

**PROVISION FOR A DEDICATED STAFF TRANSPORT SERVICE FOR TRANSNET SOC LTD, OPERATING AS TRANSNET PORT TERMINALS ("TPT"), AT THE PORT OF CAPE TOWN, FOR A PERIOD OF THREE (3) YEARS**

**SCOPE OF WORK**

**Site: Cape Town Container & Multi-Purpose Terminals**

## **1. BACKGROUND**

### **GENERAL SCOPE OF REQUIREMENTS**

The Port of Cape Town Container Terminal and Multi-Purpose Terminal (MPT), play a pivotal role in the regional economy. It is well positioned to facilitate the movement of cargo to and from the Asian, European, American and Australian markets.

The Port of Cape Town is world renowned for the export of deciduous fruit, perishables and frozen products. Fruit and fresh produce are Cape Town's major export commodities, these go via the break-bulk facilities however, it has become increasingly common to transport these goods in containers through the Cape Town Container Terminal. The Port of Cape Town operates on a 24/7 basis and therefore Transnet Port Terminals is seeking to collaborate with service provider(s) who are able to provide reliable staff transportation.

TPT intends to award the staff transport services to a service provider/s at the Port of Cape Town for a period of three (3) years.

## **2. SCOPE OF REQUIREMENTS**

To provide transportation services for Transnet Port Terminal's employees during day & night shifts, from their designated residential address and/or areas to their place of work i.e. Cape Town Container Terminal (CTCT) and Cape Town Multi-Purpose Terminal (CT MPT)

This service will be rendered in the morning, day and night shift including weekdays and public holidays from the areas mentioned below (refer section 2.4 for designated routes) in line with TPT shift patterns.

### **The service provider should ensure that the employees are:**

- I. Transported on time via the agreed vehicles and in a safe manner taking into account all aspects of safety associated to the transportation of staff;
- II. Dropped off and picked up on agreed times as stipulated by TPT;
- III. Employees should be dropped off at the workplace 15 minutes prior to the commencement of shift (see below for shift patterns) and collected at the workplace 10 minutes after the shift has been completed.
- IV. The service provider shall ensure that the first TPT employee is collected on time to allow for sufficient time for other collections and the transport time to the terminal. As an example, for the 06H00 shift, the first employee should be collected at approximately 04H30; for the 14H00 shift the first employee should be collected at approximately 12h30 and for the 22H00 shift, the first employee should be collected at approximately 20H30. Service provider to supply door-to-door drop off and pick up transportation service.
- V. Contract covers fares only, which will be paid per trip.
- VI. TPT has the right to cancel all collection requests within 2 hours from time of collection.

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("TPT), at the Port of Cape Town, for a period of three (3) year

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VII. Maintenance / service & repair of vehicles will be for the supplier's own costs and not for TPT account.

VIII. The service provider will be required to operate on a 24/7 basis during the festive season (December January) to support TPT's 24/7 operation during this period.

## 2.1 SPECIAL AD HOC REQUIREMENTS

In order to optimize cost and accommodate increases in the volume of staff which utilize the transport programme, TPT will require the successful service provider(s) to secure additional vehicles which include but not limited to the below mentioned requirements during the festive season period as referenced;

The service provider to supply additional vehicles, when deemed necessary, to accommodate the afternoon shift during the December/January festive period even if staff transport service is available on all shifts (24/7 Transport).

Terminal	Vehicle nomination	Additional Requirement	Period	Comment
Container Terminal	13-seater	4	Dec to Jan	Optional
Multi- Purpose Terminal	13-seater	4	Dec to Jan	Optional

The above-mentioned ad-hoc requirements are not guaranteed and dependent on business demands. The ad-hoc requirements will be discussed and agreed upon with the successful service provider.

