



## REQUEST FOR TENDERS

**BID NO: SCMU10–21/22–0024**

**FOR**

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN  
OPERATING LICENCE STRATEGY AND PLAN, AND AN INTEGRATED  
PUBLIC TRANSPORT NETWORK PLAN FOR EASTERN CAPE  
SELECTED MUNICIPALITIES**

*Issued by*

### DEPARTMENT OF TRANSPORT

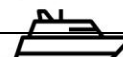
PRIVATE BAG X0023  
**BHISHO**  
5605

*c/o Fleming Street & Cowan Close*  
**KING WILLIAM'S TOWN**  
5601

TEL: (043) 604 7400  
FAX: (086) 648 6340

**NAME OF THE BIDDER:**

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For ease of reference, Bidders shall enter their Price in the space provided below:

Bid Sum (amount in words) .....  
.....  
.....inclusive of VAT

Bid Sum (amount in figures) R.....inclusive of VAT

NAME OF BIDDER: .....

SIGNED ON BEHALF OF THE BIDDER: .....

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**SECTION 1: BID NOTICE**

**BID NOTICE NO.: SCMU10-21/22-0024**

Bids are hereby invited for

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN OPERATING LICENCE STRATEGY AND PLAN, AND AN INTEGRATED PUBLIC TRANSPORT NETWORK PLAN FOR EASTERN CAPE SELECTED MUNICIPALITIES**

Bids documents will be available as from the 15 October 2021 at 09h00 on the departmental website [www.ectransport.gov.za](http://www.ectransport.gov.za) or e-portal.

There will be no formal briefing sessions, bidders will submit questions of clarity within 14 days from date of advertisement of tender.

The completed Bid documents must be placed in a sealed envelope, clearly marked with the Bid number and the Nature of the Service required, and may be deposited in the Bid Box situated at C Block Foyer, Old Stellenbosch Park Building, Department of Transport, Fleming Street, **KING WILLIAM'S TOWN**, 5601 not later than **11H00 on Monday the 08<sup>th</sup> of November 2021** when the bids will be opened in public.

Bidders must take particular note of the following:

- Bids will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2017 Regulations thereto and points for B-BBEE status.
- Bidders are required to submit an original and valid B-BBEE status level verification certificate or Sworn Affidavits in the case of an Exempted Micro Enterprises [EME] or certified copies thereof together with their bids to substantiate their B-BBEE rating claims.
- NB: Bidders who do not possess the B-BBEE status verification certificate will not qualify to claim points for B-BBEE status level of contributor, only points for price will be considered.
- Bidders must submit a Centralized Suppliers Database (CSD) Registration Report with the Bid as proof of being registered on the Database, and failure to do so will render the bid non-responsive, and will be disqualified
- Bidders must also submit a Tax Compliance Status PIN code in order to verify their tax status with SARS

No late, posted, telephonic, or faxed bids/proposals will be considered.

The lowest/any bid will not necessarily be accepted.

Enquiries should be directed to:

**(Technical Enquiries)**

**Mr B.S Makambi:**

Cell: 071 677 5331

[butise.makambi@ectransport.gov.za](mailto:butise.makambi@ectransport.gov.za)

**(SCM Admin Enquiries)**

**Mr P Nqikashe**

Cell: 067 419 8001

[philasande.nqikashe@ectransport.gov.za](mailto:philasande.nqikashe@ectransport.gov.za)

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## **SECTION 2: BID CONDITIONS**

### **1. GENERAL CONDITIONS OF CONTRACT**

The General Conditions of Contract given in Section 3 and the Department's Policy on Supply Chain Management shall apply to this contract.

### **2. BID FORM**

All bids shall be made on the bid forms incorporated in this document.

### **3. EVIDENCE OF EXPERIENCE OF BIDDERS**

Bidders shall give satisfactory evidence of actual experience in the class of work being bid for, incorporating the following details:

Employer for whom the work was performed;

Nature of work;

Value of work;

Year completed.

Reference letter and Award Letter from previous work completed.

Failure to complete this statement may prejudice the bid as being submitted by an inexperienced Bidder and it may be rejected for such reason.

### **4. COMPLETION OF BIDS**

The Bidder shall complete all forms in black ink.

Mistakes made by the Bidder in the completion of the forms shall not be erased. A line shall be drawn through the incorrect entry and the correct entry shall be written above and the correction initialed by the Bidder. Failure to observe this rule may lead to the bid being disqualified.

Bids shall be ineligible for consideration unless submitted on the forms bound in this document.

A bid shall not be considered if alterations have been made to the bid form, unless such alterations have been duly authenticated by the Bidder, or of any particulars required therein have not been completed in all respects.

No unauthorized amendment shall be made to the bid form or to any other part of the bid document. If any such amendments are made, the bid may be rejected.

Bids submitted in accordance with this bid document shall not have any qualifications. Any point of difficulty of interpretation shall be cleared with the Eastern Cape Department of Transport as early as possible during the bid period. Should any query be found to be of significance, The Eastern Cape Department of Transport will inform all Bidders accordingly as early as possible.

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**5. SUBMISSION OF BIDS**

Each Bidder is required to return the complete set of bid documents with all the required information and complete in all respects.

Bidders shall not tamper with the bid documents which shall be submitted as issued. Any bid documents found to have been unbound and rebound could be deemed to be unacceptable.

Bids, in sealed envelope clearly marked:

**“APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN OPERATING LICENCE STRATEGY AND PLAN, AND AN INTEGRATED PUBLIC TRANSPORT NETWORK PLAN FOR EASTERN CAPE SELECTED MUNICIPALITIES”**

And the Bidder's name and address, shall be deposited in the Bid Box situated at C Block Foyer, Old Stellenbosch Park Building, Department of Transport, Fleming Street, KING WILLIAM'S TOWN, 5601, not later than 11H00 on **Monday the 08 of October 2021** Bids may not be faxed or e-mailed. Bids shall be opened in public shortly thereafter. Late bids shall be rejected.

**6. DATA TO BE FURNISHED AT BID STAGE**

Bidders shall submit with their bids the information that is applicable and as may be required in terms of the specifications. The Employer reserves the right, in the event of such details being insufficient, to call for further information. The Bidder shall furnish such additional information within seven (7) days of being called upon to do so.

**7. WITHDRAWAL OF BIDS**

A Bidder may, without incurring any liability, withdraw his bid. This will be a written advice and received before the date and time of closure of this bid. The notice must be received by the Eastern Cape Department of Transport, before the closure of this bid.

**8. COSTS WHICH DEFAULTING BIDDERS MAY BE CALLED UPON TO PAY**

Should the Service Provider, after he has been notified of the acceptance of his bid, fail to enter into a contract when called upon to do so, within the period stipulated in the conditions of bid or within such extended period as the Employer may allow, the Service Provider holds himself liable for any additional expense which may incur in having to call for bids afresh and/or in having to accept any less favorable bid and that if he purports to withdraw his bid within the period for which he has agreed that it shall remain open for acceptance.

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## 9. EVALUATION OF BIDS

Bids will be evaluated based on the 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and 2017 Regulations thereto.

### Price

80 points will be awarded to the bidder submitting the lowest price (all other bidders will receive points proportionately thereto):

Calculation of points for B-BBEE status level of contribution

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below.

