



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**REQUEST BID NUMBER: KZNCETC 01/2021**

**TERMS OF REFERENCE FOR THE APPOINTING SERVICE PROVIDER FOR THE  
PROVISION OF COURIER SERVICES.**

**Issued and prepared by**

**Kwa Zulu Natal Community Education and Training**

**17 Kosi Place, Spring field**

**Umngeni Business Park**

**4000**

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## **1. BACKGROUND**

1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.

1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:

1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and

1.2.2 National Norms and Standards for Funding Community Education and Training Colleges.

## **2. PURPOSE AND OBJECTIVE OF THE PROJECT**

The purpose of this document is to invite proposal for service providers to render Courier services at the Kwa Zulu Natal Community Education and Training College.

The Kwa Zulu-Natal (KZN) Community Education and Training (CET) College would like to appoint a competent service provider for the provision of Courier Services for the period of 24 months

### **3. SPECIFICATION**

Service of courier to be provided on request to various locations specified on request.

### **4. DURATION**

The contract will be valid after awarding to the service provider with service level agreement for period of 24 months.

### **5. THE SCOPE OF WORK**

- Collection of documents/parcels from Central Office to various locations.
- Collect documents/parcels from any locations to Central Office.
- Provide express and domestic courier services in general
- Provide Movement of Assets from various locations to various locations.
- Collecting/delivery in the whole province and in **rural areas**.
- Promptness in collection/delivery of documents/parcels.

### **6. VALIDITY PERIOD REQUIREMENT**

24 months contract subjected to general condition of contract (Including Special Condition of Contract)

### **7. SPECIAL CONDITION OF COURIER SERVICES**

- No information concerning couriered documents/parcels can be made available by tenderer at any stage to anyone except the college only.
- No information concerning the tender or award of the tender may be made available by the tenderer other parties without prior consultation and written from the College.

## 8. COMPLIANCE REQUIREMENT

***Note to the Prospective service provider or Bidders: Compulsory submissions in disqualification (Failure to submit any of the following will result in disqualification)***

- All bids submitted should remain valid for the period of 90 days after bid closing date.
- Valid SARS pin number confirmation certificate to be included
- Complete and Sign the KZN CETC College Vendor form
- Letter of Good standing
- Letter of bank details confirmed with financial institutions
- Proof of CSD application for registration report (CSD number and Unique reference number)
- Municipal clearance certificate certifying that no municipal rate and service charges are owed by the bidder and any of its directors to College or any other municipality where the bidder's business operation located, are in arrears for more than 3 months
- Certified copy of BBEE certificate issued by Verification Agency by SANAS or Sworn Affidavit in relation to the BBEE status of the company
- Copies of ID Documents and all submitted certificate must be certified with certification not older than 3 months
- Company Registration Form (CIPRO /CIPC)
- The bid will be evaluated according to Preferential Procurement Policy Framework Act. Failure to submit will result in zero points score for BBEE points.
- Company profile with traceable references (including client header)
- Proof of Central Supplier Database (CSD) Registration Report
- Number of years in courier services.
- Full details and contact details of at least 3 similar size clients to which courier services are currently being provided.
  - In respect of each courier service required above provide
    - A list of all services offered

- A price list in terms of grades/types of delivery, prices related after hours for collection and delivery. Price should reflect full cost, including vat, any fuel surcharges and annual increase.
  - Clear turn around times for collection of documents/parcels after a call has been logged.
  - Furnish details relating to an efficient tracking system in order to allow KZN CET College to establish the locations of the parcel in case of non-delivery.
  - The courier services to provide waybills, stickers, A3 and A4 Pouches.
  - The companies must have a cost must have a cost effective and competitive insurance facility to provide cover for insured documents/parcels in transit and must furnish details in this regard.
- Fully completed **SBD 1; SBD2, SBD 3, SBD 4; SBD 6.1, SBD 6.2 (if applicable), SBD 7, SBD 8; SBD 9**
  - Bidders received after the published closing date will be not be considered and will not be opened
  - KZN CETC College reserves the right to award or not to award this contract.
  - KZN CET College reserves the right to accept the lowest cost proposal.
  - The general conditions of contract will be applicable to this tender.
  - KZN CET College will enter a formal contract with the successful service provider
  - Any change of information provided in the tender document that may affect delivery of the project should be brought to KZN CET College attention as soon as possible. Failure to comply may result in the contract being terminated.
  - Service providers that have been declared insolvent and wish to do business with KZN CETC College must have been rehabilitated and provide the necessary proof thereof.

***Failure to supply all required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will be not considered for award.***

## 9. EVALUATION CRITERIA

Proposal must be placed in the sealed envelope and clearly marked – “Tender proposal – The Provision of Courier services” and placed in the tender box Kwa Zulu-Natal Community Education and Training College head office at located at first floor, 17 Kosi Place Springfield, Umngeni Business Park not longer than 3 March 2021 before 11:30 am on closing date.

Bids will be evaluated on one stage:

Preferential Point System, Price and BBBEE Points.

Phase One of Evaluation – Price and Preferential Point	
BBBEE score	20
Price	80
Total	100

## 9. COMMUNICATION

For any enquiries regarding this tender, please contact through email [SCM@KZN.CETC.edu.za](mailto:SCM@KZN.CETC.edu.za) or 031 350 4366 during the office hour

7:30 am – 16:15 pm

Closing date : 5 March 2021 before 11 : 30 am

KWA ZULU –NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE\

17 KOSI PLACE SPRINGFIELD

UMNGENI BUSINESS PARK

DURBAN

4001