## 2.2 GENERAL REQUIREMENTS

- A. The vehicles required must be reliable have legal carrying capacity to transport the number of staff i.e. 13 seater-passenger carrying vehicles (excluding driver).
- B. All vehicles supplied should be designed and manufactured for passenger carrying/ passenger transportation and not vehicles that are after-market converted into passenger carrying vehicles.
- C. Time management is critical as it can have an impact on the productivity levels of TPT should employees arrive late and therefore service provider should ensure that time is of the essence.
- D. The service provider to provide feedback in writing to TPT for all the challenges they are faced with TPT staff during the execution of the services.
- E. The service provider will be required to have a supervisor per Terminal on-site after completion of each shift when employees are to be taken home to ensure that vehicles are loaded correctly as per the designated routes and to ensure the smooth flowing of the transportation service.
- F. The service provider will further be required to attend monthly Service Level Agreement (SLA) meetings whereby all issues for the previous month will be addressed to ensure that a resolution is obtained.
- G. The scope of work for the transportation services provided and the obligations of the service provider in regard thereto will be outlined in the proposed Master Services Agreement which is attached to the bid (refer to Section 9).
- H. The service provider to ensure that daily staff transport vehicle inspections are completed and any vehicle, which is identified as being a risk, should not be utilised for the transportation of staff.

- I. TPT will perform ad hoc inspections at its premises to verify that the staff transport vehicles being utilised is safe and 'fit for purpose'; TPT will supply the service provider with a list of employee names to be collected at their residence, at the following times:

<b>SHIFT</b>	<b>Collection List / Pick-up list to be submitted to service provider by:</b>
<b>Normal shift (Monday to Friday)</b>	17H00 on Monday (start of the week)
<b>Weekend work (Saturday &amp; Sunday)</b>	16H00 on Friday
<b>Public Holidays</b>	16H00 on the day prior to the public holiday

The service provider will be required to filter the collection list and group the employees in their respective residential areas as per the route allocation for collections.

The service provider will issue each route with a waybill, which will reflect all details i.e. route/date/shift/area and employee's names, addresses and contact details.

The service provider will ensure that a trip register/waybill gets signed after each delivery by the TPT shift supervisor on duty or Operations sign on office or TPT nominated employee so that accurate records are maintained for all drop-offs. The signed copies should be attached to the monthly invoices as proof of delivery/services rendered.

TPT will further provide a confirmation with a collection list of all employees required to be collected at the Port to be delivered to their residence at the end of each 12Hr shift. The collection list will be provided to the service provider two (2) hours after shift commences.

The route layout shall be agreed upon with the successful respondents at award of business. The successful respondents' drivers would need to conform to the agreed route.

## 2.3 SHIFTS IN OPERATION AND TECHNICAL DEPARTMENT

TPT does not guarantee that the information stated in the tables below (2.3.1; 2.3.2; 2.3.3) would be accurate at the time of intent. The information stated below is an indicative and is subject to change based on the business demands. It should be noted that where it is stipulated 'transport required' it is for those employees coming to work as well as for those employees going home.

### 2.3.1 DAILY

<b>SHIFTS</b>	<b>START</b>	<b>END</b>
<b>Morning</b>	05h45 (transport required)	14h15
<b>Afternoon</b>	13h45	22h15 (transport required)
<b>Night</b>	21h45 (transport required)	06h15 (transport required)

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### 2.3.2 WEEKEND

<b>Day</b>	05h45 (transport required)	18h15 (transport required)
<b>Night</b>	17h45 (transport required)	06h15 (transport required)

### 2.3.3. PUBLIC HOLIDAY

<b>SHIFT</b>	<b>START</b>	<b>END</b>
<b>Morning</b>	05h45 (transport required)	14h15 (transport required)
<b>Afternoon</b>	13h45 (transport required)	22h15 (transport required)
<b>Night</b>	21h45 (transport required)	06h15 (transport required)

### 2.3.4 SERVICE REQUIRED

#### Hours of Transport

Transport will be required but not limited to the following times:

- (a) Daily (Morning Shift): Arrival 05: 45 (shift commencement)**  
(Collect at the employee's residential address from 04H30 – to drop off at the Port 15 minutes prior to shift start)
- (b) Daily (Morning Shift): Departure 06:15 (Shift completion)**  
(Collect at the Port from 06H15 – and depart at 06H25 to drop off at the employee's residence)
- (c) Daily (Afternoon Shift): Arrival 13:45 (Shift commencement)**  
(Transport required for this shift is not guaranteed and may change at the time of award)  
(Collect at the employee's residential address from 12H30 – to drop off at the Port 15 minutes prior to the shift start)
- (d) Daily (Afternoon Shift): Departure 14:15 (Shift completion)**  
(Transport required for this shift is not guaranteed and may change at the time of award)(Collect at the Port from 22:15 to depart from 22H30 – to drop off at the employee's residence.)
- (e) Daily (Night Shift): Arrival 21H45 (shift commencement)**  
(Collect at the employee's residential address from 20H30 – to drop off at the Port 15 minutes prior to shift start)
- (f) Daily (Night Shift): Departure 22H15 (shift completion)**  
(Collect at the Port from 22H15 – and depart at 22H25 to drop off at the employee's residence)
- (g) Weekends (Morning Shift): Arrival 05:45 (shift commencement)**  
(Collect at the employee's residential address from 04H30 – to drop off at the Port 15mins prior to shift start)
- (h) Weekend (Morning Shift): Departure 06:15 (Shift completion)**  
(Collect at the Port from 06H15 – and depart at 06H25 to drop off at the employee's residence)
- (i) Weekends (Night Shift): Arrival 17:45 (shift commencement)**  
(Collect at employee's residential address from 16H30 – to drop off at the Port 15 minutes prior to shift start)
- (j) Weekends (Night Shift): Departure 18:15 (Shift completion)**  
(Collect at the Port from 18H15 – and depart at 18H25 to drop off at the employee's residence)
- (k) Public Holidays – please refer to the daily shift pattern i.e. (a) to (f) above.**

**2.4(a) DESIGNATED ROUTES PER TERMINAL**

<b>No.</b>	<b>DESIGNATED ROUTES</b>	<b>POOL / NUMBER OF VEHICLES REQUIRED FOR CONTAINER TERMINAL</b>	<b>POOL/ NUMBER OF VEHICLES REQUIRED FOR MULTI PURPOSE TERMINAL</b>
<b>1</b>	<b>NORTHERN SUBURBS 1</b> (KRAAIFONTEIN/ WALACEDENE/ BLOEKOMBOS/WATSONIA PARK/ BRACKENFELL/ NORTHPIKE)	<b>One</b>	<b>One</b>
<b>2</b>	<b>NORTHERN SUBURBS 2</b> (KRAAIFONTEIN/ SCOTTSVILLE/SCOTTSDENE/ BUH REIN ESTATE)	<b>One</b>	<b>Combined with another route</b>
<b>3</b>	<b>NORTHERN SUBURBS 3</b> (BELLVILLE/PARROW VALLEY/GOODWOOD/RUITEWAGHT/ BELHAR/ BISHOP LAVIS)	<b>One</b>	<b>Combined with another route</b>
<b>4</b>	<b>BELHAR/ BONTEHEUWEL</b> (EDGE MEAD/GOODWOOD/RUITEWAGHT/BISHOP LAVIS/ MANENBURG)	<b>One</b>	<b>Combined with another route</b>
<b>5</b>	<b>DELFT/BLUE DOWNS 1</b> (DELFT SOUTH/ BRENTWOOD PARK/MALIBU VILLAGE/ FOUNTAIN VILLAGE/ BLUE BERRY HILLS)	<b>One</b>	<b>One</b>
<b>6</b>	<b>DELFT/MFULENI</b> (LEIDEN/ N2 GATEWAY/ EXTENSION 6/ KLEINVLEI)	<b>One</b>	<b>Combine with another route</b>
<b>7</b>	<b>EERSTERIVER 1</b> (TUSCANY GLEN / LEONSDALE/ HILLVIEW/ SOMERSET HEIGHTS/ SILLWOOD HEIGHTS)	<b>One</b>	<b>Combine with another route</b>
<b>8</b>	<b>EERSTERIVER 2</b> (STRADFORD GREEN/ MELTON ROSE/ DEVONPARK/ BEVERLY PARK/ CONDO PARK)	<b>One</b>	<b>One</b>
<b>9</b>	<b>KUILSRIVER 1</b> (WESBANK/ SUNBIRD PARK/ HIGHBURY/DRIFTSANDS/ HIGH GATE/ RUSTDAL)	<b>One</b>	<b>One</b>
<b>10</b>	<b>KUILSRIVER 2</b> (SEREPTA/KALKFONTEIN/ VREDELUST/SUMMERVILLE/ BLACKHEATH)	<b>One</b>	<b>Combine with another route</b>
<b>11</b>	<b>MITCHELL PLAIN 1</b> (SAMORA MICHELLE/ COLORADO/ WOODLANDS/WOODRIDGE/ RONDEVLEI PARK/ WELTEVREDEN/WESTGATE/ STRANDFONTEIN)	<b>One</b>	<b>One</b>
<b>12</b>	<b>MITCHELL PLAIN 2</b> (MONT CLAIR/ MANDALAY/ LENTEGEUR/BEACON VALLEY/ EASTRIDGE/ ROCKLANDS/PORTLANDS)	<b>One</b>	<b>Combine with another route</b>
<b>13</b>	<b>GUGULETHU / PHILLIPI 1</b> (MALENGA PARK/ BROWNS FARM/MARCUS GARVEY/ CXROSS ROADS/ ARCADIA)	<b>One</b>	<b>One</b>
<b>14</b>	<b>PARKLANDS/TABLEVIEW</b> (SUMMERGREENS/ MILNERTON/ JOESLOVO/ DU NOON/ PHOENIX/ MAITLAND)	<b>One</b>	<b>One</b>
<b>15</b>	<b>KHAYELITSHA 1</b> (MAKASAR/ HARARE)	<b>One</b>	<b>One</b>
<b>16</b>	<b>KHAYELITSHA 2</b> (IKWEZI/LITHA PARK)	<b>One</b>	<b>Combine with another route</b>

