



K W A Z U L U - N A T A L
SHARKS BOARD
Maritime Centre of Excellence

SUPPLY CHAIN MANAGEMENT

Telephone 031 566 0496 Fax 086 606 2614 email: siyethemba@shark.co.za

REQUEST FOR QUOTATION (RFQ)

ENQUIRIES: Mr Siyethemba Dlamini

To:

Tel:

Email:

Attention:

You are hereby invited to submit quotation for the supply and delivery of the following **item/ service** to the KZN Sharks Board (KZNSB).

ITEM	DESCRIPTION	QTY
01.	Please quote, complete and sign the attached standard bidding documents	See attached Specification
02.	Submit Original and valid Tax Clearance Certificate	
03.	Submit Original or copy BEE Certificate (certified copy)	
04.	Proof of Treasury Central Supplier Database registration and Supplier number	
05.	Bank letter not older than 3 months	

CLOSING DATE: 10/05/2017

CLOSING TIME: 11:00

Please submit your quotation on the Organisation's quotation form attached hereunder, and clearly indicate the delivery period and validity period of your quotation. Please also clearly indicate whether your price includes or excludes VAT. (*You may claim VAT only if you are a VAT vendor, please provide VAT NUMBER.*)

This service is required at 1a Herwood Drive, Umhlanga Rocks (DELIVERY ADDRESS) on the _____ DELIVERY DATE

TERMS AND CONDITIONS:

- If a Supplier fails to deliver any or all goods, or a service provider fails to perform the required services within the period specified in the Order/Contract, the KZNSB may as a penalty deduct from the Order/Contract price a sum of the delayed goods or unperformed services, or terminate the contract in part or in whole.
- The Organisation's quotation form must be completed in detail, signed by the bidder and bear the signature of witnesses, and be forwarded to the KwaZulu Natal Sharks Board CFO Division. Failure to comply with these requirements may result in the quotation being disregarded.

Yours faithfully

NAME: Dlamini Siyethemba _____ SIGNATURE:  _____ DATE: 05/05/2017

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
<u>Request for appointing a Courier Company</u>			
KZNSB requires the courier service provider for the service of couriating documents and parcels to be couriated locally and internationally for a 3-year period.			
<u>NB: Attached are Terms of Reference (TOR)</u>			
For Enquiries: Please Contact Lindiwe Zakwe at lindiwez@shark.co.za or call 031 566 0400			
Total:			

1. The bidder must be registered with Treasury **Central Supplier Database. (CSD)**
2. The bidder must provide original Tax Clearance Certificate, unless the KwaZulu – Natal Sharks Board is in possession of a valid one.
- 3.1 Bidders / service providers are required to submit together with their bids / quotations an original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. B-BBEE Verification certificates are valid only if issued by a verification agency accredited by either SANNAS and / or IRBA
- 3.2 In terms of the Generic Code of Good Practice, an enterprise with annual total revenue of R5 million or less qualifies as an Emerging Micro Enterprise. EMEs are deemed to have a B-BBEE status of "level four (4) contributor". Evidence of such qualification must be a certificate issued by a **registered Auditor, Accounting Officer as defined in Section 60(4) of the Close Corporation Act No 69 of 1984** or an accredited verification agency.
- 3.3 A verification certificate is only valid for 12 months.
4. The bidder quotation should clearly indicate the validity period.
5. Quotations must be fully completed in all respect and it is strictly essential.
6. Please confirm that your banking details are still the same. If these have changed, please submit a new application form with a bank stamp.
7. Practice note for Financial Management No. 3 of 2006 (Amendment 4 of 2010) Paragraph 3.2 (b) & (c)
 - The Accounting Officer/ Authority must settle all payments due to creditors within 30 days from receipts of an invoice unless determined otherwise in a contract or other agreement.
 - The Accounting Officer/ Authority must make no payments no earlier than necessary, avoid prepayments for goods and services unless required by contractual arrangements and accept discounts to effect early payments.
8. Quotations are to be evaluated in accordance with new Preferential Procurement Policy frame works that are promulgated by National Treasury and KwaZulu – Natal Provincial Treasury.
9. The **80/20** preference point system to be used for all procurement **up to a R 1 000 000.00 (VAT included)**

NB: Please confirm the availability of stock and the delivery date when submitting the quotation.