A bid will not be disqualified from the bidding process if the bidder does not submit a certificate substantiating the B-BBEE status level of contribution or is a non-compliant contributor. Such a bidder will score zero (0) out of the 20 points available for the B-BBEE status.

B-BBEE Status level of Contributor	Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non –Compliant	0

## 10. BID VALIDITY PERIOD

Bids must remain valid for a period of NINETY (90) days from the closing date of the bid.

## 11. ACCEPTANCE OF BID

The Department does not bind itself to accept the lowest or any bid received and reserves the right to accept the whole or part of the bid.

## 12. PENALTIES

In the event that the Contractor fails to deliver items within 8 weeks, or provide valid, acceptable reasons for non-delivery as specified in Chapter 4 "Project Specifications, the Employer may deduct 5% of the invoice amount.

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## **SECTION 3: GENERAL CONDITIONS OF CONTRACT**

### **GENERAL CONDITIONS OF CONTRACT**

- The latest General Conditions of Contract [GCC] and Contract Law shall be applicable to this Quotation and obtainable by visiting the National Treasury website at [www.treasury.gov.za](http://www.treasury.gov.za).
- Bidders must familiarize themselves with these GCCs



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## **SECTION 4: TERMS OF REFERENCE**

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### **1. PURPOSE**

- 1.1. The terms of reference serve as a scope of work for prospective service providers who are interested in developing an Operating Licence Strategy and Plan, and an Integrated Public Transport Network Plan for Eastern Cape selected Municipalities.
- 1.2. The Department intends to appoint a service provider that is suitably qualified and has necessary experience and skills in similar projects and aspects required for this project.

### **2. BACKGROUND AND INTRODUCTION**

- 2.1 The Alfred Nzo, OR Tambo, Joe Gqabi, Amathole and Chris Hani Districts (selected municipalities within each district) as well as the Nelson Mandela Bay Metro is where the current subsidy has been implemented and there are 2 275 routes that are currently being subsidized affecting these municipalities, in the Province of the Eastern Cape. The manner in which business is conducted in the public transportation industry; especially the provision of services to clients, the quality of services, the safety of clients and the integration and connection of modes of public transport becomes a matter of concern to any accounting system in the province. It is therefore of paramount importance to survey and analyse the current public transportation situation and trends in the district, forecasting public transportation demand and to develop an integrated public transport network plan for the districts in line with national and provincial strategies and prescripts.
- 2.2 The Department needs a thorough understanding of the current public transportation supply and the future demand. The outcome of the surveys and analysis amongst others shall assist the Department to determine whether there is still a demand and space for new route based operating licences, including metered taxi services, and guides the LPRE in the adjudication of operating licence applications.
- 2.3 The outcome of the public transportation surveys and analysis, and the integrated public transport network designs should further establish a base for the restructuring of the current bus subsidy regime in the province.

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2.4 The project shall consider all policies and legislation applicable to a public transportation situation and trend analysis and public transport integrated network designs. Matters such as new developments (human settlements), demarcation Board resolutions, Integrated Development Plans, Integrated Transport Plans and Special Economic Zone developments must be considered throughout the project.

### **3 OBJECTIVE**

3.1 To provide technical assistance, development and implementation of a project plan and oversight in order to achieve the project goal and outputs as clearly defined under the Scope of Work.

### **4 SCOPE**

- The outcomes of the public transportation surveys and analysis, and the design of integrated public transport networks should enable the Department (ECDOT) to regulate, plan and develop an efficient, effective and well-integrated public transport system that serves public interest by enhancing mobility and delivering safe, secured, accessible and sustainable road-based public transport services.
- The **first objective** is to survey and analyse public transportation operations, trends and facilities followed by a public transportation forecasting. The records obtained from the surveys and analysis must enable the Department to determine whether current public transportation is sufficient, whether or not there is an oversupply or undersupply of public transportation as well as areas that might require rationalization.
- The **second objective** is to develop an integrated public transport network plan for the district that could be used as a basis for the re-structuring and possible rationalization of the current bus subsidy regime.
- The **ultimate objective** of the public transportation analysis is to ensure the effective and efficient management of the total supply chain of activities and services in a specified geographic area namely Alfred Nzo, OR Tambo, Joe Gqabi, Amathole, Chris Hani District Municipalities and the Nelson Mandela Bay Metro.

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### **5.1. SCOPE OF WORK**

The scope of work is divided in two phases. **Phase 1** shall focus on surveying and analysing the status quo of public transportation, followed by demand forecasting in preparation for the development of a comprehensive Operating Licence Strategy and Plan, and an Integrated Public Transport Network Plan.

**Phase 2** includes the finalisation of an Operating Licence Strategy and Plan and the development of an integrated public transport network plan, including detailed service designs for preferred subsidy options of the district.

The extent of the scope has among other variables taken into consideration and be informed by:

- (a) The National Land Transport Act no.5 of 2009 and its regulations; and
- (b) Public Transport Strategy and action plan of March 2021

Though not limited to these, the project will also be guided by the prescripts of the following additional documents, amongst others:

- Alfred Nzo District Municipality IDP
- Alfred Nzo District Municipality ITP
- Amathole District Municipality IDP
- Amathole District Municipality ITP
- Chris Hani District Municipality IDP
- Chris Hani Municipality ITP
- Eastern Cape Development Plan 2015-2019
- Eastern Cape Province Rural Transport Strategy 2011
- Integrated Public Transport Networks in the Eastern Cape Province 2010
- Joe Gqabi District Municipality IDP
- Joe Gqabi District Municipality ITP
- Minimum Requirements for the Preparation of Integrated Transport Plans as in Government Notice No. 881 issued on the 30<sup>th</sup> September 2020
- National Transport Master Plan 2050
- Nelson Mandela Bay Municipality IDP
- Nelson Mandela Bay Municipality ITP
- OR Tambo District Municipality IDP
- OR Tambo District Municipality ITP
- Provincial Land Transport Framework 2015 - 2019
- Spatial Planning Land Use Management Act (SPLUMA)
- Technical Transport Planning Guidelines for Local Integrated Transport Plans (LITPs) to be prepared by Type 3 Planning Authorities 2009
- The National Development Plan
- White Paper on National Transport Policy 1996.

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### 5.1.1. Phase 1: Public Transportation Assessment and Forecasting

**The public transportation assessment shall include the following:**

- (a) Survey and analyse existing public transport operations, licensed and non-licensed of all modes on all routes (corridors, major routes and feeder and distribution routes);
- (b) Survey and analyse existing public transport facilities;
- (c) Forecasting (05 to 20 years) on the travel patterns and demand for public transport services on all routes (corridors, major routes and feeder and distribution routes) in the district;
- (d) Survey the modal preference;
- (e) Survey the use of subsidised bus transport;
- (f) Survey public transport rates charged in the district on the different routes and

The assessment must be able to verify the supply of public transport services on all public transport routes compared to the demand for such services i.e confirm whether the routes are lucrative / viable or not, whether the current public transportation is sufficient, over-supplied or under-supplied. The issues of passenger numbers and modal use on routes or corridors must be surveyed in a way that could guide the PRE to grant or not to grant an application for a new entrant in the public transport space.