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			route
17	<b>KHAYELITSHA 3</b> (SITE B / SITE C)	One	Combine with another route
18	<b>SOUTHERN SUBURBS</b> (ATHLONE/ BRIDGETOWN/ CLAREMONT/ STEENBERG/ RETREAT/ LAVENDER HILL/ GRASSY PARK/WESTLAKE)	One	One
19	<b>LANGA</b> (TOWNSHIP/ BACKSTAGE/ OLD FLATS)	One	One
20	<b>NYANGA</b> (NYANGA EAST/LUSAKA/ZWELITSHA)	One	Combine with another route
<b>TOTAL NUMBER OF VEHICLES</b>		<b>20</b>	<b>10</b>



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## 2.5 CRITICAL REQUIREMENTS

The service provider is required to provide Transnet Port Terminals (TPT) with the following documents upon award:

- I. Valid operating license/ permits.
- II. Submit certified copies of valid permits (issued by the Western Cape Government, Transport and Public Works) attached to respondents' letterhead.
- III. New license/permits applicants to provide proof of applications to the relevant Department.
- IV. The successful bidder will within two (2) weeks upon award, provide and maintain all operating license/permits for due diligence.

Respondents to submit a comprehensive Business Continuity Plan, which contains a minimum of the following:

- I. Contingency labour work force per shift – in an event a driver assigned to a specific route is absent
- II. Training
- III. Transport

The service provider will need to submit a strike management plan on the staff transportation services in the event of a strike and how it will be managed. The strike management plan must form part of the business continuity plan (technical Requirement). It defines the roles and responsibilities of the strike management team of the service provider. It should cover the following minimum information in the following categories: Pre-strike planning, during the strike, Post-strike review.

- I. List the strike management team and their contact details;
- II. Command Centre Operation;
- III. Communication protocols e.g. notifying customers and regular strike reports;
- IV. Disciplinary process for illegally striking employees;
- V. Strike Diary;
- VI. Emergency Planning;
- VII. Pick up plan during Strike; and
- VIII. The respondent must submit proof of valid/active insurance cover i.e. General Liability/Public liability or Passenger Liability insurance, either by supplying a copy of the insurance policy or a letter from an underwriter confirming policy exists and that the maximum amount claimable is R1m per incident.

### 2.5.1 Essential Requirements (Critical for Evaluations see Technical Evaluation Scoring section 2.10)

**Respondent will be required to complete Returnable Schedules T1 to T4 as well as attached the mentioned requirements / evidence for each returnable schedule where stipulated.**

#### (a) Trade References:

The service provider must provide a minimum of two (2) trade reference letters from respondent's clients (on the client's company letterhead), where they have confirmed that the respondent has provided similar services in the past five (5) years from the tender closing date.

