



Mayibuye Transport Corporation (MTC)

PROPOSALS FOR THE SUPPLY AND DELIVERY OF BUS, MOTOR VEHICLE SPARES AND LUBRICANTS

Mayibuye Transport Corporation

MTC Bid Specification

Mayibuye Transport Corporation

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This document contains forward-looking statements that are subject to risks and uncertainties, including statements about Mayibuye Transport Corporation's beliefs and expectations.

These forward-looking statements are based on assumptions that Mayibuye Transport Corporation has made considering its experience in the industry in which it operates, as well as its perceptions of historical trends, current conditions, expected future developments and other factors which Mayibuye Transport Corporation believes are appropriate under the circumstances. Relevant persons should understand that these statements are not guarantees of future performance or results.

Due to these factors, Mayibuye Transport Corporation cautions that relevant persons should not place undue reliance on any forward-looking statements. Further, any forward-looking statement speaks only as of the date on which it is made. New risks and uncertainties arise from time-to time, and it is impossible to predict these events or how they may affect Mayibuye Transport Corporation.

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DOCUMENT HISTORY AND VERSION CONTROL

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Applicable To	The MTC CEO; the MTC Supply Chain Management Division and the MTC Bid Evaluation Committee; The MTC Procurement Committee
Contact Person	Senior Manager: SCM, Mr L. Nkunjana
Legal Framework	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999) National Treasury Regulations Preferential Procurement Regulations, 2017
Related Documents	MTC Procurement Policy

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DEFINITIONS

In this document, unless the context indicates otherwise the following meaning(s) are associated with each related term and/or abbreviation–

Term /Abbreviation/Acronym	Meaning
Accounting Authority	The Board of Directors appointed by the Premier or Member of the Executive Council, accountable to the Provincial Legislature and Executive Council for that public entity
Certified	Stamped and signed by a Commissioner of Oaths
Corporation	Mayibuye Transport Corporation
EM	Executive Manager
Executive Authority	The Member of the Provincial Executive Council who is accountable to the Provincial Legislature for that public entity or in whose portfolio it falls
MTC	Mayibuye Transport Corporation
NT	National Treasury Regulations
PAR	Paragraph
PFMA	Public Finance Management Act (Act No. 1 of 1999 as amended by Act No. 29 of 1999).
PPPFA	Preferential Procurement Policy Framework Act (Act No. 5, 2000)
SARS	South African Revenue Service
SCM	Supply Chain Management
CAT	Central African Time

1. INTRODUCTION

- 1.1. The Mayibuye Transport Corporation (MTC) operates as a schedule 3D State Owned Entity providing scheduled bus passenger transport services and belonging to the Eastern Cape Provincial Government.
- 1.2. The Vision of the MTC is to become the Public Transporter of Choice.
- 1.3. It is the mission of the MTC to provide a safe, reliable, affordable public transport service that is responsive to its environment.
- 1.4. All submissions must contain only hard copies (one master copy and three (3) duplicate copies).
- 1.5. All submissions must be indexed appropriately.
- 1.6. It is the responsibility of the service provider to ensure that the documents are submitted by the closing date and closing time (CAT).

2. SCOPE OF WORK

The Corporation hereby invites tenderers to submit proposals for the supply and delivery of motor vehicle spares (Buses and Vehicles) and lubricants for a period of 24 months the following are the list of items to be quoted on is listed in the attached **Annexure A**. Fleet vehicle identification numbers to assist in identifying quotes are listed in **Annexure B**.

3. EXPECTED OUTCOMES AND DELIVERABLES

Supply and delivery of bus and vehicle spare parts and lubricants up on agreed time frames with the successful bidder (s).

4. DURATION OF THE CONTRACT

The contract will be for a period of 24 months.

5. COMPLIANCE/MANDATORY INFORMATION

Bidders are required to include in their bid document the following mandatory documents:

- 5.1. Proof of registration on Centralised Suppliers Database (CSD). The Corporation will only consider service providers registered on the CSD.
- 5.2. A certified copy of business registration documents issued by the Companies and Intellectual Property Commission (CIPC) or the Department of Trade and Industry and that of the subcontracted company as per the pre-qualifying criteria.
- 5.3. A valid original or certified copy of BBBEE certificate and that of the subcontracted company as per the pre-qualifying criteria.
- 5.4. A Certified copy of the Identity Document for each of the Company Directors or Owners as it appears in the Business Registration Documents issued by either the Companies Intellectual Property Commission (CIPC) or Department of Trade and Industry and that of the subcontracted company as per the pre-qualifying criteria.
- 5.5. Original and signed MTC SBD 1 Form "Invitation to Bid". Each page must be initialled.
- 5.6. Original and signed MTC SBD 3.1 Form "Pricing Schedule (Professional Services)". Each page must be initialled.
- 5.7. Original and signed MTC SBD 4 Form "Declaration of Interest". Each page must be initialled and that of the subcontracted company as per the pre-qualifying criteria.
- 5.8. Original and signed MTC SBD 6.1 Form "Preferential Points Claim Form". Each page must be initialled.
- 5.9. Original and signed MTC SBD 8 Form "Past Supply Chain Practices". Each page must be initialled.
- 5.10. Original and signed MTC SBD 9 Form "Certificate of Independent Bid Determination". Each page must be initialled.
- 5.11. The bidder is to ensure submission of all documents above.

Please note that all certified copies must be valid for 3 months and only those will be accepted by the Corporation. Failure to submit the above will render the proposal non-responsive and it will automatically be disqualified from the bid process.

6. MINIMUM REQUIREMENT

Not applicable.

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7. EVALUATION CRITERIA

The tender will be evaluated in terms of the preferential policy framework and the 80 / 20 principle will apply.

CRITERIA	Points
7.1.1. Price	80
7.1.2. BBBEE	20
7.1.3. TOTAL	100

Where 80 points will be awarded as follows :-

Level	Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
0 (Non-Compliant contributor)	0

Note : The Corporation reserve the right to appoint a back-up supplier (the next highest scoring qualifying supplier) in the event of the awarded bidder withdrawing or defaulting.

The tender will be awarded per line items.

8. CONDITIONS

- 8.1.** The service providers are invited to submit a detailed proposal, that includes the tender document and deliverables and quote in South African Rand including VAT valid for a period of 90 days. A company profile should be attached as an appendix;

- 8.2.** The tender must be submitted in a sealed envelope super scribing the tender reference number;
- 8.3.** The Corporation reserves the right to reject any and/or all bids, to waive any and/or all formalities and to accept the one deemed most advantageous to Mayibuye Transport Corporation and the Province of the Eastern Cape.
- 8.4.** The company name and the return address must also be endorsed on the back of the envelope;
- 8.5.** If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the correct tender box. It is the responsibility of the bidder to ensure that the bid is deposited in the correct box by closure of the tender.
- 8.6.** No tender received late or by telegram, telex, email, facsimile or similar (electronic) medium will be considered;
- 8.7.** Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. Late tenders will not be considered;
- 8.8.** Amended tenders may be sent in an envelope marked “Amendment to tender” and should be placed in the tender box before the closing time;
- 8.9.** The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.
- 8.10.** Kindly note that Mayibuye Transport Corporation is entitled to amend any tender conditions, validity period, specifications or extend the closing date of tenders before the prescribed closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments;
- 8.11.** The Corporation reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to Mayibuye Transport Corporation – (in line with the MTC social aspirations);
- 8.12.** The Corporation also reserves the right to award this tender as a whole or in part without furnishing reasons.
- 8.13.** The Corporation also reserves the right to cancel or withdraw from this tender as a whole or in part without furnishing reasons;

- 8.14.** The Corporation also reserves the right to award to more than one service provider split by depot without furnishing reasons;
- 8.15.** The tenderer hereby offers to render all or any of the services described in the attached documents to the Corporation on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein);
- 8.16.** This Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 8.17.** Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- 8.18.** The tenderer hereby agrees that the offer herein shall remain binding upon him/her and receptive for acceptance by the Corporation during the validity period indicated and calculated from the closing hour and date of the Tender;
- 8.19.** The tenderer furthermore confirms satisfaction regarding the correctness and validity of this Tender response and that all prices and rates quoted cover all the work / items specified in the Tender response documents and that prices and rates quoted cover all obligations under any resulting contract and that the tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.
- 8.20.** The tenderer hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.
- 8.21.** Failure to comply with any of the terms and conditions as set out above will invalidate the tender.
- 8.22.** Completion and signature of the “Details of the Tenderer” (Respondent) form (Form SBD1) are mandatory and confirm acceptance of these Terms and Conditions of Tender. Where the SBD1 document is not signed by the person authorised to sign, the bid will be disqualified.
- 8.23.** The BEE codes being applied are based on the codes from the Department of Trade and Industry.