

TERMS OF REFERENCE

DIRCO: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SELF DRIVEN AND CHAUFFEUR DRIVEN VEHICLES FOR A PERIOD OF THREE (3) YEARS FOR HEADS/DEPUTY HEADS OF STATE/GOVERNMENT, THEIR SPOUSES, FOREIGN AND DEPUTY FOREIGN MINISTERS AS WELL AS OTHER DIGNITARIES VISITING THE REPUBLIC OF SOUTH AFRICA AND ALSO FOR THE OFFICES OF THE MINISTER, DEPUTY MINISTERS, DIRECTOR-GENERAL AND THE BRANCH STATE PROTOCOL.

1. PURPOSE

To appoint a transport company to provide transport to visiting guests of the South African Government during State, Official, Working, Special Visits and other events as determined by the State Visits Policy of the Department of International Relations and Cooperation (“DIRCO”) under the guidance of the Chief of State Protocol. The transport company will also provide transport to the offices of the Minister, Deputy Ministers, Director-General and the Branch State Protocol of DIRCO in all provinces for the above mentioned period.

2. BACKGROUND

DIRCO has an obligation to extend courtesies to visiting dignitaries of Government during incoming visits. These courtesies include the provision of secured and reliable transport

Due to the significantly high number of official visits to South Africa, DIRCO took the decision to appoint a reliable cost effective company to provide transport to the identified dignitaries. DIRCO is also required to provide transport to its officials during their travel in and around the country for the duration of the visit by the dignitaries.

3. PROJECT DESCRIPTION

The provision of transport (self driven and chauffeur driven) to dignitaries and offices of the Minister, Deputy Ministers, Director-General and Branch State Protocol of DIRCO for a period of three (3) years.

- 3.1 The following vehicles could be required during a State Visit and other events:
 - 3.1.1 Black or Grey vehicles required for each secured motorcade (All vehicles in the Secured motorcade must be of the same colour)
 - 3.1.1.1 One (1) Mercedes Benz (C Class)/BMW (3 series) or similar category for use by State Protocol
 - 3.1.1.2 One (1) Mercedes Benz (C-class) /BMW 3 series or similar category
 - 3.1.1.3 One (1) Mercedes Benz (S-class) / BMW 7 series or similar category for Heads of State or one (1) Mercedes Benz (E-class), BMW 5 series or similar category for Ministers. The vehicle must have provision for an attachment for car flags.
 - 3.1.1.4 Back-up spare limo [Mercedes Benz (E-class)], BMW 5 series or similar category
 - 3.1.1.5 One Mercedes Benz (E-class), BMW 5 series or similar category for the spouse of the visiting Heads of State
 - 3.1.2 One (1) Luggage van must be provided to transport luggage. E.g. Mercedes Vito or similar category
 - 3.1.3 One (1) 10 Seater and/or One (1) 20 seater chauffeur driven luxury bus must be available in all major centers.
 - 3.1.4 The Service Provider must be able to provide 4 x 4 vehicles if the need arises

- 3.1.6 The bidder must have access to at least two armoured vehicles (B6 or B7 level) for VVIPS at any given time
- 3.2 The Service Provider must be able to provide vehicles nationwide (Please indicate if there are any branches/depots nationwide)
- 3.3 It is the responsibility of the service provider to make sure that the vehicles are maintained and cleaned.
- 3.4 The fleet must not be more than 3 years older at any given time.
- 3.5 All vehicles must have petrol cards or petrol money and comply with all applicable legislation.
- 3.6 In the case of a breakdown, the vehicle must be replaced with the same model within two (2) hours after receipt of the request
- 3.7 DIRCO will only be responsible for traffic fines received when a DIRCO official or a SAPS VIP Protector has driven the vehicle.
- 3.8 The following will be required for the Chauffeur driven vehicles:
 - 3.8.1 All chauffeurs must have PDP Licenses (proof must be attached to the proposal)
 - 3.8.2 All chauffeurs must have advance driving skills (proof to be attached) and will have to undergo protocol training as well as training by the VIP Protection Unit.
 - 3.8.3 All chauffeurs must be suitably dressed in a corporate uniform.
 - 3.8.4 Chauffeurs must have mobile phones with sufficient air time to receive and make work related calls at any time.
 - 3.8.5 Every vehicle needs to be equipped with a GPS
 - 3.8.6 The bidder must have sufficient drivers available to cater for relief chauffeurs in the event of long working hours.
 - 3.8.7 Chauffeured and Self-Driven vehicles must be provided with a log-sheet and a satellite tracker system.
 - 3.8.8 Fuel receipts to accompany invoices in the event where the vehicles were refueled.
- 3.9 Two contact persons from the bidder must be available at all times (24 hours) for all eventualities. The contact details must be submitted with the proposal to ensure:
 - Full 24-hour service
 - Reservation of vehicles
 - Confirmation of vehicles
 - Delivery of vehicles
 - Delivery of petrol cards and/or cash for petrol
 - Chauffeur service
- 3.10 If in a joint venture/consortium please indicate the company names and where they have branches/depots
- 3.11 Any changes in the vehicles required will only be allowed after consultation with State Protocol
- 3.12 The bidder 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 bidder not meet all the responsive criteria, its bid will be disqualified and not considered for further evaluation.

