



higher education
& training
Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**REQUEST FOR QUOTATIONS – TRANSPORT SERVICES FOR STUDENT
EVENTS FOR THE PERIOD OF 1 YEAR**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Latest declaration forms (SBD 4, 8 and 9), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Tax Clearance Certificate
- CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- **Quotations must be submitted in the PDF format ONLY**
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 05 JUNE 2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



**REQUEST FOR QUOTATION (RFQ) FOR TRANSPORT SERVICES FOR STUDENT EVENTS FOR A
PERIOD OF 1 (ONE) YEAR**

BACKGROUND

Buffalo City TVET College is an educational institution that offers educational programmes that responds to economic demands of the country. It also provides Extra Curricular Activities for students to enhance their natural talents which might create employment. Challenges faced by the College are not having enough transport for our students that are involved in curricular activities in particular for practices and matches in different areas.

OBJECTIVE

The objective of this invitation to bid is to appoint a service provider to provide transport for students and convenors for practices and matches around East London and in other regions and Provinces.

DELIVERY SITES: BC TVET COLLEGE

East London to JKB for practices and JKB to East London and delivery at night. East London to different places for matches around EL, Provinces and across the country (Hamilton's club, Bunkers Hill, Mdantsane, Ikhala TVET College, Ingwe TVET College, Mpumalanga, North West, Free State, Northern Cape and KZN as per league fixtures locally and CoSACSA Provincial and National programs.

TIMEFRAMES/CONTRACT PERIOD

This service will be contracted for a 1 (one) year period. The awarded service provider will be required to enter into a service level agreement with the college.

SCOPE OF WORK

Buffalo City TVET College require transport for students for various events for the year as required. This will include sports, arts and culture, practices, matches and tournaments, academic excursions locally, provincially and across the country as and when required. The size of events will dictate the needs of the college together with the number of students to be transported. Events during the year are indicated below as approximates in a school calendar year:

- 4 National events
- 4 Provincial events
- 4 days' practice in a week between campuses and around EL venues and week-end matches (Saturday and Sundays) in all week-ends as per fixtures of different federations.

Please note: This list is not conclusive as it is meant to give an idea of what to expect.

Pick-up points will be mostly between our campuses (East London Campus, John Knox Bokwe at

NU 1 and St Marks Campus) however drop-offs might be in all local locations depending where students are residing. For this reason, buses will not be considered for inter-town transporting, but only for long distance trips.

In order to accommodate the college needs at all events, Bidders are required to demonstrate ownership / confirmation of intention to lease / joint venture agreements, for at least:

- 10 taxis; or
- A combination of 3 taxis, 1 x 65 seater bus, and 2 x 23 seater buses.

MANDATORY REQUIREMENT and ELIMINATION CRITERION

These are mandatory requirements bidders are required to submit and failure to submit will result in your bid being disqualified.

- Vehicles Permits to load passengers issued by the relevant transport authority for all vehicles offered.
- Vehicles Insurance (public liability & third party) for all vehicles offered.
- Valid Taxi Associations Registration where applicable.
- Proof of ownership of vehicles / intention to agreements of lease / proof of ownership of joint venture partner/s.
- Number of projects worked on. 3 Letters to be provided from previous clients within the past 3 years indicating service level quality.
- PrDP drivers permits for each driver. A minimum of 6 drivers' permits are to be furnished for the particular vehicle offered.
- Companies to be located within a 20 Km radius due to operational requirements. This can be evidenced by a municipal account or property lease agreement in the name of the owner or business associated to the owner of the company or entity.
- Non – Signing of price quotation.
- Blacklisted or restricted Companies by National Treasury.
- Non-compliant specification.
- Non-compliance to mandatory documentary requirements.
- Companies not registered with Central Supplier Database

PRICING

The following pricing instructions are applicable:

- Bidders must provide a rate per KM for each vehicle offered and must make provision for student catering (breakfast or lunch when needed) at own cost and provide original receipts of that cost when submitting invoices.
- Number of students ranges from 30-150 per trip depending on the need. Passenger numbers accommodated per vehicle must be indicated in the pricing table.
- If no value is attached to a line item, bidder may indicate NIL VALUE.
- Pricing must be Inclusive of Value Added Tax (which shall be payable by the bidder subject to the receipt of a VAT invoice); and

- Pricing includes all associated costs and taxes, expenses, including insurance, charges for packaging, shipping, carriage, delivery to the premises, handling fees, toll fees, permits, all duties, licenses and other related charges payable in respect of the service from time to time.
- Pricing must be fixed for the duration of the contract, unless otherwise provided for.
- No Cost Price Adjustment (CPA) is applicable to this bid.

Table 1 – Bidders to provide the required details in the table as well as on the signed quotation.

Vehicle registration	Vehicle description	Load capacity of Vehicle	Rate per kilometre
TOTAL (for evaluation purposes)			

Delivery Lead Time: _____ hours. Please note transport may be required at short notice, however the College will engage service providers within no less than one week before an event. (Indicate pricing and details on this table and on quotation). Please note that hours are not specified here because they will depend on the day and activities undertaken at the time.



Mr S. Dlova
Senior Admin Officer

27/05/2024
Date



Mr X. Madliki
DP: Registration Services

27/05/24
Date



Mrs. B. Timothy
SCM: Manager

27/05/2024
Date