SUB TOTAL:.....

VAT:.....

TOTAL:.....

Name of Company.....

Authorized Signature.....

Name of Representative.....

Designation.....

Date.....

CSD NO......

COMPANY STAMP

Over and about the KZN Sharks Board, service providers will be expected to make deliveries at any other venue or areas as instructed by Sharks Board as and when required by KZN Sharks Board.

Refer to Appendix A for a full listing of the KZN Sharks Board's and the available addresses.

The KZNSB has 9 Base stations from North to South of Kwazulu-Natal. The service provider is expected to deliver at all the KZNSB sites and any other new KZN Sharks Board site that may be established.

efficiency of the service.

The service provider must have an electronic tracking system, shipment insurance, payment and billing options, packaging and ad-hoc shipment preparation and other support services that will be beneficial in the The services include the collection and delivery of company parcels and documents.

The courier service provider must have a minimum of 5 years of experience and a minimum of 3 corporate clients.

Service providers must submit a proposal for the provision of delivery/courier services for local and national deliveries as well as internationally wherever applicable.

2. SCOPE OF WORK

The purpose of this document is to seek approval from the Accounting Officer to get the services of suitable service provider to provide the Kwazulu-Natal Sharks Board with Courier/delivery services for a period of 3 years.

1. PURPOSE

Terms of Reference (TOR) for the appointment of a Service Provider for Courier / delivery Services for the Kwazulu-Natal Sharks Board Maritime Centre of Excellence for a period of three years.

<p>Mrs. Lindiwe Zakwe 1a Herwood Drive uMhlanga Rocks Tel:0315660400 Fax:0315660493 Email: lindiwez@shark.co.za</p>	 <p>K W A Z U L U - N A T A L SHARKS BOARD Maritime Centre of Excellence</p>
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- h. Must have the ability to generate reports on real-time basis;
- g. Must have automated reporting capabilities;
- f. A solution that will enable the service provider to facilitate billing;
- e. The solution must be accessible either via the web or mobile platform;
- d. Satellite tracking of vehicle;
- c. A document scanner and automated document feed features;
- b. A central hub where records, dispatching and receiving of parcels occurs;
- a. A tracking solution that will allow the KZNSB to track progress of collection and delivery of cards;

comprising of at least the following:

The service provider must provide detailed information of its proposed tracking administration solution

4.2 Tracking Solution

- g. Ability to integrate into the production system.
 - f. Scheduled services;
 - e. Tracking and tracing system;
 - d. Charge-back details for costing purposes;
 - c. Signing and authorisation procedures;
 - b. An effective packaging and labelling process. The service provider must provide bags for the packaging of consignment and relevant label printing equipment.
 - a. A timeous, consistent, reliable and secure collection and delivery processes. An appropriate secured vehicle to be provided for the collection and delivery of consignments
- The service provider must provide a courier service solution that includes, but not limited to the following:

4.1 Courier Solution

4 SOLUTION REQUIREMENTS

- d. Financial Advisory and Intermediary Services Act (Act 37 of 2002)
 - c. Postal Services Act (Act No.124 of 1998)
 - b. KZN Sharks Board Rules and regulations
 - a. Occupational Health and Safety Act (Act 85 of 1993)
- The service provider must comply with the applicable generic legislation including:

3.1 Legislative Requirement

3. COMPLIANCE REQUIREMENTS

4.3 Delivery Services

The service provider must always ensure that its employees at all times respect the Confidentiality of the delivery and ensure that they reach the intended recipient(s).

All the deliveries must be effected within the required timeframes as stipulated below all emergency deliveries must be delivered on the same day.

The operating hours of KZN Sharks Board are Monday – Friday, 08h00 – 16h00. Deliveries must always be made during office hours. However, the service provider must have the capability to offer after-hours/Saturday/Sunday/Public Holiday on special request.

The types of services required are as follows:

- a. Same day delivery services;
- b. Overnight delivery services
- c. Special delivery services (emergency);
- d. Outlying/remote area delivery services

4.4 Insurance

It should be noted that the service provider will be liable for any damage or loss of goods while in their possession.

The service provider must either be a licensed intermediary or provide insurance with an authorised Financial Services Provider in terms of the Financial Advisory and Intermediary

Services Act (Act 37 of 2002).