4.1 Completion of all relevant SBD documentation

4.2 Valid tax clearance certificate

4.3 Copies of certified Public Drivers Permits (PDP) of drivers

4.4 **No partial bids will be allowed**

5. EVALUATION CRITERIA

5.1. Functionality

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

Functionality Criteria	Weight
Capacity to Deliver	35
<ul style="list-style-type: none"> • Number of vehicles in the fleet • Model of vehicles in the fleet and replacement vehicles. • Number of branches or regional offices(Mainly Gauteng and Western Cape Province) 	(15) (15) (5)
Experience (This includes the experience of staff)	25
<ul style="list-style-type: none"> • Experience in the contracts of the same nature (Minimum of 3 years). • Experience of Chauffeurs with PDP Licenses and advance driving skills 	(15) (10)
Management of the contract (proposed plan)	20
<ul style="list-style-type: none"> • Service records of the vehicles (proof of records of the current fleet) 	(10)
<ul style="list-style-type: none"> • Management reporting, the successful bidder shall submit the following monthly reports: <ol style="list-style-type: none"> 1. Appoint a dedicate Project Manager 2. All transaction processed 3. Daily Rates 4. Exception reports on all the transaction reflecting number of changes, cancellations and no shows. 5. Reconciliation of the Account per project 	(10)
TOTAL	80
Site Inspection	(20)
Uniform (Corporate Wear)	(5)
Vehicles	(5)
Infrastructure	(5)
Staff Complement	(5)
TOTAL	100

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 the bidder.

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 bidder that scores less than 60 points out of 100 in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified.

5.2. Price Points And Preference Points

The applicable formula (90/10) 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 (90/10 system)	Number of points (80/20 system)
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

In the evaluation of the bidders, DIRCO 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. Payment Method

Upon submission of invoices the following must be attached for Self-Drive and Chauffeur Drive vehicles:

- 6.1 Original invoice
- 6.2 Original car rental application form signed by DIRCO
- 6.3 Copy of the rental agreement between the service provider and DIRCO
- 6.4 Inspection sheet completed and signed by the service provider as well as the DIRCO/SAPS official
- 6.6 Copy of the signed and completed log sheet / printout of tracker logsheet
- 6.7 Pricing schedule as per tender must be attached to the invoices

Upon the receipt of the above mentioned documents the DIRCO official will verify and certify the invoices and submit them to Supply Chain Management for payment.

7. GENERAL CONDITIONS

- 7.1 Tender evaluation can only be done on the basis of information, which has been requested. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- 7.2 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 DIRCO 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 successful bidder.
- 7.3 The prospective bidders are required to indicate their **costing per item** for ease of evaluation. First year fixed price, whereafter a price escalation may be negotiated as per pricing schedule SBD3.2
- 7.4 Management of the Contract:
- 6.4.1 The successful bidder will be subjected to a vetting process and security clearance for all its employees
 - 6.4.2 Deviations to the contract requirements must be submitted to DIRCO on a monthly basis
 - 6.4.3 The proposal must reflect the manner in which the account will be handled

8. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax, 012 329 1267

Enquiries pertaining to the completion of tender documents can be Directed to the Bid Office, tel. 012 301 8594/ 1769/1928

Prospective bidders should submit their bonded proposals in a sealed envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Security (Reception),
OR Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
0084

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

Submissions should be posted to be received or hand delivered to mentioned addresses on or before 11:00 on the closing date.

Prospective service providers/suppliers are encouraged to submit their proposals before 25 July 2014 at 11hoo, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....Bid number: DIRCO .
Closing date 25/ 07/2014 Time 11:0.

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
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- 1 CHAUFFEUR DRIVEN VEHICLES REQUIRED: (Cost of Chauffeur included in daily rates)

TYPE OF VEHICLE	DAILY RATE WITH CHAUFFEUR (VAT ICL)	NUMBER OF KM INCLUDED IN DAILY RATE	RATE PER KM ON ACCESS KM (VAT INCL)
MERCEDES BENZ (C- CLASS)/BMW (3 SERIES) or SIMILAR VEHICLE			
MERCEDES BENZ (E- CLASS)/BMW (5 SERIES) or SIMILAR VEHICLE			
MERCEDES BENZ (S-CLASS)/BMW (7 SERIES) or SIMILAR VEHICLE			
LUGGAGE VAN (Vito or similar)			
10 SEATER BUS			
20 SEATER BUS			
4X4 VEHICLE (BMW X5 or similar)			
ARMoured VEHICLE			

2 SELF DRIVE VEHICLES REQUIRED

TYPE OF VEHICLE	DAILY RATE (VAT ICL)	NUMBER OF KM INCLUDED IN DAILY RATE	RATE PER KM ON ACCESS KM (VAT INCL)
MERCEDES BENZ (C- CLASS)/BMW (3 SERIES) or SIMILAR VEHICLE			
MERCEDES BENZ (E- CLASS)/BMW (5 SERIES) or SIMILAR VEHICLE			
MERCEDES BENZ (S- CLASS)/BMW (7 SERIES) or SIMILAR VEHICLE			
LUGGAGE VAN (Vito or similar)			
10 SEATER BUS			
20 SEATER BUS			
4X4 VEHICLE (BMW X5 or similar)			
ARMOURED VEHICLE			

3 SERVICE COST / MANAGEMENT FEE

4 COST FOR MONTHLY REPORTS

- Does offer comply with specification? YES/NO
- If not to specification, indicate deviation(s)
- Period required for delivery
Delivery: Firm/not firm
- Delivery basis (all delivery costs must be Included in the bid price)
- Cancellation fee when vehicles are no longer required

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

*Delete if not applicable