

**DIRCO 01/2016/17-INVITATION TO BID FOR THE PROVISION OF TRANSPORT SERVICES FOR THE PAN-AFRICAN PARLIAMENT DURING THE THREE YEARS (3) BEGINNING FROM OCTOBER/ NOVEMBER 2016 SESSION AS WELL AS THE PAP PRESIDENT VISITS UNTIL THE APRIL/MAY SESSION IN 2019 PARLIAMENT AT GALLAGHER ESTATE, MIDRAND.**



## **TERMS OF REFERENCE**

## **1. GENERAL**

South Africa is committed to provide transport services for all the Sessions of the Pan-African Parliament (PAP). The Department of International Relations and Cooperation ("DIRCO") will require transport services for the meetings scheduled for the 3<sup>rd</sup> and 4<sup>th</sup> Ordinary Sessions of the fourth Parliament and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Sessions of the Fifth Parliament of the Pan-African Parliament ("PAP") for a period of three (3) years beginning from the October/November 2016 Sessions until the April/ May 2019 Session period.

## **2. BACKGROUND**

The Sessions, however, are usually estimated to last for a period of 18 days. The bidder receiving Members of PAP at the International arrivals halls of OR Tambo International Airport; their transportation to the designated hotels (in the Midrand and Sandton areas) Prior approval must be sought from DIRCO for any deviation on these prescribed 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 arrival details for some Members, the successful bidder will be required to make transport available at the Airport on a 24-hour basis for the first two (2) days before, and two (2) days after the Session, in order to provide for unexpected arrivals and departures.

Bidder/ bidders should include the provision of a transport desk in the Office Building of PAP to regulate the transportation service and provide a taxi service for the own cost of the MP requesting ad-hoc transport. All additional services may only be implemented once approved by DIRCO's Transport Officer who will be stationed at the venue. PAP officials may not authorise such services.

## **3. PROJECT DESCRIPTION**

- 3.1. The following vehicles are required during the visit:  
Black, grey and white 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 in a category group J of ( Mercedes Benz E-class, BMW5 Series, Lexus and equivalent sedan vehicles) or similar vehicle will be required for the PAP President for the duration of his stay as well as a category group of (engine capacity of 1400) or similar vehicle for the President's VIP Protectors. These vehicles should be available as and when required for all official/working visits by the PAP President and billed directly when utilised during the tender period.
  - 3.1.2. Chauffeur driven category Group E/H (Mercedes Benz C-class/Audi A4/BMW 3-series and equivalent sedan vehicles) will be required for the four PAP Vice Presidents.
  - 3.1.3. Twelve (12) seven Seater Busses, One small Sedan and two (2) at least two Buses with enclosed trailers will be required. They will only be required when large groups are being transported to and from the airport.
  - 3.1.4. The 7-seater vehicles will be used to transport small groups arriving at the airport as well as small groups for official-outings. no unauthorised trip will be considered. The successful bidder/bidders 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. Bidder/Bidders will carry fuel costs
- 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 of the successful bidder/bidders must be available at all times (24 hours) for all eventualities. The contact details must be submitted with the proposal.

- 3.5. The successful bidder/bidders will be required to conclude contract as well as a Service Level Agreement (SLA) with DIRCO and is expected to render the required service at very short notice (which could be less than 24 hours' notice).
- 3.6. DIRCO wishes to emphasise that it will not pay for any unauthorised transport and all unofficial transportation must be claimed from the MPs / PAP Officials themselves. A minimum kilometre limit of 250 km per day will be placed on all official vehicles transporting the VIP's to and from their hotels to PAP.
- 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 will be checked periodically / daily by a DIRCO designated 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 successful bidder and this transport officer will verify the odometer readings at commencement of the contract. It is recommended that companies may suggest an electronic odometer log system.
- 3.8. Before the Session starts, the successful bidder/bidders must produce the valid driver's licences of all drivers, Public Drivers Permit ("PDP") as well as roadworthy certificates for the cars.

#### 4. TRANSPORT REQUIREMENTS

##### 4.1. Self-Drive Transportation

	Comply	Do not comply
After appointment the successful bidder will liaise closely with the transport co-ordinator for conferences/special events.		
Provision of 1 luxury sedan vehicle in the category group J (Mercedes Benz E-class, BMW5 Series, Lexus and equivalent sedan vehicles) for the transportation of the President of PAP driven by close protection officers provided by the SAPS (VIP Protection Unit).		
Provision of 1 vehicle in the category group B of a (VW Polo, Toyota Yaris, corolla and equivalent vehicle) for the use of close protectors to transport them to and from the President of PAP's residence required as when the President visits the country.		
All vehicles must be able to accommodate disabled persons.		