The service provider must provide a detailed cost breakdown per distance and per major centre (service required e.g. overnight/ economy). Please refer to **APPENDIX C** for services required.

4.6 Contract Period

The contract will be awarded for a period of 3 years

5. KEY PERFORMANCE AREA EVALUATION

The KZNSB will develop a performance management system where the service provider will be evaluated annually.

The following key performance indicators will be used to evaluate the performance of the service provider.

- a. 95% on time deliveries and collection of parcels, according to delivery service;
- b. Appropriate and adequate quality packaging and labelling according to the nature of the parcel to ensure safety of goods in transit;
- c. High security of goods sent via courier;
- d. Zero tolerance of losses of goods in transit;
- e. Submission of monthly courier service reports
- f. Delivery turnaround times;
- g. Number of waybills per month
- h. Incident reporting turn-around times;
- i. Incident reporting on losses
- j. Report on late collection and deliveries;
- k. Submission of monthly invoices and statements by 3rd of each month;
- l. All enquiries to be attended within 2 working days;
- m. Tracking system functionality performance at 95%.
- n. Adequate insurance of valuable parcels.

5.1 FORMAT OF THE PROPOSAL

Proposals are to be submitted in English with one original.

5.2 EVALUATION PROCESS

KZN Sharks Board will evaluate all proposals in terms of the Preferential Procurement Regulations 2011. A three - phase evaluation criteria will be considered in evaluating the proposals.

This bid will be evaluated on 80/20 Preference Point System, where the 80 points are awarded for price and 20 points for functionality.

Phase 1

5.2.1 ADMINISTRATIVE AND MANDATORY COMPLIANCE

Please note that all bidders must comply with the following administrative and mandatory

COMPLIANCE- IF NOT INCLUDED IN THE QUOTATION, THE BIDDER WILL BE DISQUALIFIED

a. Request for a quotation (RFQ)

b. All applicable Standard Bidding Documents (SBD's) signed;

c. Valid Tax Clearance Certificate;

d. Company Profile: e.g include Swot analysis, strengths and weakness of the company

e. Valid and original BBEE certificate/ exempted certificate Or Sworn Affidavit

f. Proof of registration with National Treasury Central Supplier Database (CSD).

Phase 2

5.2.2: Functional/Technical Evaluation

All bids received will be evaluated on functionality. A bidder that scores less than **55 of the 80 points** allocated in respect of "functionality" will be regarded as submitting a non-responsive bid and will be disqualified and therefore will not be considered for the last phase of evaluation, where the successful bidders will be scored on price and BBEE status.

Based on the criteria below:

POINTS	EVALUATION CRITERIA	CRITERIA AREA
40 points	1. Signed reference letters must be included. (See attached APPENDIX B) must be completed and submitted. (2 current service provider) = 20 points 2. Historical ability and success in delivering on contracts (Previously serviced providers letters to be attached (2 Previous Serviced service providers in the past 2 years) = 20 points	References Letters for Previous and Current service providers (4 reference letters)
20 Points	Bidders must submit at least 2 CV'S of project team members comprising of the following: 1x admin person with more than 3 years' experience in the courier service industry. = 10 points 1x Operations Manager with more than 5 years' experience in the courier services industry = 10 points	Operational efficiency: Staff experience
10	Safe and secure storage facilities Functional offices and depot for depot for consignment sorting and distribution = 10 point	Infrastructure and capacity
10	Waybills = 10 points	Packaging and Labelling system
80		TOTAL

Will be based on price and on Broad Based Black Economic Empowerment (B-BBEE) Status Level Certificate provided in terms of the Preferential Procurement Policy Framework Act 5 of 2000 and Regulation of 2011.

6. B-BBEE Status Level Contributor (20)

B- BBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6.1 Provisions of the Preferential Procurement Policy Framework Act (PPFA) 2011 and its Regulation will apply in terms of awarding points.

6.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.

6.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

6.4 In a case of Exempted Micro Enterprise (EMS), AO/AA must ensure that the B-BBEE status Level Verification Certificates submitted are issued by the following agencies:

- 6.4.1 Verification agencies accredited by SANAS.
- 6.4.2 Registered auditors approved by IRBA.