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The trade reference must illustrate evidence that the service provider has experience in providing staff transportation of such magnitude.

The respondent is required to complete Returnable Schedule T1 as well as attached:

- I. Two (2) written reference letters issued by respondent's clients (different clients) which shall be used to verify the respondents past performance.
- II. Each trade reference must contain the duration and monetary value, with regards to the services provided by the respondent to the client.
- III. To reflect the ability of the respondents to manage the magnitude of the services attached, critical to requirement is that of an accumulative monetary value greater than R5m.

**(b) Drivers and Licenses**

- The respondent is required to provide their list, referencing a pool of 30 drivers and attach copies of their valid driver's licenses (code B/08), with valid professional driver permits (PDP).
- The respondent is required to complete Returnable Schedule T3 in respect of its drivers as well as attach, Certified copies of valid drivers' licenses and valid Professional driver's permits in respect of each driver listed.
- **Kindly note that bidders must submit a valid, clear and legible certified copies of the drivers' licenses. Unclear copies which are not legible will not be considered when evaluating bid.**

**(c) Vehicles**

- The respondent must indicate if the vehicles will be leased or owned and attached all referenced Certifications to the Returnable Schedule T4.
- The respondent is required to provide commitment that they have the ability to render the services and capable of providing a pool of 30 vehicles (that are not older than three (3) years) either owned or leased which complies with the following:
  - I. All vehicles to be fitted with GPS/Tracker systems (supporting documents to be provided);
  - II. All vehicles are to be fitted with a two-way radio communication system, which will be linked between the driver of the vehicle and the service provider control room to support emergencies;
  - III. Vehicles must have a minimum seating capacity of 13 passenger seats (excluding driver) which should not be modified / converted into passenger carrying vehicles.

**The service provider shall ensure that all vehicles are operational and have the relevant certification of conformity namely:**

- I. Certified and valid copies of vehicle licenses and roadworthy certificates.
- II. Certified and valid copies of vehicle registration.

**(d) Owned Vehicles**

- The respondent must provide certified copies of the vehicle registration certificates (Form RC1) referencing the year model of vehicle; date of first registration as well as owner (respondent should be

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listed as either owner or holder of the vehicle).

**(e) Lease Vehicles**

- Where the service provider leases the vehicles i.e. the vehicles are currently in the possession of the service provider in terms of an existing lease agreement; the successful service provider must submit the following additional documents prior to the commencement of the services:
  - a) Certified copy of a duly endorsed and valid lease agreement, which provide a description of the vehicle being leased.
  - b) The lease agreement should provide a full description of the vehicles being leased.

**(f) Intention to lease/ Purchase**

- Where the service provider is not in possession of the vehicles and intends to lease or purchase same, the service provider must submit the following documents confirming:
  - a) It intends to enter into a lease agreement/sale agreement for the required vehicles with the service provider.
  - b) A full description of the vehicles to be leased/purchased i.e. make, model and date of first registration.
  - c) The quantity of vehicles to be leased/purchased.
  - d) The seating capacity of each vehicle to be leased/purchased.
  - e) Availability of the required vehicles to support a two-week contract readiness period.
- A letter from a registered source (Banks/Financial institutions or intended vehicle Leasing companies) reflecting the information as set out in paragraphs 2.5.1 (a-e) above.
- The respondent is required to complete Returnable Schedule T4 in respect of Port of Cape Town and attached it along with their submission.
- Kindly note that the bidder must ensure that all the above-mentioned information 2.5.1 (a-e) is captured in the document from the source.
- Should any information be outstanding, then the document will NOT be considered for evaluations.

**2.6 ADDITIONAL REQUIREMENTS /INFORMATION**

- All drivers should be medically fit and free from any ailments that may render them medical unfit/or take medication to perform this function. (Medical certificates of all drivers to be provided).
- The service provider must be able to provide alternate drivers and vehicles. The service provider must have a detailed accident procedure in place.
- Projected total monthly trips 6138 (Container Terminal = 4092 trips & Multi-Purpose Terminal = 2046 trips) Projected total monthly trips for outside radius routes are 818 trips.