The outcomes of the assessment must be consolidated into an Operating Licensing Strategy (OLS) and Plan for the district that shall guide the Provincial Regulatory Entity (PRE) in granting operating licenses for all public transport modes.

Major Milestones	Description
<b>Supply and demand survey(s) report</b>	<ul style="list-style-type: none"> <li>Conduct traffic counts on all potential trunk and feeder routes in order to verify morning, off peak and afternoon peak demand figures.</li> <li>Note the location and time of each demand count</li> <li>Produce a demand survey summary report noting the methodology utilised and the results of the survey work</li> <li>Develop demand estimations for all modes for both the projected year of initial operation and for the future</li> <li>Develop a demand profile (by time of day and by station location) for each route of the system that is evaluated through the financial model</li> </ul>
<b>Operating Licence Strategy and Plan</b>	<ul style="list-style-type: none"> <li>Status quo analysis of existing public transport operations and trends in terms of routes, facilities, passenger, non-motorized transport and facilities,</li> </ul>

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Major Milestones	Description
	<p>licensed and unlicensed operations of all modes of public transport;</p> <ul style="list-style-type: none"> <li>• Forecasting (05 to 20 years) on the travel patterns and demand for public transport services (including the extent of infrastructure and facilities required).</li> <li>• Survey on the extent of non-licensed public transport operations</li> <li>• Survey on the modal preferences</li> <li>• Survey the use of subsidized bus transport; and public transport rates charged in the district on the different routes</li> <li>• The assessment must be able to verify the supply of public transport services on public transport routes compared to the demand for such service</li> <li>• Confirm whether the routes are viable or not and indicate whether the current public transport is sufficient, over supplied or under supplied.</li> <li>• The service provider will conduct surveys with the public transport industry (bus operators, Minibus taxi operators, metered taxi operators and scholar transport operators and all relevant departments.</li> </ul>

The service provider will be required to work with the ECDOT and its District officials, and also with the district and local municipalities.

#### 5.1.2. Phase 2: Finalization of the Operating License Strategy and Plan, and an Integrated Public Transport Network Design

Cabinet approved the Public Transport Strategy and the Public Transport Action Plan in January and March 2007. The Public Transport Strategy has two key strategic thrusts: Accelerated Modal Upgrading and Integrated Rapid Public Transport Networks (IRPTNs).

The outcome of this phase must among other form the basis for the restructuring and possible rationalization of current subsidized passenger services in the district.

For the purpose of this exercise, i.e. integrated public transport designs shall focus on the identification and mapping of key corridors, major routes and feeder and distribution routes. Distances/lengths of the key corridors, major, feeder and distribution routes as well as infrastructure needs must be determined and costed.

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The required key activities would amongst others cover, but be limited to the following:

- (i) Finalize the Operating License Strategy and Plan for the District;
- (ii) Design of an Integrated Public Transport Network
- (iii) Detailed service designs for preferred operations
- (iv) Options and estimations on public transport facilities and non- motorized infrastructure;
- (v) Interface the NMT operations with public transport services;
- (vi) Cost estimate for the public transport service options designed;
- (vii) Technical requirements for the infrastructural design on the affected network;
- (viii) Provision of infrastructure costs for the proposed road network,
- (ix) Management system requirements i.e. institutional arrangement;
- (x) Provide summary of human resource required to manage the implement the detailed IPTN plan; and
- (xi) Provide summary of monitoring and evaluation of the IPTN.

Major Milestones	Description
<b>Network route and corridor development plan</b>	<ul style="list-style-type: none"> <li>• Develop a corridor plan for the system's full network</li> <li>• Develop trunk and feeder route plan for the system's full network</li> <li>• Identification and mapping of key corridors, major routes and feeder and distribution routes. Distances / lengths of the key corridors, major, feeder and distribution routes as well as infrastructure needs must be determined and costed.</li> <li>• Provide estimations of the number of kilometres of each major infrastructure type for each road network.</li> <li>• Develop a proposed phasing of the trunk network over a realistic long-term timeline.</li> <li>• Make detailed revisions to the trunk, based on different scenario outputs from the demand and financial modelling</li> <li>• Work shop with the Municipality on the location of trunk and feeder stations</li> <li>• Conduct site inspections of possible trunk and feeder stations and revise original location choices.</li> <li>• Produce a section of the Operations Plan report recording the development of the full network, route and corridor structure</li> <li>• Produce detailed service designs for preferred routes and services in line with available subsidy budget.</li> </ul>

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Major Milestones	Description
<b>Non-Motorised Transport (NMT) integration report</b>	<ul style="list-style-type: none"> <li>• Conduct an audit of pedestrian conditions within at least a metre radius of each trunk and feeder stations.</li> <li>• Develop design and corrective recommendations to improve pedestrian access to trunk and feeder stations, including, where appropriate, pedestrian bridges and walkways.</li> <li>• Provide a summary report on the design recommendations for pedestrian access to stations</li> <li>• Conduct a conceptual siting and design of bicycle parking facilities at trunk stations.</li> </ul>
<b>Operational plan</b>	<ul style="list-style-type: none"> <li>• Define the operational characteristics outputs for each scenario model. Conduct operational analysis and define operational characteristics output for each scenario. These characteristics should include:               <ul style="list-style-type: none"> <li>✓ Route and overall system passenger capacity for the particular project phase.</li> <li>✓ Expected capacity of each vehicle type</li> <li>✓ Service frequencies and head paths by route and by time of day</li> <li>✓ Expected hours of operation</li> <li>✓ Types of services to be operated along a corridor</li> <li>✓ Projected fleet size for each vehicle type</li> <li>✓ Develop detailed service design</li> </ul> </li> </ul> <p>Identify potential land/property sites for the vehicle depots, bus stops, terminus, interchange ideally at both end of major trunk corridors</p> <p>Produce Operations Plan based on the definition of the above characteristics</p> <p>Produce Operations Plan after reviewing comments and revisions from the stakeholders</p>
Financial status quo for the existing operators	<p>Develop a financial model to simulate the operational costs and revenues of the existing operators</p> <p>Determine the existing cost structure of the industry, including:</p> <ul style="list-style-type: none"> <li>• Labour costs</li> <li>• Fuel costs</li> <li>• Vehicle procurement costs</li> <li>• Vehicle maintenance costs</li> <li>• Office costs</li> </ul>

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Major Milestones	Description
	<p>Produce a summary report on the definition of key parameters into the financial model and the results of the analysis, including results on revenues, costs, and profits in the following terms:</p> <ul style="list-style-type: none"> <li>• Per each current route affected</li> <li>• Per each vehicle currently operating on routes</li> </ul>
<p><b>Financial Model / Forecasting for a new system</b></p>	<p>Develop a financial model to simulate the operational costs and revenues of the proposed system</p> <p>Define key input costs to the system, including:</p> <ul style="list-style-type: none"> <li>• Costs associated with institutional management of system (labour costs, utility and office costs, marketing and promotion of system)</li> <li>• Costs associated with Vehicle Operator contracts (labour costs, fuel costs, vehicle maintenance costs, depot operation costs)</li> <li>• Costs associated with infrastructure development (trunk roads, transfer stations, intermodal facilities and feeder roads)</li> <li>• Costs associated with infrastructure maintenance (roads/path, transfer stations, NMT facilities)</li> </ul> <p>Produce a summary report on the definition of key parameters into the financial model</p> <p>Extract pertinent demand data from the demand model for each scenario, noting which existing services will be transformed into the new system and which existing services will continue to operate</p> <p>Calculate the full operational costs and revenues for each model run</p> <p>Produce a summary report of each set of scenarios run through the financial model</p>
<p><b>Financial plan</b></p>	<p>Produce an Infrastructure Finance Plan for infrastructure requirements</p> <p>Produce an Infrastructure Maintenance Finance Plan for future maintenance requirements of the infrastructure</p> <p>Produce a Vehicle Finance Plan for trunk and feeder vehicles</p> <p>Produce an Operations Finance Plan for operational costs</p>



