

REQUEST BID NUMBER: KZNCETC 06/2023

TERMS OF REFERENCE TO APPOINTING A SERVICE PROVIDER FOR COURIER SERVICES FOR A PERIOD OF 36 MONTHS AT KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE.

TOR NUMBER: KZNCETC 06/2023

Date issued: 19 May 2023

Closing date and time: 30 May 2023 11am

Bid Validity period: 90 days (about 3 months)

TENDER BOX ADDRESS:

Note: All bids must be placed into the tender box at the KWAZULU –NATAL Community Education & Training College's central office at, 17 KOSI PLACE UMNENI BUSINESS PARK SPRINGFIELD DURBAN 4001 by no later than

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1. PURPOSE AND OBJECTIVE OF THE PROJECT

The purpose of this document is to invite proposals for service providers to render Courier Services at the KwaZulu- Natal Community Education and Training College.

2. SPECIFICATION

Courier Services to be provided on request to various locations specified on request.

3. DURATION

The contract will be valid after it has been awarded to the service provider with a service level agreement for 36 months (about 3 years).

4. THE SCOPE OF WORK

- Collection of documents/parcels from Central Office to various locations.
- Collect documents/parcels from any location 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.

5. SPECIAL CONDITIONS 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's other parties without prior consultation and written by the College.

6. 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 90 days (about 3 months) after the 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 BBBEE certificate issued by Verification Agency by SANAS or Sworn Affidavit in relation to the BBBEE 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 the Preferential Procurement Policy Framework Act. Failure to submit will result in zero points score for BBBEE 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 comparable 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 turnaround times for collection of documents/parcels after a call has been logged.
 - Furnish details relating to an efficient tracking system to allow KZN CET College to establish the parcel locations in case of non-delivery.
 - The courier services provide waybills, stickers, A3 and A4 Pouches.
 - The companies 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; SBD 4; SBD 6.1, SBD 7.1**
 - Bidders received after the published closing date will 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 the contract will be applicable to this tender.
 - KZN CET College will enter into 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 the required and supplementary information will result in the tender being deemed non-responsive and therefore, the tender will not be considered for award.

7. 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. Closing date 30 May 2023 before 11am.

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

8. COMMUNICATION

CONTACT AND COMMUNICATION

For any enquiries please communication should be directed to college via email at Procurement@KZN.CETC.edu.za and 031 350 4366 from 7:30- 16:15.

Technical enquires must be directed to : Mr M Mkhwanazi (SCM MANAGER)

: MMkhwanazi@kzn.cetc.edu.za

: 031 350 4384

: www.kzn.cet.edu.za