**2.7 SAFETY:**

- Drivers must have a valid public driving permit, license, clean record, sober habits, medically fit (at least annual medicals).

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- Service provider must conduct an induction program whereby first aid training is included and supported by certificates issued by an accredited service provider.
- Service provider must have a safety programme Standard Operating Procedures (SOP) in the event of punctures, breakdowns/vehicle inspection.
- Service provider should engage in daily pre-drive checks vehicle and disinfection of all vehicles.
- There should be a zero tolerance of any substance abuse i.e. alcohol, drugs etc. whereby random testing should/will take place including screening of body temperature.
- Service provider to ensure that all drivers are equipped with hand sanitizers, safety clothing / PPE as required by TPT terminals viz reflective jackets, dust masks.
- All vehicles should be fitted with serviceable fire extinguishers.
- No loud music in transit.
- No passengers allowed on trips other than TPT staff.
- The service provider will be subject to an ad hoc safety audit(s) and will be required to furnish TPT with a safety file.

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## **2.8 COMPLIANCE WITH STATUTORY MANDATORY AND OTHER REQUIREMENTS MANDATORY REQUIREMENTS:**

- Proof of registration with the Local Registered Transport Organisation(s).

**Respondents shall comply with all laws, including without limitation, the following:**

- All South African law which impacts on the Proposed Dedicated Staff Transport Agreement, a copy of which is included in the bid pack;
- Occupational Health & Safety Act 85 of 1993 ("OHSA");
- International Health Regulation Act 28 of 1974;
- Hazardous Substances Act 15 1973;
- The Compensation for Occupational Injuries and Disease Act, 1993 (Act No.130 of 1993);
- All material aspects of all applicable legislation, provincial ordinances and local authority by-laws, including all relevant regulations promulgated in terms thereof, which affects the Maritime business;
- The Basic Conditions of Employment Act No. 75 of 1997;
- Criminal Procedure Act No. 51 of 1977;
- National Ports Act No. 12 of 2005 and enabling legislation thereto, including the Port Rules;
- Control of Access to Public Premises and Vehicle Act, No. 53 of 1985;
- Legal Succession to the South African Transport Services Act No. 9 of 1989 (but excluding any tariff provided for in such regulations);
- Any other Transportation laws or directives that govern TPT's Transportation and Handling Services;
- Merchant Shipping Act No.57 of 1951, the Maritime Security Regulations 2004 read in conjunction with the International Ship and Port Facility Security Code and Maritime Occupational Safety Regulations (1994), as amended;
- Codes of Good Practice embodied in the Broad Based Black Economic Empowerment Act No. 53 of 2003;
- Customs and Excise Act No 91 of 1964;
- National Road Traffic Act and Regulations Act 93 of 1996 (as amended from time to time);
- The National Railway Safety Regulator Act No 16 of 2002,
- The Labor Relations Act No. 66 of 1995 and the Regulations thereto; and
- All TPT policies and procedures

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**2.9 TECHNICAL EVALUATION SCORING:**