7. Broad-Based Black Economic Empowerment (B-BBEE)

- 7.1 Provisions of the Preferential Procurement Policy Framework Act (PPFA) 2011 and its Regulation will apply in terms of awarding points.
- 7.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.
- 7.3 Bidders who do not submit their B-BBEE status level verification certificate or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.
- 7.4 In a case of Exempted Micro Enterprise (EMS) AO/AA must ensure that the B-BBEE status Level Verification Certificates submitted are issued by the following agencies:
- 7.4.1 Verification agencies accredited by **SANAS**
- 7.4.2 Registered auditors approved by **IRBA**.

8. CONTACT PERSONS AND SUBMISSIONS

All Administrative enquiries can be directed to **Nonkululeko Khumalo** Supply Chain Management as per email: nonkululeko@shark.co.za Telephone number: 031 566 0400

All Technical enquiries can be directed to **Lindiwe Zakwe** as per email: lindiwez@shark.co.za Telephone number 031 566 0400

Prospective service providers must submit their bound proposal in a sealed envelope containing one (1) original details of the specific bid: **Courier** written on the outside of the envelope to:

Kwazulu-Natal Sharks Board Maritime Centre of Excellence
 Supply Chain Management
 1A Herwood Drive
 uMhlanga Rocks
 4320

Submissions should be hand delivered to the above venue before 11:00 on the closing date.
 Late submissions will not be accepted.

E-Mailed or Faxed submissions will not be accepted. Non-compliance with any of the above conditions will result in disqualification.

9 TERMS AND CONDITIONS OF THE BID

- a. The KZN Sharks Board reserves the right, in its sole discretion to decide on whether or not to proceed further with this process in the light of the proposal/bids received. The KZN Sharks Board reserves the right to pre-qualify interested bids at a later stage based on the experience and the quality of the proposals/bids received;
- b. The KZN Sharks Board reserves the right not to accept the lowest score proposal;
- c. The general conditions of contracts will be applicable to this bid;
- d. The KZN Sharks Board has the right to terminate the contract should the performance of the service provider prove to be unsatisfactory;
- e. The KZN Sharks Board has the right to visit the business premises to verify information provided in the bid document;
- f. Bidders who are black-listed or have committed other acts of fraud and misrepresentation of facts e.g. tax compliance, BBBEE, company financials etc will be eliminated from the bid process.
- g. Bidders are encouraged to declare any criminal record and credit judgement against the company and directors with submission Kwazulu-Natal Sharks Board reserves the right not to award this tender to any bidder with negative findings.

APPENDIX A: COMPANY BASE STATIONS

SITES	ADDRESS	CONTACT	TELEPHONE NUMBERS
KZN Sharks Board Head Quarters	1 A Herrwood Drive Umhlanga	Lindiwe	031-566-0400
Amanzimtoti	No Address	Devon Crowe/Michael Luthuli	031-916-3162
Balito	No Address	Peter Streicher	032-525-8415
Durban	No Address	Dylan Fletcher Evans	031-466-5201
Kingsburgh	P O Box Winkelspruit 4145	Michael Luthuli/ Devon Crowe	031-916-3897
Kingsburgh Compound	No Address	HQ	031-916-6982
Margate/uVongo	Lot 36 Gardina Avenue Ext 7 Margate	Wayne Harrison	039-317-4511/23
Munster	7 Boulder Rd Glenmore Beach 4290	Goodman Cele	039-319-2880
Park Rynie/	No Address	Nicolas Ramkisoan	039-976-2011
Pumula Hieberdine Sunwich	No Address	Simphiwe Shebi	039-684-6886
Ramsgate	No Address	Brad Hardwick	039-314-4605
Richards Bay	No Address	Richard Gumede	035-753-2101
Richards Bay Compound	No Address	HQ	035-753-2592
Zinkwazi	No Address	Jared Smit	032-485-3528

APPENDIX C

Please complete the table below

List of Services required

SERVICE	COST PER SERVICE INCLUSIVE OF VAT
Saturday delivery	
Road Freight (48-72)	
Economy (24-48 hours)	
Early delivery (9am)	
Overnight express	
Same day delivery	
ADDITIONAL SERVICES	
International documents	
International parcels	
Sub Total	
Vat	
Total	