

## ADDENDUM

- 3.7 Two contact persons from the service provider must be available at all times (24 hours) for all eventualities. The service provider must confirm the following when submitting the proposal.
- Full 24-hour service
  - Method of reservation of vehicles
  - Confirmation of vehicles
  - Delivery of vehicles
  - Delivery of petrol card
  - Chauffeur service
- 3.8 If in a joint venture/consortium please indicate the company names and where they have branches/depots
- 3.9 Any changes in the vehicles required are allowed only after consultation with State Protocol and Consular Services
- 3.10 The service provider must be able to render the required service at short notice (even less than 24 hours)

### 4. RESPONSIVE CRITERIA

The following responsive criteria will be applicable to this bid. Should a service provider not meet all the responsive criteria, the proposal will be disqualified and not considered for further evaluation:

- 4.1 Completion and signing of all relevant SBD forms (SBD 1, SBD 3.1, SBD 3.2, SBD 4, SBD 6.1, SBD 8, SBD 9)
- 4.2 Proof of registration on Central Supplier Database (CSD)
- 4.3 Copies of certified Public Drivers Permits (PDP) and advance driving certificate of drivers must be attached
- 4.4 Attach copies of tracker contract
- 4.5 All vehicles must be insured and the terms of the insurance are clearly specified
- 4.6 In the case of Joint Venture a signed agreement should be submitted.

### 5. EVALUATION CRITERIA

#### 5.1. Functionality

The following criteria will be used as the criteria for evaluation, apart from those laid down in the Preferential Procurement Regulations, 2001 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000.



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<b>Management of the contract (proposed project plan)</b>		<b>(20)</b>
<ul style="list-style-type: none"> <li>• <b>A project plan must reflect the following:</b> <ol style="list-style-type: none"> <li>1. Key personnel who will service the contract.</li> <li>2. Processes to be followed when performing the below activities including the timelines thereof:                             <ol style="list-style-type: none"> <li>a. bookings (Normal and Urgent)</li> <li>b. changes</li> <li>c. cancellations</li> <li>d. No Shows</li> </ol> </li> <li>3. Exception report</li> <li>4. Monthly Statement of invoices</li> <li>5. Customer relationship management</li> </ol> </li> </ul>		
Project plan not attached	1	
Project plan with one(1) factor	2	
Project plan with two(2) factors	3	
Project plan with three(3) factors	4	
Project plan with four(4) or more factors	5	
<b>TOTAL</b>		<b>60</b>
<b>All service providers who scored less than 60% on Part 1 of the functionality will not be considered for a site inspection(Part 2).</b>		
<b>Site Inspection (Part 2)</b>		<b>(40)</b>
Corporate Wear <ul style="list-style-type: none"> <li>• Formal suit</li> <li>• Formal Shoes</li> <li>• Shirt and tie</li> </ul>		(5)
Vehicles <ul style="list-style-type: none"> <li>• Types of car as per description</li> <li>• Number of convoys</li> <li>• Roadworthy certificate</li> <li>• Vehicles disc/license to be in all vehicles</li> <li>• Model and Colours (as mention on point 3.1.1 to 3.1.10) (Year in which the vehicles was bought)</li> </ul>		(10)
Service records of the vehicles (proof of records of the current fleet) <ul style="list-style-type: none"> <li>• Service book</li> </ul>		(10)
Infrastructure <ul style="list-style-type: none"> <li>• Offices (Fax, email and contact phones)</li> <li>• Access controlled / Secured parking</li> </ul>		(5)
Staff Complement <ul style="list-style-type: none"> <li>• Permanent office manager</li> <li>• Number of permanent drivers</li> <li>• Drivers with advance driving certificates</li> <li>• Driver's license</li> </ul>		(10)
<b>All service providers who scored less than 60% on Part 2 of the site inspection will not be considered for Price and BEE</b>		
<b>TOTAL</b>		<b>100</b>



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

A panel will evaluate all bids received on a basis of functionality. The technical evaluation will play a crucial role in the appointment of service provider.

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.

### a. Price Points And Preference Points

The applicable formula (80/20) will be used during the final calculation to evaluate the bid. For the remaining points, certain goals have been targeted and the points allocated for these goals are indicated in the enclosed forms SBD6.1 that must be completed in detail.

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

In the evaluation of the bidders, the Department will also be guided by the Integrated National Black Economic Empowerment Strategy, which provides a framework for economic growth with black participation as a fundamental pillar. The specific guiding principles will be transformation, employment equity, skills development, affirmative procurement and corporate social responsibility (CSI).

### 6. SPECIAL CONDITIONS

- 6.1 Tender evaluation can only be done on the basis of information, which was asked for. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- 6.2 In case of a consortium, the bidders must indicate how a joint venture (if the bidders are a joint venture between a BEE firm and a non-BEE firm) will split the work between the companies. The details must be such that the Department of International Relations and Cooperation can audit the actual work allocation between the companies to enforce the transfer of skills. (The percentage involvement of each company in the joint venture should also be indicated). DIRCO will only enter into a contract with the appointed Service Provider.
- 6.3.1 The Government Procurement: General Conditions of Contract ("GCC") will be applicable to this bid.
- 6.3.2 The preferred bidder/s will undergo vetting process and must obtain positive results prior to appointment.