

**PROVISION OF STAFF TRANSPORT SERVICES FOR TRANSNET SOC LTD OPERATING AS TRANSNET PORT TERMINALS ("TPT") AT CAPE TOWN
CONTAINER TERMINAL (CTCT) FOR A PERIOD OF FORTY (40) DAYS.**

Technical Criteria	% Weightings	Scoring guideline	Returnable Schedule
Trade references and capability The service provider must provide a minimum of three (3) trade reference letters from service provider's clients (on the client's company letterhead) where they have confirmed that the bidder has provided similar services in the past five (5) years. Evidence: References to be dated; Company letterhead of the client; Letter must be signed, and contract period stated. Cumulative contract value per reference > than R5 million.	20	• 20 points = Submission of three (3) trade references with documents stating all information • 15 points = Submission of two (2) references with documents stating all information • 0 points = No submission of trade references with documents stating all information.	T1
Local Footprint The service provider must submit confirmation on a company letterhead that an office is in place within a 50km radius from the Cape Town Terminals. Evidence: A certified copy of a Lease Agreement or Utility Bill to be provided as proof. Where a local footprint does not exist, the service provider is required to provide confirmation on a company letterhead to having the functional office established within one (1) week of receiving the Letter of Award.	20	• 20 points = Office of the service provider within a 50km radius the borders of Cape Town Terminals. • 10 points = Office of the service provider more than 50km radius or less than 60km radius of the borders of Cape Town Terminals. • 0 points = Office of the service provider outside the 60km radius of the borders of Cape Town Terminals.	T3

Drivers and Licenses The service provider must provide a minimum of twenty (20) Drivers and attach copies of their valid Driver's licenses (Code B/08) with a valid Professional Driver Permits (PDP). Note: Kindly note that bidders must submit clear and legible copies of the certified copies of the Driver's licenses and PDP as illegible copies will not be considered when evaluating a bid.	30	• 30 points = Evidence of twenty (20) Drivers with valid Driver's license and Professional Driver Permits (PDP). • 0 points = Evidence of 0 to 19 Drivers with valid Driver's license and Professional Driver Permits (PDP).	T4
Pool of twenty (20) vehicles not older than three (3) years either owned or leased. The service provider is required to provide commitment that they can render the services and capable of providing a minimum pool of twenty (20) vehicles that are not older than three (3) years either owned or leased which complies with the scope of work. The service provider 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 minimum amount claimable of R1 million per incident. If owned: The service provider must submit complete RC1 Form referencing the year model of vehicles; date of first registration as well as list the owner of the vehicle. If leased: 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 provides a description of the vehicle being leased. • The lease agreement should provide a description of the vehicles being leased.	30	• 30 points = Submission of twenty (20) vehicles not older than three (3) years either owned or leased/intention to lease with a valid or active insurance cover claimable of R1 million per incident. • 0 points = No submission of twenty (20) vehicles not older than three (3) years either owned or leased/intention to lease with no valid or active insurance cover submitted.	T5

Intention to lease: Where the service provider is not in possession of the vehicles and intends to lease or purchase same, the service provider must confirm by submitting the following documents: a) It intends to enter into a lease agreement/sale agreement for the required vehicles with the service provider. b) A description of the vehicles to be leased/purchased, i.e. make, model and date of first registration. c) The quality 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 one (1) week contract readiness period. f) A letter from a registered source (Bank/Financial Institution or intended vehicle leasing company) reflecting the information as set out in paragraph a – e above. Note: Should any information be outstanding, then the document will NOT be considered for evaluation.			
Total score	100		