##### 4.2. Chauffeur Driven Transport

	Comply	Do not comply
After appointment the successful bidder will liaise closely with the transport co-ordinator for conferences/special events.		
Provision of four (4) luxury sedan vehicles Group E/H (Mercedes Benz C-class/Audi A4/BMW 3-series and equivalent sedan vehicles) for the transportation of the four Vice Presidents of PAP. These vehicles must be driven by chauffeurs provided by the successful bidder.		
Provision of twelve (12) x 7 seater high quality busses collective transportation for MPs and support staff (e.g. Toyota Quantum, Hyundai H1 and equivalent vehicles) driven by chauffeurs provided by the successful bidder .		

Provision of seven (7) x 7 seater high quality busses collective transportation for MPs and support staff travelling in small groups (e.g. Voyager 7-seaters/MBZ Vito 7- MBZ Sprinters panel van or equivalent vehicles).driven by chauffeurs provided by the successful bidder.		
Provision of One Sedan in the category group B of a Toyota Yaris, Corolla, VW Polo and equivalent ( driven by chauffeur for running small errands including airport pick-ups for small groups		
Provision of two (2) trailers for luggage and personal belongings hauling of all foreign visitors/ delegates/government officials/equipment (provided by the successful bidder). Cars for this purpose will have to be equipped with tow-bars.		
Provision of a taxi service at the PAP, for which the individuals pay for own trips undertaken. (E.g. Toyota Yaris, VW Polo etc.)		
All vehicle models should not be older than 2yrs model in good condition and with complete service records.		

#### 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 successful bidder		
The successful bidder must ensure that where chauffeurs are provided that these comply with all legislative prescripts for public road users and are dressed formally.		
The successful bidder 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 invoiced		
The successful bidder'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 successful bidder's own account.		
Provide information desks for transport at all major pick-up and drop-off venues for the successful bidder's own account.		
The successful bidder 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.		

	Comply	Do not comply
Transport of vehicles between the premises of the successful bidder and where the service will be required will be for its own account. This includes toll fees, fuel expenses and other.		
The successful bidder 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 bidder.		

#### 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

### Phase 1:

The bid will be evaluated in three (3) phases, in order to be considered for phase two (2) of the evaluation, bidders must comply with the following special conditions or responsiveness criteria.

#### 5.1. Phase 1: RESPONSIVE CRITERIA

REQUIREMENTS	YES	NO
Valid original Tax Clearance Certificate submitted with bid.		
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.		
All SBD forms completed and signed		
Attendance of a 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 bidder, with registration numbers, make and model ( <b>provide proof of ownership by means of registration papers for vehicles indicated in the TOR</b> )	10
2	<p>Proof of minimum of 3 years previous experience as a transport service provider.</p> <p>Matrix:3 years = 3 points 4 years = 4 points 5+years= 5 points</p> <p>Please provide records of previous institutions where services have been rendered before, as well as minimum of 3 contactable references.</p> <p>Matrix: 3 contactable references = 3 points 4 contactable references = 4 points 5+ contactable references= 5 points</p>	10
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.	15
5	<p>Minimum of 5 certified copies of PDP of drivers to be submitted with the proposal</p> <p>Matrix:</p> <p>5PDPs = 3 points 5-8 PDPs= 4 points 8+PDPs = 5 points</p>	20
	SUB-TOTAL	

SITE INSPECTION	WEIGHT (35)
<p><b>Uniform</b></p> <p>All drivers to have same uniform for the duration of conference. Photo sample of uniform. All drivers should always wear ties/scarf regardless of the weather. All staff must have same uniform at all times, wear ties or scarfs at all times, show sample at the site:</p>	5
<p><b>Vehicles</b></p> <p>Must show vehicles as per the category required and condition of vehicle the models must not be older than 2012 (Mileage and service History):</p>	10
<p><b>Infrastructure</b></p> <p>The offices where the bidder operates and the supplier must show the capability e.g. the vehicle tracking system, Office of managers, receptionist and the staff in general:</p>	10
<b>Staff Complement</b>	

The team that dealing with the project shall be expected to cover all aspects of the service to be rendered and shall be comprised of a Manager, Transport Officer and a Service Desk Attendant which should be available 24/7.	10
<b>TOTAL</b>	<b>100</b>

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

### 5.3 Phase 3: 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>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

## 6. SPECIAL CONDITIONS

- 6.1 The bidders are requested to provide a proposed plan for implementation of taxi service. Provide details of how the implementation of taxi services will be operated including the cost structure
- 6.2 The bidder will detail the number, condition and type of vehicles in the quote.