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Major Milestones	Description
<b>Business plan</b>	<p>Examine the different institutional structures that are possible for the management of the system (e.g. District department, municipal entity, public company, transport authority, non-governmental organization)</p> <ul style="list-style-type: none"> <li>• Provide the institutional options and consult with District officials and make a proposal on the optimum structure.</li> <li>• Detail the organizational roles of the management entity in relation to other organizations.</li> <li>• Develop management entity/ oversight mechanism.</li> <li>• Provide an analysis of the legal steps required to implement the proposed institutional structure;</li> <li>• Provide a monitoring and evaluation mechanism for the management of the IPTN system.</li> </ul>

## 6. DELIVERABLES

6.1.1. Based on the requirements noted in the description of services required as indicated in section 3 of the objectives above, the service provider shall deliver at least the following outputs during the performance of the contract:

- a. Shape files tables, locations of facilities and maps or plans should be captured electronically on a suitable Geographic Information System (GIS). Data should also be presented according to the defined district and local municipal boundaries of Alfred Nzo District, OR Tambo District, Joe Gqabi District, Amathole District, Chris Hani District and Nelson Mandela Bay Metro
- b. A comprehensive Operating Licensing Strategy and Plan that will guide the Provincial Regulatory Entity or municipalities in recommending, or not, applications for public transport services.
- c. Present and future transportation demand estimation.
- d. Public transport routes and Non-motorized Transport (NMT) that are necessary to facilitate the safe and efficient movement of people in and around the following Districts and Metropolitan Municipalities Alfred Nzo District, OR Tambo District, Joe Gqabi District, Amathole District, Chris Hani District and Nelson Mandela Bay Municipality including people with disabilities.
- e. Determine the kind of public transport mode and facilities necessary for the people of the District.
- f. Overall public transport networks design, i.e. main public transport routes and feeder routes.
- g. A comprehensive IPTN Plan (including corridors, main routes, feeder and distribution routes)
- h. Detailed service designs that can be used to contract subsidized public transport services.

## APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN OPERATING LICENCE STRATEGY AND PLAN, AND AN INTEGRATED PUBLIC TRANSPORT NETWORK PLAN FOR EASTERN CAPE SELECTED MUNICIPALITIES

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**7. PROJECT MANAGEMENT AND CO-ORDINATION**

The Service Provider will have to propose a suitable management structure for the project, with a single point project manager or management committee reporting to the Steering Committee. The consultant will be responsible to prepare a project management plan for the project, which will have to be updated on a three monthly basis for the duration of the project. The project plan will also have to be accompanied by monthly progress reports. The project management plan and progress reports will have to address major project management topics, including time, cost, quality and scope but will also have to address some topics in more detail, including milestones and progress thereon agreed with the department, stakeholder engagement planning and progress and highlighting project risks and possible mitigation measures. The Project Manager should be qualified for this task.

**8. RESPONSIBILITIES AND DUTIES**

- 8.1. The Service Provider, the Districts municipalities in conjunction with the Department or Project Steering Committee will be responsible to co-ordinate the process with all other relevant stakeholders.
- 8.2. The Project Steering Committee will also be responsible to monitor the process with the Service Provider being responsible for the quality of the final output. Regular project meetings should be held with stakeholders to obtain necessary inputs into the audit process. The quality control of the project will be done by the Eastern Cape Department of Transport.
- 8.3. Notwithstanding the fact that a description of the services has been provided above, Eastern Cape Department of Transport shall be entitled to request additional services related to deliverables required to ensure the successful completion of the services set out above on such further terms and conditions as may be agreed between the parties in writing.
- 8.4. The service provider shall at all times faithfully and timeously carry out and perform the Services
- 8.5. The Service Provider shall as part of his/her duties, attend such meetings as may be required by the Eastern Cape Department of Transport from time to time and submit weekly or monthly progress reports on the services as may be required and requested.

**9. SKILLS TRANSFER**

The appointed service providers will be expected to transfer the necessary skills to the Departmental personnel. The Department will identify personnel who will work with the appointed service provider on a regular basis for the purpose of skill transfer. Manpower required for surveys and data collection shall be recruited from local tertiary institutions and communities (where feasible).

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## **10. PROCUREMENT**

### **10.1. Time Frame**

The duration of the entire project (assessment and the compilation of a comprehensive Operating Licence Strategy and Plan, and IPTN plan) is not expected to exceed eighteen (18) months after awarding of tender. Phase 1 to be completed within eight (08) months and phase 2 within ten (10) months.

The successful bidder will be required to sign a service level agreement with the Eastern Cape Department of Transport prior to the commencement of the project.

### **10.2. Project Proposal**

A detailed project proposal must be submitted as part of the tender document, by the competing bidder containing the following:

- The work procedure (methodology) to be followed in order to obtain the required results and to execute the tasks described above;
- Key milestone events or activities;
- A detailed timetable within the time frames as mentioned above for completion of the audit and any specific tasks the Service Provider proposes to undertake, lined in a time sequence and the estimated cost of each activity;
- Proposed payment amounts linked to the milestones;
- Facilities and resources that will be provided, if any; and
- Any other information in support of or to clarify the proposal e.g. Company Profile.

### **10.3. Skills / Expertise required**

The Eastern Cape Department of Transport invites service providers or consortia to bid to undertake the above project. The necessary skills / expertise required include:

- Transport planning
- Transport Economics
- Transport engineering
- Research skills and capabilities
- Transport policy, strategy and framework development
- Past experience in transport planning, policy, strategy and framework development and implementation of projects of this nature.

### **10.4. Pricing (all disbursements should be included)**

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The price, inclusive of all disbursements (e.g. meetings and presentations, printing, consultations, data collection exercises, travelling and accommodation etc.), must be fixed and VAT inclusive. No price adjustment will be done during the contract.

**10.5. Payment terms**

Payments shall be in terms of the phases of the project as shall be indicated in the Project Plan that shall be submitted by the service provider. Original invoices will be required.

**10.6. Project Execution and Client Meetings**

The following should be adhered to during the project:

- Regular reporting during the project will be required as per detailed reporting requirements below.
- Critical aspects should be discussed and agreement should be reached with the Project Steering Committee before implementation of such aspects.
- All information or reports compiled for the Project Steering Committee must be made available to the Project Steering Committee in hard copy as well as in electronic format, or as required at the time.
- Information compiled for and on behalf of the Project Steering Committee is generally regarded as the property of the Project Steering Committee and should not be distributed or provided to another party without the consent of the Project Steering Committee. Any request for information, even from another government institution should first be cleared with the Project Steering Committee.
- Any changes in the project plan, -programme or –team during the project must be approved by the Project Steering Committee.