<b>REQUEST FOR PROPOSAL ("RFP") FOR THE PROVISION OF DEDICATED STAF TRANSPORT SERVICE, FOR TRANSNET SOC LTD, OPERATING AS TRANSNET PORT TERMINALS ("TPT") AT THE CONTAINER TERMINAL AND MULTI PURPOSE, PORT OF CAPE TOWN, FOR PERIOD OFTHREE (3) YEARS</b>				
<b>ICLM CT 424/TPT</b>		<b>Evaluation Criteria</b>		
	<b>Measurement</b>	<b>Evaluation Criteria</b>	<b>Scoring Guidelines</b>	<b>Max Score</b>
	<b>Evaluation Item</b>	<b>Minimum Requirements</b>	<b>Scoring</b>	
	<b>Bidder must provide proof of registration with the local registered transport organisation(s)</b>		<b>YES/NO</b>	
<b>1</b>	<b>FLEET/ POOL OF 30 VEHICLES NOT OLDER THAN 3 YEARS, EITHER OWNED OR LEASED</b>			<b>40</b>
<b>(a)</b>	<b>OWNED VEHICLES</b> Owner or holder of vehicles	Respondent must complete Returnable Schedule T4 and attached; Complete Form (RC1) referencing the year model of vehicles, date of first registration as well as list either the owner or holder of vehicle Provide copies of vehicle registration certificates or disk	Supporting documents for all 30 vehicles or more = <b>40</b> Supporting documents for less than 30 vehicles = <b>0</b>	
<b>(b)</b>	<b>LEASED VEHICLES</b> In possession of existing vehicles which is on lease	<b>Respondent must complete Returnable Schedule T4 and attached;</b> Certified copy of existing Lease Agreement; referencing the list of vehicles the year model, date of registration.	Supporting documents for all 30 vehicles or more = <b>40</b> Supporting documents for less than 30 vehicles = <b>0</b>	
<b>(c)</b>	<b>INTENTION TO LEASE</b> Respondent not in possession of the vehicles & intent to lease	<b>Respondent must complete Returnable Schedule T4 and attached;</b> a) intends to enter into a lease or sale agreement for the required vehicles b) description of the vehicles to be leased or purchased including including make and model. c) the quantity of vehicles to be leased or purchased; d) the seating capacity of the vehicles to be leased or purchased; e) Availability of the vehicles to support a two-week contract readiness period; A Letter from the Source (Banks/ Financial Institutions or intended Vehicle Leasing companies) reflecting the information as set out in paragraph 2.9 (a - e) above. Kindly note that Respondents must ensure all the above mentioned paragraph 2.5. 1 (a-e)	Source document stating all information as prescribe in paragraph 2.5.1 (f) from a-e. = <b>40</b> Source document not stating all information or no source document = <b>0</b>	

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		is captured in the documents from the source Should any information be outstanding, then the document will NOT be considered for evaluations		
<b>2</b>	<b>TRADE REFERENCES</b> Minimum two trade references from Respondents client's in last 5 years from the tender closing date	The respondent must provide a minimum of two (2) trade reference letters from respondents' clients (on client's letterhead)		<b>20</b>

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T-: Provision for a Dedicated Staff Transport Service, for Transnet SOC Ltd, Operating as Transnet Port Terminals ("TPT"), at the Port of Cape Town, for a period of three (3) year

		<p>where they have confirmed that respondent have provided similar services in the past five (5) years from the tender closing date.</p> <p>Respondents are required to complete Returnable Schedule T1; and attach</p> <p>Minimum of two written reference letters issued by respondent's</p> <p>clients) which shall be used to verify the respondents performance</p> <p>Each trade reference must contain the duration and monetary value with an accumulative value greater (&gt;) than R5m w.r.t services provided by the Respondent to the client with supporting proof.</p>	<p>Source documents stating all information, including accumulative monetary value &gt; R5m = <b>20</b></p> <p>Source documents stating all information with accumulative monetary value =/&lt; R5m = <b>10</b></p> <p>Source documents incomplete = <b>0</b></p>	
<b>3</b>	<b>POOL OF 30 DRIVERS</b>	<p>The respondent is required to provide their list, referencing a pool of 30 drivers and attached copies of their valid driver's licenses</p> <p>(code B/08) with valid Professional Driver Permits (PDP)</p> <p>Respondents must complete and submit:</p> <p>Returnable Schedule T3 in respect of its drivers and attach</p> <p>Certified copy of Code EB (Code 8) drivers' licenses (SACD-ZA card) with valid Professional Drivers Permit (PDP) in respect of each driver listed</p>	<p>Evidence for 25- 30 Drivers with valid driver's license &amp; PDP = <b>40</b></p> <p>Evidence for 24-20 Drivers with valid driver's license &amp; PDP = <b>25</b></p> <p>Evidence for 19-14 Drivers with valid driver's license and PDP = <b>15</b></p> <p>Evidence for 13 or less drivers with valid driver's License and PDP = <b>0</b></p>	<b>40</b>
			<b>TOTAL WEIGHTING SCORE</b>	<b>100</b>
<b>MINIMUM THRESHOLD/SCORING REQUIRED (80 POINTS)</b>				