## 7. GENERAL BID CONDITIONS

- 7.1.1 A bidder may not change its composition or control without the prior written approval of the Department.

- 7.1.2 DIRCO will enter into a formal agreement with the successful bidder which will be supplemented with a service level agreement. This agreement will, inter alia, detail the project deliverables, service standards, project delivery dates and provide remedies for under/poor performance and non-compliance with the terms and conditions of the agreement and comply with the Government general conditions of contract.
- 7.1.3 This Terms of Reference shall form an integral part of the Service Level Agreement.
- 7.1.4 The Department reserves the right to appoint more than one service provider. The Department also reserves the right not to appoint any service provider.
- 7.1.5 The bid evaluation will only be done on the basis of information that was requested and provided. The Department reserves the right to request bidders meeting the responsiveness criteria to do a presentation as part of the evaluation process.
- 7.1.6 The bid evaluation process does not oblige DIRCO to make use of any of the proposed services. Acceptance of any proposal shall only indicate a willingness to commence negotiations and shall not place any other obligations on DIRCO. DIRCO shall have no obligation to furnish any formal acceptance or non-acceptance of any information presented.
- 7.1.7 All information and data submitted by a Bidder shall become the sole property of the Department, with the exception of copyrighted material, trade secrets or other proprietary information clearly identified as such by the Bidders.
- 7.1.8 DIRCO reserves the right and full discretion to –
- 7.1.9 withdraw from the process and provisions of the bid at any time;
- 7.1.10 cancel this bid at any time and all subsequent proposals may be rejected in whole or in part;
- 7.1.11 Change the dates of submission and adjudication.
- 7.1.12 The Department's decision will be final and no correspondence will be entered into from the closing dates of the bid until after the selection process has been completed.
- 7.1.13 A bid proposal will only be deemed accepted once written notice is given by DIRCO to the successful bidder and a formal agreement has been entered into between the parties.
- 7.1.14 Receipt of this proposal neither commits DIRCO to award the bid to any entity, even if all requirements stated in this TOR has been met, nor does it limit DIRCO's right to negotiate in its best interest.
- 7.1.15 It will be accepted that the bidder, on submitting a bid response, has read, understood and accepted all the terms and conditions of this TOR. It shall therefore be presumed by DIRCO that the submission of the bid proposal by any bidder confirms its complete acceptance of the terms and conditions of this document.
- 7.1.16 DIRCO reserves the right to invite bidders to present or otherwise demonstrate their proposed solution to clarify aspects that are required as part of the evaluation process, at the bidder's own cost.
- 7.1.17 The bidder shall bear all costs associated with the preparation and submission of the proposal. DIRCO will not be liable for any costs, losses or expenses incurred regardless of the outcome of the proposal.
- 7.1.18 All information and pricing will be treated strictly confidential and be used for evaluation purposes only.



- 7.1.19 Shortlisted bidders will be required to undergo a security screening. The successful bidder will be required to sign Confidentiality Agreements with DIRCO.
- 7.1.20 It is compulsory for all persons employed or in any way contracted by the successful bidder to undergo security vetting. DIRCO reserves the right to require the replacement of any person assigned to this project, should they not receive a successful security clearance, at the commencement of the contract.
- 7.1.21 Bidders are reminded that as per National Treasury regulations, all prospective must have registered on the national Treasury central supplier database.

## **8. CONTACT PERSONS AND SUBMISSIONS**

- 8.1 All enquiries may be directed to Supply Chain Management:  
Tel: +27 12 351 1286/1928  
Fax: +27 12 329 1267  
Email address: [nyondol@dirco.gov.za](mailto:nyondol@dirco.gov.za); [kubayii@dirco.gov.za](mailto:kubayii@dirco.gov.za);
- 8.2 Submission of proposals
- 8.2.1 Bidders 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:
- Department of International Relations and Cooperation  
Bid Box, OR Tambo Building  
460 Soutpansberg Road  
Rietondale  
Pretoria  
0084
- 8.4 E-mailed or faxed submissions will not be accepted.
- 8.5 Bids must be received on or before 11:00 am on 13 June 2016.
- 8.6 The bidders Compulsory briefing session will take place on 24 May 2016 at the DIRCO offices, OR Tambo Building, Multipurpose Centre, 460 Soutpansberg Road, Rietondale at 10:00 am.
- 8.7 Any bid received after the due date will not be considered.