**10.7. Reporting**

- The successful service provider shall provide the Department with the Project Plan within seven (7) working days after appointment.
- The service provider shall provide the Limpopo Department of Transport with monthly progress reports on the project.
- The successful service provider shall liaise with all relevant stakeholders for:
  - ✓ Meetings and presentations
  - ✓ Consultations on information gathering exercises
  - ✓ Data collection exercises' etc

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**10.8. Final product**

- The final product, five (5) x hard and electronic full coloured copies of the Operating Licence Strategy and Plan, and Integrated Public Transport Network Plan conforming to the terms of reference as discussed above and prepared to the satisfaction of the Project Steering Committee and ready for submission to the Eastern Cape Department of Transport, for consideration.

**11. Occupational Health and Safety**

In this clause the term “Act” shall mean the Occupational Health & Safety Act, No. 85 of 1993, as amended from time to time, (including any act which may take its place should it be repealed during the currency of the agreement between the parties) as read with all regulations and standards promulgated in terms of the former Machinery and Occupational Act, No 6 of 1983, as amended, and all regulations & standards promulgated in terms of the Occupational Health & Safety Act from time to time;

**11.1. The service provider:**

11.1.1. acknowledges that it is fully aware of the terms and conditions of the Act;

11.1.2. acknowledges that it is an employer in its own right with duties and responsibilities as prescribed in the Act; agrees to ensure that all Services shall be performed and all equipment shall be used in accordance with the provisions of the Act accepts accountability for its employees and subcontractors to the extent that such employees and sub-contractors (including any other personnel) contravene the provisions of the Act;

11.1.3. agrees to comply with all rules and regulations implemented by or on behalf of the Employer relating to health and safety and will inform the Employer immediately should contractor for any reason be unable to comply with the provisions of the Act and such rules and regulations.

11.2. The service provider shall appoint a duly authorized representative to ensure the discharge of its duties in terms of Section 16(1) and (2) of the Act for the term of the contract.

11.3. The parties acknowledge and agree that the contract shall constitute an agreement as contemplated in Section 37(2) of the Act.

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**12. Service Level Agreement**

- 12.1. It is recorded that the Employer and the service provider may from time to time agree in writing to additional quality requirements and standards relating to the Services together with performance measurement provisions, which quality requirements, performance measurement provisions shall be reduced to writing in a service level agreement and signed by both parties.

**13. Breach and Termination**

- 13.1. Bidders are referred to General Conditions of Contract (GCC) relating to failure to comply with conditions of this contract and delayed execution.

**14. Loss and Damage**

- 14.1. Contractor hereby indemnifies the State/Employer/Institution and will hold the State harmless/Employer/institution, against any loss or damages which the State may suffer, or any claims lodged against the State by any third party arising out of or relating to any loss that the State or such third party may suffer as a result of, or arising out of any act or omission of any personnel of contractor or the failure of contractor to provide the Services in accordance with the provisions of the contract.

**15. Transfer Management**

- 15.1. Upon termination of the contract for whatever reason contractor shall assist the Employer to transfer the Services to the Employer, or to another service provider designated by the Employer. Without detracting from the generality of this obligation, contractor shall, to the extent required by the Employer, provide the Employer or the third party service provider with all information and documentation required to enable the Employer or such service provider to provide the Services, it being recorded that this obligation shall not oblige contractor to deliver any documentation which is proprietary or confidential to contractor.

**16. Sub-Contractors**

- 16.1. The service provider may only sub-contract its obligations under the contract with the prior written consent of the Employer (or any other authorized authority) and then only to a person and to the extent approved by the Employer or such authority and upon such terms and conditions as the Employer or such authority require. It is recorded that where such consent is given the contractor shall remain liable to Employer for the performance of the Services.

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**17. Strikes**

17.1. The Contractor undertakes that strikes by his personnel will not influence the rendering of the implementation service

**18. Insurance and Indemnity**

18.1. The Contractor agrees and hereby undertakes to indemnify, defend and save harmless, the Employer, its officers, employees and agents from and against any and all liability, damages, claims, thefts, losses, suits and actions (including but not limited to, any and all costs and expenses related thereto) brought or alleged against the Employer, its officers, employees and agents on account of allegations of or actual false arrest, violation of applicable security regulations, searches, liable, slander, theft or injury to or death of any person or damage to or destruction of any property of any party, directly or indirectly, arising out of or in any way related to or resulting from the negligent act or omission pursuant to this Agreement, excepting, however, such liability damages, claims, penalties, thefts, fines, losses, suits and action that are caused by a negligent act or omission of the Employer, its officers, employees and agents. The Contractor's liability under this indemnity shall be limited to the Public and Product Liability insurance coverage.

18.2. The Employer agrees that it will give to the Contractor prompt and timely notice of any claim made or suit instituted which in any way, directly or indirectly, contingently or otherwise, affects or might affect the Contractor and the Contractor shall have the right to participate in the defense of the same to the extent of its own interest.

**19. Professional Indemnity, all Risks, Insurances, Warranties, guarantees, Licensing & on-site support**

19.1. All warranties and license entitlements must be registered by the Vendor and provided to the Department in paper form and electronically.

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**20. Minimum Requirements**

20.1. A company must have performed a minimum of five (5) contracts of the same range and size, performed within the last five (5) years.

20.2. The key personnel experience:

- Project Manager must be an NQF level eight (8) in any of the following: Transport Planning or Transport Economic or Transport Engineering field with a minimum of five (5) years' experience in the field.

Other Personnel must have the following:

- NQF level seven (7) in Transport Engineering with a minimum three (3) of experience in the field.
- NQF level seven (7) in Transport Economics with a minimum of three (3) of experience in the field.
- NQF level seven (7) in Transport Engineering with a minimum three (3) of experience in the field.

20.3. The bidder must attach Reference Letter or Award Letter and must be in the client's letter heads, incorporating the following details:

- **Customer**
- **Nature of work**
- **Duration of the contract**
- **Year completed**
- **Customer contact**

**NB:** Failure to meet any of the above minimum requirements may render the bidder non-responsive and will not be considered.

**21. Duration of The Project**

21.1. The duration of the entire project (assessment and the compilation of a comprehensive Operating Licence Strategy and Plan, and IPTN plan) will be eighteen (18) months after awarding of tender. Phase 1 to be completed within eight (08) months and phase 2 within ten (10) months.

