

Annexure D

SPECIFICATION

**RFP NO:21/22/25/ Full Maintenance
Lease**

1. BACKGROUND

The South African Post Office (SAPO) Limited, make use of light and heavy vehicles nationally on a full maintenance lease basis

The South African Post Office Group (Sapo) requires an estimated fleet of Nine hundred and forty (940) operational vehicles and Thirty four (34) Sedans for Sales nationally. The numbers are just estimates and are subject to change according to operational needs.

2. OBJECTIVE

To appoint service provider(s) per region and per category (Light and/or heavy commercial vehicles) for full Maintenance lease to the South African Post Office Group (Sapo) for a contract period as follows;

- (a) Six (6) months on some sedans
- (b) Twelve (12) months for all other vehicles

The delivery will be required according to a staggered schedule when current Vehicles terminate.

3. Scope of Work

The successful bidder(s) will be required to provide:

New Full Maintenance Lease light vehicles (commercial and sedans) and heavy vehicles as per attached addenda B and C. The delivery distance travelled should not exceed 300km.

3.1 Light Vehicles

Bidders to provide an estimate of Eight hundred and forty eight (848) of light commercial vehicles on full maintenance lease contract to SAPO for a period of twelve (12) months as indicated in Addendum B.

3.2 Heavy Vehicles

Bidders to provide an estimate of Ninety two (92) of heavy commercial vehicles on full maintenance lease contract to SAPO for a period of twelve (12) months as indicated in Addendum C

3.1 Sedans

Bidders to provide an estimate of Thirty four (34) 1.6 L sedan vehicles on full maintenance lease contract to SAPO for a period of six (6) months with the option to extend for another 6 months as indicated in Addendum B

Note: The bidders will be required to provide proof of financial ability from a registered financial institution to confirm that they will be supported to obtain the required vehicles for this contract.

4. Pricing Proposal

- 4.1 Provide leasing cost per month as per kilometres indicated in addenda B and C
- 4.2 Provide maintenance plan cost per month as indicated in addenda B and C
- 4.3 Provide excess kilometres rate as indicated in addenda B and C
- 4.4 Provide once off delivery and collection cost per region as indicated in addenda B and C
- 4.5 Provide once off registration fee as indicated in addenda B and C
- 4.6 Provide any other cost as indicated in B and C (specify).
- 4.7 Deliver vehicle with a tracking device installed. This will be an optional cost for SAPO on the pricing schedule.
- 4.8 Bidders are requested to submit their pricing proposals per region the bidder is bidding for.

5. Environmental Impact

The vehicles must comply with minimum of :

- ✓ Euro 2 emissions standards on light commercial vehicles.
- ✓ Euro 3 emissions standards on heavy commercial vehicles emissions standards

6. Operational Requirements

- 6.1 Vehicle must be serviced by the manufacturer's approved dealers only, in line with the OEM standards and approved schedules.
- 6.2 Replacement parts must be from Original Equipment Manufacturers only
- 6.3 Vehicle re-assessment to be done quarterly per individual vehicle
- 6.4 Provide vehicle service and repair history when required
- 6.5 Allow for additional repairs not covered under the full maintenance portion and provide all relevant documentation and diagnostic reports
- 6.6 Provide account statements (soft copies) per cost centre and per region on monthly basis
- 6.7 Provide monthly vehicle status, services due and missed services reports.
- 6.8 The successful bidder's billing system must be capable to generate SAP compatible data files. Bidders must confirm on their company letterhead that their system has/will have the capability.

6.9 The successful bidder will have to supply the following schedules i.e. tyre renewal intervals, brake pad/shoes renewal, clutch plate renewal, service intervals, and vehicle replacement cycle.

6.10 Maintenance and servicing of vehicles will be the responsibility of the successful the bidder.

Note: all the above requirements will form part of the service level agreement (SLA)

7. Profit sharing for terminated vehicles

When vehicles are terminated Sapo requires the successful bidder to share financial benefit for each transaction.

8. Performance

8.1 The bidder will be responsible for the full maintenance lease for light and/or heavy commercial vehicles for Sapo on a regional basis in accordance with the OEM specifications per vehicle type and industry standards.

8.2 The bidder must be available on a 24/7(where applicable) basis to respond to breakdowns and complaints to all light and or heavy vehicles.

8.3 A minimum of 72 hours turnaround time is required for FML vehicles on major repairs. A replacement vehicle will be required for turnaround longer than 72 hours at the bidder's cost.

8.4 A minimum of 24 hours turnaround time is required for FML vehicles on all normal repair and services without replacement.

8.5 In cases where the service provider fails to reach the agreed targets the following penalties will be imposed.

8.5.1 A 25% penalty fee will be charged on the month's invoicing for the affected vehicle/s for the first offense. A 50% penalty fee will be charged on the month's invoicing for the affected vehicle/s for the second offense

8.5.2 Should the service levels for three occasions be below the targets set, the successful bidder/s will be considered in breach of contract and the contract may be terminated. The service provider will be liable for service penalty costs incurred by SAPO to hire a vehicle because of the service failure.

Note: all the above requirements will form part of the service level agreement (SLA).

9. Warranty

- 9.1 The bidder will be responsible to scrutinize all repair quotes and claim under warranty where applicable
- 9.2 All re-work within the warranty period will be for the bidder's account.

10. Experience

Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying light and/or heavy commercial vehicles with full maintenance lease.

