e.g. major airports, government installations, etc.)		
Provide own transport for company staff for own account.		
In the case of chauffeur driven the chauffeurs/drivers must be provided/equipped with mobile telephones for proper communication. The telephone numbers must be provided to the DIRCO beforehand. These expenses will be for the company's own account.		
Provide information desks for transport at all major pick-up and drop-off venues for company's own account.		
The successful service provider must provide additional transport on standby for ad hoc and emergency requests for transport during an event for the duration of the event. These vehicles will only be accounted for when utilized on an official request from the DIRCO.		
Transport of vehicles between the premises of the service provider and where the service will be required will be for the company's own account. This includes toll fees, fuel expenses and other.		
The successful service provider must provide for each vehicle deployed a cash advance for utilization for fuel, toll fees and cleaning of vehicles for the duration of the event. Vehicles driven by chauffeurs must be provided by the successful service provider.		

4.4. General Aspects

ASPECTS	COMMENTS	YES	NO
Management reports	The transaction fees must include delivery/collection of documentation (including log-books) & vehicles as well as providing management reports		
No-show fees	fees will not be charged for not traveling or use of rented vehicles		
Management fee	Will there be management fees?		
Service costs	All costs are firm for duration of contract period		
Replacement	Any damaged vehicles should be replaced within 2 hours of report being made		

## 5. EVALUATION METHODOLOGY

The Bid/quotation must be properly submitted on or before the closing date and time specified on the invitation, fully completed in ink (as per all standard conditions of tender). The Bid documents must be lodged in the tender box at DIRCO Supply Chain Management offices, OR Tambo Building, 460 Soutpansberg Street, Pretoria

### Phase 1:

To be considered for phase two (2) of the evaluation service providers must comply with the following special conditions or responsiveness criteria.

#### 5.1. RESPONSIVE CRITERIA

REQUIREMENTS	YES	NO
Valid Tax Clearance Certificate submitted with bid.		
All prices to include VAT		
The company will detail the number, condition and type of vehicles in the quote.		
<b>Please note that it is compulsory to complete Annexure A and paragraph 3. Failure to do so will result in the bid being invalidated.</b>		
In the event of a consortium being formed, written proof signed by all relevant parties must be handed in, in order to confirm the agreement between them.		
Certified copies of Public Drivers Permit (PDP) of drivers to be submitted with the proposal		
Attendance of the compulsory briefing session		

## Phase 2: FUNCTIONALITY EVALUATION

A panel will evaluate all proposals received on a basis of functionality 100 points. A bidder that scores less than 60% out of 100 points in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified.

Please add more detail about the functionality requirements and how it will be evaluated.

No	Criteria	Weight
1	List of number and type of vehicles owned by the company, with registration numbers, make and model ( <b>provide proof of ownership by means of registration papers</b> )	10
2	Previous experience as a transport service provider. Please provide records of previous institutions where services have been rendered before, as well as contactable references.	30
3	Proposed plan for implementation of transport service. Please provide a detail plan entailing personnel, excess kilometres, replacements of broken cars, possible e-toll charges, traffic fines etc. An information Desk at the Airport would be advantageous. Site inspections: Availability of fleet of offices	30
4	Proposed plan for implementation of taxi service. Provide details of how the implementation of taxi services will be operated including the cost structure.	20
5	All drivers to have same uniform for the duration of conference. Photo sample of uniform. All male drivers should always wear ties regardless of the weather.	10
	TOTAL	100

Values: 1=Poor, 2=Fair, 3=Good, 4=Very Good, 5=Excellent

## 5.2. PRICE POINTS AND PREFERENCE POINTS

The criteria with regards to preference points will be done according to the principles as laid down in Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.

The applicable formula (90/10) will be utilised to evaluate the bid, of which ninety (90) points are allocated for price, and for the remaining ten (10) points are for BBBEE points as allocated for in the enclosed form SBD6.1 that must be completed in detail.

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 7. GENERAL BID CONDITIONS

- a. The General Conditions of Contract will be applicable to this bid.
- b. DIRCO reserves the right to sign a service level agreement with the preferred bidder to supplement the General Conditions of Contract.
- c. DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of proposal.
- d. Please take note that DIRCO is not obliged to select any of the bidders submitting proposals.
- e. The Department of International Relations and Cooperation reserves the right to sign a service level agreement with the preferred bidder. The agreement will make provision for penalties in instances of below standard service being rendered by the service provider.
- f. Bid evaluation can only be done on the basis of information, which was asked for. The comprehensiveness of the bid proposal can therefore be decisive in awarding thereof.
- g. A panel will evaluate all bids received on the basis of information received as requested above.
- h. For purposes of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.



- i. The bid will be evaluated utilizing the 90/10 point system as indicated in the attached SBD6.1 form. This means that a maximum of 90 points for price and 10 points for preferential procurement (HDI) as indicated in the SBD6.1 form will be utilized.
- j. It is compulsory for prospective service provider to attend a briefing session on the ..... 2012, at O.R.Tambo Building at 460 Soutpansberg Road, Rietondale, Pretoria

**8. CONTACT PERSONS AND SUBMISSIONS**

All enquiries can be directed in writing to the Director: Supply Chain Management as per fax, 012 .....

Enquiries regarding the completion of bid documents can be directed to the Bid Office, tel. 012 351 .....

Prospective service providers should submit their bonded proposals in a sealed envelope with the details of the specific bid on the outside of the envelope to:

**Per Hand**

Bid Nr. DIRCO -11/12  
Department of International Relations and Cooperation  
OR Tambo Building  
460 Soutpansberg Road  
PRETORIA  
0002

Or

**Post**

Bid Nr. DIRCO -11/12  
The Bid Office  
Department of International Relations and Cooperation  
Private Bag X152  
PRETORIA  
0001

Submissions should be posted to be received or hand delivered to the mentioned addresses on or before 11h00 on the closing date.

Prospective service providers are encouraged to submit their proposals before the closing date and time, as late submissions will not be accepted.

E-mail or faxed submissions shall not be accepted.

Non compliance with any of the above conditions will result in your bid being disqualified.

A compulsory briefing session will be held at Department of International Relation, 460 Soutspanberg Road, Queenwood, Pretoria on \_\_\_\_\_ / \_\_\_\_\_ / 2012 from 10:00 interested bidders are invited to attend.

**ANNEXURE A**  
Pricing schedule

NAME OF COMPANY

CONTACT PERSON:

TEL:

EMAIL:

FAX:

CELL:

REQUIREMENT	CC VOLUME	MAKE OF VEHICLE COMPANY CAN SUPPLY	FIXED RATE PER DAY(INCLUDING ALL THE VARIABLE COST SUCH AS PETROL, OVERTIME ETC)	FREE ACCESS KM PER DAY
1	1800-2000 and higher .Examples BMW 5,Merc E or equivalent(SAPS Drivers)			
4	1800-2000 Merc C Class,Audi A4,BMW 3 or equivalent,chauffeur driven			
15	Voyager 7-seaters/MBZ Vito 7-seaters or equivalent Chauffeur driven			
2	Merc 20 seater Sprinter or equivalent Busses Chauffeur driven			
2	Merc panel Van's or equivalent,Chauffeur driven(luggage)			

**TAXI SERVICE**

Discretion of Service Provider.	CC Volume	Rate per km
	(1400-1600 Toyota Yaris,VW Polo ext)	