**22. Validity of BID**

22.1. The validity of the offer is ninety (90) days.



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**23. General Conditions of Contract**

23.1. The latest general conditions of contract and contract law will apply.

23.2. Where special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

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**24. Special Conditions of Contract**

- 24.1. The ceiling price of the bid to be completed on the Pricing Schedule form must reflect all costs including, delivery, transportation, VAT and disbursements.
- 24.2. No late, faxed, electronically transmitted, photocopied, incomplete, copies or unsigned bids will be accepted. Only original bids fully completed and filled in black ink will be accepted.
- 24.3. It is critical for service providers to fully present the credentials of key personnel to be assigned to projects.
- 24.4. The Department shall not enter into a contract where a company has directors, partners or employees who are employed by the state where permission has not been granted by the Executive Authority.
- 24.5. All documents submitted and/or produced shall become the property of the DOT.
- 24.6. The service provider undertakes to provide the professional resources required to attain the project objectives.
- 24.7. Service Providers who have entered into a consortium / Joint Venture must attach signed agreements by all partners and each party thereto must comply with all the bidding requirements.
- 24.8. The overall price must be in Rand and must be inclusive of VAT where applicable;
- 24.9. The selected service provider will have to sign a Service Level Agreement and SBD 7.2 contract form with the Department of Transport immediately upon acceptance of the bid.
- 24.10. The service provider undertakes to act as an independent contractor in respect of all work to be done.
- 24.11. The service provider shall exercise all reasonable skill, care and diligence in the execution of the work and shall carry out all its obligations in accordance with international professional standards and manufacture best practice;
- 24.12. The service provider shall, in all professional matters, act as a faithful adviser to the DOT and, in so far as any of its duties being discretionary, act fairly between DOT and third parties;
- 24.13. The service provider shall execute and complete the work strictly in accordance with this contract to the satisfaction of the DOT;
- 24.14. The service provider shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered;
- 24.15. The service provider shall not have the power or authority to enter into any contract or otherwise to bind or incur any liability on behalf of the DOT;
- 24.16. B-BBEE level certificate must be provided where necessary (Original document or original certified copy)
- 24.17. Joint ventures or Consortiums must submit a consolidated BBBEE level Certificate / sworn affidavit.
- 24.18. The service provider must be registered in the Centralised Supplier Database (CSD).**
- 24.19. It's the responsibility of every bidder to provide the Department with a SARS "PIN" to verify the tax compliance status at any time prior to the award of the bid.
- 24.20. DOT will not be liable to reimburse any costs incurred by any service provider during the proposal /bidding process;

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- 24.21. The service provider shall attend meetings with officials whenever required to do so by the representative for the purpose of obtaining information or advice in regard to the work and assignments or any matters arising thereof;
- 24.22. Replacement of candidates for this assignment will not be allowed except in extreme cases and the new candidates must possess the same educational and training qualifications or higher than that of the predecessor which will be agreed upon in writing between the service provider and the Department.
- 24.23. All the submitted documents must be completed in full and signed where necessary
- 24.24. In cases where two or more bidders attain equal number of points in all aspects of evaluation, the bidder who has the highest B-BBEE points will be the preferred bidder.
- 24.25. If functionality is part of the evaluation process and two or more bidders attain equal number of points and preference points for B-BBEE, the bidder who has the highest points for functionality will be the preferred bidder.
- 24.26. In cases where there is a tie in all aspects of evaluation then the award must be decided by the drawing of lots.
- 24.27. Failure to submit the documentation as prescribed may lead to the bid being considered non-responsive and subsequently rejected / not considered.

## **22. General conditions of Contract**

The latest general conditions of contract law will apply.

Where special conditions of the contract are in conflict with these general conditions, the special conditions shall apply.

## **23 Evaluation Criteria**

- 23.1 Bids will be evaluated on a 80/20 point system within the ambit of the Preferential Procurement Policy Framework Act (PPPFA) No.5 of 2000 and section 38(1)(a)(iii) of the Public Finance Management Act 1 of 1999 as amended by Act NO.29 of 1999 and Preference Procurement Regulations 2017;
- 23.2 The evaluation will be carried out in two phases, namely, "functionality" and "price". Bidders are requested to submit one envelope
- 23.3 Functionality will be evaluated separately to determine the responsiveness of the bids. **The minimum qualifying percentage that will be accepted for functionality is 60%.** A bidder who does not obtain a minimum of **60%** will be disqualified;
- 23.4 The final score will be obtained by adding points obtained for price to the preference points;  
NB: Points score will be rounded to the nearest two (2) decimals

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23.5 Functionality:

$$Ps = \frac{So * Ap}{Ms}$$

Where

Ps = Points scored for functionality by bid/proposal under consideration

So = Score of the bid under consideration

Ms = Maximum possible scored.

Ap = Percentage allocated for functionality.

23.6 Bidders score on functionality will not be included in the final points scored but determined to establish functionality abilities.

23.7 The percentages allocated by all panel members must be added together and divided by the number of panel members to establish the average percentage obtained by each individual bidder for functionality;

**23.8 The minimum qualifying percentage that will be accepted for functionality is 60%;**

23.9 Bids/proposal that do not score the specified minimum percentage for functionality will be disqualified.

**23.10 PRICE**

The 80/20 preference points system:

$$Ps = \frac{80(1 - Pt - Pmin)}{Pmin}$$

Where:

Ps = Points scored for price by bid under consideration

Pmin = Lowest acceptable consideration

Pt = Price of bid under consideration

NB: The department is under no obligation to award the bid to the bidder scoring the highest or lowest points.

**The following information for functionality and weights will be considered in the evaluation of all applications received.**

**1: Poor, 2: Acceptable, 3: Good, 4: Very Good, 5: Excellent**

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## 24. Awarding of Points for Functionality and Price

### Functionality

The following shall apply in this regard:

Item	Evaluation Criteria	Weight	Rating	Points Scored (Weight X rate)
1.	Company <b>experience</b> (Relevant experience in similar project/s with reference letters, original letters or certified copies)	45	3 – 4 projects = 1 5 – 7 projects = 2 8 and above = 3	
2.	<b>Qualifications of the project leader.</b> (Transport planning, Transport economics, Transport engineering, Attach certified copies of qualifications.	15	Diploma / degree = 1 Hons Degree = 2 Master's/higher degree = 3	
3.	<b>Experience of the project leader</b> (number of years in a transport planning or engineering environment and/or year's spent on transport planning/engineering projects) <b>CV</b>	10	5 – 6 years = 1 7 – 9 years = 2 10 years and above = 3	
4.	<b>Qualifications of at least one of the team members</b> (Transport planning, Transport economics, Transport engineering, Attach certified copies of qualifications.	5	Diploma / degree = 1 Hons Degree = 2 Master's/higher degree = 3	
5.	<b>Experience of at least one team member</b> (number of years in a transport planning/engineering environment and/or year's spent on transport planning/engineering projects) <b>CV</b> to be attached and certified copies thereof.	5	3 – 4years = 1 5 – 6 years = 2 7 years and above = 3	
Total		80		
Maximum possible score = 240				

Each Criterion will be rated as follows:

0 = Not satisfactory, 1 = Good, 2 = Very good and 3 = Excellent

**NB: Certified copies of any documents should not be older than 3 months.**

**Bidders who score less than 48 out of 80 points for functionality will be disqualified.**

**Second Stage of Evaluation: Administrative Compliance**

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The will be no compulsory briefing for this tender.

## **25 Preferential Claims**

25.1 Points scored for specified goals as contemplated by the PPPFA and its regulations are then calculated separately and added to the points scored for price to obtain the final score.

## **26 Specified Goals**

26.1 Calculation of points for BBBEE status level of contributor will be allocated in the following manner

BBBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

26.2 The points scored for price must be added to the points scored for BBBEE status level of contribution to obtain the bidder's total points scored out of 100.