- ✓ The bidders must provide proof of the one (1) year experience by completing and submitting Annexure K indicating all clients the service provider has rendered the service to.

Note: SAPO reserve the right to verify the information provided.

11. Tracking Device

The bidder will be required to include in their cost a tracking device and indicate the monthly cost on the pricing schedule. Vehicles to be delivered with a tracking device installed. This will be an optional cost to SAPO and will be indicated on the final order if a tracking device must be included or not.

- 11.1 The device must meet the following criteria:

- Vehicle immobilization in line with manufactures AMF.
- Capability to supply management information/reporting i.e. (harsh breaking, high revving, speeding, fuel, idling and battery tampering).
- Emergency panic device for crew members.
- No go+and %keep in route+setting
- Trip replay and back up historic storage of 3 months.
- Real-time monitoring of vehicles via GPS / GPRS platform (min of 2min updates).
- Information / data to be transmitted & displayed on electronic mapping via a web based portal, for Post Office exception viewing.
- The installation of the device must be self-powered via internal battery or wired into the vehicle electronic system and must be approved by the Equipment Original Manufacturer.
- Installation of the individual devices must be carefully hidden within the vehicle and installed in different locations.

- 11.2 The aforementioned Product and service must be supplied on an all-inclusive per unit, monthly rental basis. The monthly rental fee must include the following requirements:
- Tracking device (hardware)

- Installation onto vehicles (hardware) . all consumables, labour & travel included
- Software updates and or patches
- De-installation of units at contract term or as directed

12. Due Diligence

SAPO reserves the right to carry out a due diligence to the top three scoring bidders to verify the information submitted with the bidder's bid proposal. The bidder will be disqualified should the information not be verifiable.

13. EVALUATION CRITERIA

The bid will be evaluated as follows:

- Gatekeeping Criteria-
- Bid Conditions
- Commercial

13.1 Gatekeeping Criteria

Bidders must submit the following mandatory documents in this RFP document. Failure to comply will result in the disqualification of the bidder.

- 13.1.1 Completed Pricing schedule (Annexure F) in the format provided in the bid document for both options.

13.2 Bid Conditions

The bidders must provide the following documentation with their bid proposals:

- 13.2.1 Bidders must provide an undertaking (on the bidder's letter head) that all vehicles will be serviced and maintained by Original Equipment Manufacturer (OEM) approved dealerships per the region they are bidding for.
- 13.2.2 The bidders billing system must be capable to generate SAP compatible data files. Bidders must confirm on their company letterhead that their system has or will have the capability.
- 13.2.3 Bidders must submit a signed letter (on their company letterhead) that they will conform to the SAPO requirements as indicated in specification document (Annexure D).
- 13.2.4 The bidders must submit a proof of financial ability from a registered financial institution or Financial Service Provider to confirm that they will be able support the bidder to obtain the required vehicles for this contract.
- (a) If the bidder is funded by the government the bidder must submit signed contract or letter from the government confirming funding.
- 13.2.5 Bidders are required to have a minimum of one (1) year experience (1 year or longer) in supplying light and/or heavy commercial vehicles with full maintenance lease.
- ✓ The bidders must provide proof of the one (1) year experience by completing and submitting **Annexure K** indicating all clients the service provider has rendered the service to.

Note: SAPO reserve the right to verify the information provided.

13.2.6 Tax Compliance:

Bidders must submit their unique personal identification number (pin) issued by SARS to enable SAPO to view the bidder's tax profile and status.

13.2.7 B-BBEE Compliance requirements.

13.2.7.1 Bidders must submit proof of B-BBEE status level of contributor

a) Tenderers who qualify as Exempted Micro Enterprise(EME's) or Qualifying Small Enterprise (QSE) must submit the following

- ✓ Sworn affidavit signed by the EME/QSE representative and attested by a Commissioner of Oaths OR
- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS

b) Tenderers other than EME's/QSE's must submit the following

- ✓ B-BBEE certificate issued by a verification agency accredited by SANAS.

13.2.7.2 A consortium or joint venture (including unincorporated consortia and joint venture) must submit a consolidated B-BBEE status level verification certificates for every separate tender

13.2.7.3 Public entities and tertiary institutions must also submit B-BBEE status level verification certificates together with their tenders

Note: Tenderers who do not submit B-BBEE status level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but will not be disqualified from the tendering process. They will score point out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

13.2.8 Bidders must submit their Full CSD Report.

13.3 Commercial Evaluation

The bid will be evaluated on 80/20 or 90/10 preferential points. The Lowest acceptable bid will be used to determine the preference point system to be used.

Price (80) and BBBEE (20)

Criteria	Weight	Sub-criteria
Total Price	80/100	Benchmark against lowest quote
Contribution to BBBEE	20/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		20
Level 2		18

Level 3	14
Level 4	12
Level 5	8
Level 6	6
Level 7	4
Level 8	2
Non-compliant Contributor	0

OR

Price (90) and BBBEE (10)

Criteria	Weight	Sub-criteria
Total Price	90/100	Benchmark against lowest quote
Contribution to BBBEE	10/100	Points will be awarded to bidders according to their BBBEE status level of contributor as indicated in the BBBEE accreditation certification as indicated below:
BBBEE LEVELS		SCORES
Level 1		10
Level 2		9
Level 3		6
Level 4		5
Level 5		4
Level 6		3
Level 7		2
Level 8		1
Non-compliant Contributor		0