26.3 In the event that two or more bids have equal total points, the successful bid will be the one with the highest points for BBBEE.

26.4 In the event that two or more bids are equal in all respects, the successful bidder will be the one with the highest functionality percentage and the last option will be the drawing of lots.

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**27 Closing Date**

27.1 The closing date for submission is **08 NOVEMBER 2021**. Documents will be submitted at the Department of Transport in King Williams Town, in the tender box at the ground floor.

**28 Returnable documents**

28.1 Submitted documents must be composed of the following:

**Tender check list**

- SBD 1 - Invitation to Bid
- SBD 3.3 - Pricing Schedule
- SBD 4 - Declaration of interest
- SBD 6.1 - Preference Points Claim Form
- SBD 8 - Declaration of bidders past supply chain management practices
- SBD 9 - Certificate of independent Bid determination
- Original or certified original copy of B-BBEE level verification certificate or consolidated B-BBEE Status Level Verification Certificate or sworn affidavit
- Tax Compliance Status PIN / CSD registration report
- Letters of reference or Award letter from previous clients (Must be in logo of that particular institution) with office telephone details.

**29 Bid Enquiries**

29.1 Please refer all enquiries to the following personnel:

**Technical Enquiries: Butise Makambi**

**Cellphone No.:** 071 677 5331

**Email:** [butise.makambi@ectransport.gov.za](mailto:butise.makambi@ectransport.gov.za)

**Supply Chain Management: Pilasande Nqikashe**

**Cellphone No.:** 067 419 8001

**Email:** [philasande.nqikashe@ectransport.gov.za](mailto:philasande.nqikashe@ectransport.gov.za)

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**SECTION 5: FORMS TO BE COMPLETED BY THE BIDDER**

**BID FORM**

**Bid No:** SCMU10-21/22-0024

**Closing time and date:** 08 NOVEMBER 2021 at 11:00

This bid shall remain binding for a period of 90 days calculated from the closing date of the bid

I/We the \*undersigned hereby offer to the Eastern Cape Department of Transport herein represented by the Accounting Officer (hereinafter referred to as the "Chief Executive"), to provide all the personnel, equipment and everything which is or may be necessary in and for the supplying, delivering and implementation of the abovementioned Contract in accordance with the Specifications, Conditions of Contract and subject to the Bid Conditions, to the entire satisfaction of the Accounting Officer for the Bid Price (including VAT) of:

BID PRICE: Unit price @ R..... multiplied by quantity = R.....  
 15% VAT R.....  
 TOTAL R.....

Full Trading Name: .....

Address (Business): .....

.....

Telephone No (Business): .....

Telex-/Fax No: .....

Bankers (specify branch and telephone No): .....

Registration number at EC Treasury: .....

I/We acknowledge that I/we am/are fully acquainted with the contents of the Bid Conditions and that I/we accept the conditions in all respects.



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I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my/our bid and that I/we elect domicilium citandi et executandi in the Republic at:

.....  
.....

Has the declaration of interest (ECBD4) been duly completed and included with the other bid forms?

Yes		No	
-----	--	----	--

Any bid received which does not include unit prices, itemized prices or any relevant information as requested in the specification may be rejected.

.....  
WITNESS

.....

.....  
PLACE

<p>SIGNATURE OF BIDDER</p>
----------------------------

.....  
NAME OF BIDDER

.....  
CAPACITY

.....  
DATE

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**SBD1**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SCMU10-21/22-0024	CLOSING DATE:	08 NOVEMBER 2021	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN OPERATING LICENCE STRATEGY AND PLAN, AND AN INTEGRATED PUBLIC TRANSPORT NETWORK PLAN FOR EASTERN CAPE SELECTED MUNICIPALITIES				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (Head Office – King Williams Town)					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes  <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes  <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
	<input type="checkbox"/>	A REGISTERED AUDITOR			
	NAME: _____				
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	[IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

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**PART B**

**TERMS AND CONDITIONS FOR BIDDING**

**1. BID SUBMISSION:**

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

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**SBD 3.3**

**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....

BID NO.: .....

CLOSING TIME 11:00

CLOSING DATE: 08 NOVEMBER 2021

OFFER TO BE VALID FOR .....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO INCLUDED)	DESCRIPTION	BID PRICE IN RSA CURRENCY	
		**(ALL APPLICABLE TAXES	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
	.....	R.....	.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	.....	R.....	.....days
	.....	R.....	.....days
	.....	R.....	.....days
	.....	R.....	.....days

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- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
TOTAL: R.....			

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

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**SBD 4****DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1. Full Name of bidder or his or her representative: .....

2.2. Identity Number: .....

2.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....

2.4. Registration number of company, enterprise, close corporation, partnership agreement or trust:

.....

2.5. Tax Reference Number: .....

2.6. VAT Registration Number: .....

- 2.6.1. The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7. Are you or any person connected with the bidder presently employed by the state?

**YES / NO**

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2.7.1.If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed: .....

Position occupied in the state institution: .....

Any other particulars:  
.....  
.....  
.....

2.8. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.8.1.If yes, did you attach proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.8.2.If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.9.Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.9.1.If so, furnish particulars:  
.....  
.....  
.....

2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.10.1. If so, furnish particulars.  
.....  
.....  
.....



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- 2.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.11.1. If so, furnish particulars.

.....  
 .....  
 .....

- 2.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.12.1. If so, furnish particulars:

.....  
 .....  
 .....

**3. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Number / Employee Peral Number

**4. DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.  
 I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of bidder

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**SBD 6.1**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated not to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a Code of Good Practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act ;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents;
- (g) **“Prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means;
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

**80/20 or 90/10**

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

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**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/10 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

- 6.1 B-BBEE Status Level of Contribution:..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

- 7.1 Will any portion of the contract be sub-contracted? **YES / NO** (delete which is not applicable)

- 7.2 If yes, indicate:

- i) what percentage of the contract will be subcontracted?.....%
- ii) the name of the sub-contractor? .....
- iii) the B-BBEE status level of the sub-contractor? .....
- iv) whether the sub-contractor is an EME or QSE?  
(Tick applicable box)

YES		NO	
-----	--	----	--

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v) specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017;

Designated Group: An EME or QSE which is at least 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm

8.2 VAT registration number

8.3 Company registration number .....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited  
 [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....  
 .....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.  
 [Tick applicable box]

8.7 Total number of years the company/firm has been in business? .....

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- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- (i) The information furnished is true and correct;
  - (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
  - (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
    - a. disqualify the person from the bidding process;
    - b. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
    - c. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - d. restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
    - e. forward the matter for criminal prosecution

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

9. ....

DATE:.....

ADDRESS:.....

.....

.....

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**CONTRACT FORM – RENDERING OF SERVICES**

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RECORDS

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**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to the Eastern Cape Department of Transport in accordance with the requirements and task directives/proposal specifications stipulated in Bid Number: **SCMU10-21/22-0024** at the Price(s) quoted. My offer remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - i) Bidding documents, viz
    - Invitation to bid
    - Pricing schedule(s)
    - Filled in task directive/proposal
    - Preference Certificates in terms of the Preferential Procurement Regulations 2011
    - Special Conditions of Contract;
  - ii) General Conditions of Contract; and
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principle liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorized to sign this contract.

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**WITNESSES:**

1. ....  
DATE

2. ....  
DATE

.....  
NAME OF FIRM

.....  
SIGNATURE OF BIDDER

.....  
CAPACITY



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**CONTRACT FORM – RENDERING OF SERVICES**

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I, ..... in my capacity as..... accept your bid under reference number **SCMU10-21/22-0024** dated for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30(thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (VAT INCL)	COMPLETION DATE	B-BBEE POINTS CLAIMED
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4. I confirm that I am duly authorized to sign this contract.

WITNESSES:

1. ....  
DATE
2. ....  
DATE

Official Stamp

SIGNATURE

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SBD8

**DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Standard Bidding document must form part of all bids invited.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of supply management system.
3. The bid of any bidder may be disregarded if that bidder or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any other previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's data base as companies or persons prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this data base were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied)</b>		
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445</b>		
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted of fraud by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of the state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4.1	If so furnish particulars		

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**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND  
CORRECT.**

**I ACCEPT THAT, IN ADDITION TO THE CANCELLATION OF A CONTRACT, ACTION MAY BE  
TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

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**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - (a) disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - (b) cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid.

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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**SBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

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(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

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7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
  - or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

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Position

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Name of Bidder

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Signature

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Date

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Position

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Name of Bidder

**venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a con**

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**PRICING SCHEDULE**

**PROPOSAL ON THE SCOPE OF WORK**

PHASE 1				
ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Supply and demand survey(s) report</b>	<ul style="list-style-type: none"> <li>Conduct traffic counts on all potential trunk and feeder routes in order to verify morning, off peak and afternoon peak demand figures. Note location and time of each demand.</li> <li>Produce a demand survey summary report noting the methodology utilized and the results of the survey work</li> <li>Develop demand estimations for all modes for both the projected year of initial operations and for the Develop a demand profile (by time of day and by station location) for each route of the system that is evaluated through the financial model future operations</li> </ul>	Task Rate	
ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	Rate
	<b>Operating Licence Strategy and Plan</b>	<ul style="list-style-type: none"> <li>Survey and analyze existing public transport operations, licensed and non-licensed of all modes on all routes (corridors, major routes and feeder and distribution routes)</li> <li>Survey and analyze existing public transport facilities</li> <li>Forecasting (05 to 20 years) on the travel patterns and demand for public transport services on all routes (corridors, major</li> </ul>	Task Rate	

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		<p>routes and feeder and distribution routes) in the district;</p> <ul style="list-style-type: none"> <li>• Survey the modal preference</li> <li>• Survey the use of subsidized bus transport;</li> <li>• Survey public transport rates charged in the district on the different routes</li> <li>• The assessment must be able to verify the supply of public transport services on public transport routes compared to the demand for such service</li> <li>• Confirm whether the routes are viable or not and indicate whether the current public transport is sufficient over supplied or under supplied.</li> <li>• The service provider will conduct surveys with the public transport industry (bus operators, Minibus taxi operators, metered taxi operators and scholar transport operators and all relevant departments.</li> </ul>		
<b>Phase 2</b>				
<b>ITEM</b>	<b>SERVICE REQUIRED</b>	<b>OUTCOME</b>	<b>UNIT OF MEASURE</b>	<b>RATE</b>
	<b>Network route and corridor development plan</b>	<ul style="list-style-type: none"> <li>• Develop a corridor plan for the system's full network</li> <li>• Develop trunk and feeder route plan for the system's full network Identification and mapping of key corridors, major routes and feeder and distribution routes. Distances / lengths of the key corridors, major, feeder and distribution routes as well as infrastructure needs must be determined and costed.</li> <li>• Provide estimations of the number of kilometres of</li> </ul>	Task Rate	



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		<p>each major infrastructure type for each road network.</p> <ul style="list-style-type: none"> <li>• Develop a proposed phasing of the trunk network over a realistic long-term timeline</li> <li>• Make detailed revisions to the trunk, based on different scenario outputs from the demand and financial modelling</li> <li>• Work shop with the Municipality on the location of trunk and feeder stations</li> <li>• Conduct site inspections of possible trunk and feeder stations and revise original location choices.</li> <li>• Produce a section of the Operations Plan report recording the development of the full network, route and corridor structure</li> <li>• Produce detailed service designs for preferred routes and services in line with available subsidy budget.</li> </ul>		
ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Non-Motorized Transport (NMT) integration report</b>	<ul style="list-style-type: none"> <li>• Conduct an audit of pedestrian conditions within at least a kilometre radius of each trunk and feeder stations.</li> <li>• Develop design and corrective recommendations to improve pedestrian access to trunk and feeder stations, including, where appropriate, pedestrian bridges and walkways.</li> <li>• Provide a summary report on the design recommendations for pedestrian access to stations</li> </ul>	Task Rate	

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		<ul style="list-style-type: none"> <li>Conduct a conceptual siting and design of bicycle parking facilities at trunk stations.</li> </ul>		
ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Operational plan</b>	<ul style="list-style-type: none"> <li>Define the operational characteristics outputs for each scenario model. Conduct operational analysis and define operational characteristics output for each scenario. These characteristics should include: <ul style="list-style-type: none"> <li>Route and overall passenger system</li> <li>Capacity for the particular project</li> <li>Expected capacity of each vehicle type</li> <li>Service frequencies and head paths by route and by time of the day.</li> <li>Expected hours of operation</li> <li>Types of services to be operated along a corridor</li> <li>Projected fleet size for each type of vehicle</li> <li>Develop a detailed service design.</li> <li>Identify potential land/property sites for the vehicle depots, bus stops, terminus, interchange ideally at both end of major trunk corridors</li> <li>Produce Operations Plan based on the definition of the above characteristics</li> <li>Produce Operations Plan after reviewing comments and revisions from the stakeholders</li> </ul> </li> </ul>	Task Rate	

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ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Financial status quo for the existing operators</b>	<ul style="list-style-type: none"> <li>Develop a financial model to simulate the operational costs and revenues of the existing operators</li> <li>Determine the existing cost structure of the industry, including: <ul style="list-style-type: none"> <li>Labour costs</li> <li>Fuel costs</li> <li>Vehicle procurement costs</li> <li>Vehicle maintenance costs</li> <li>Office costs</li> </ul> </li> <li>Produce a summary report on the definition of key parameters into the financial model and the results of the analysis, including results on revenues, costs, and profits in the following terms: <ul style="list-style-type: none"> <li>Per each current route affected</li> <li>Per each vehicle currently operating on routes</li> </ul> </li> </ul>	Task Rate	
ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Financial Model / Forecasting for a new system</b>	<ul style="list-style-type: none"> <li>Develop a financial model to simulate the operational costs and revenues of the proposed system</li> <li>Define key input costs to the system, including: <ul style="list-style-type: none"> <li>Costs associated with institutional management of system (labour costs, utility and office costs, marketing and promotion of system)</li> <li>Costs associated with Vehicle Operator contracts (labour costs, fuel costs, vehicle maintenance demand data from the demand</li> </ul> </li> </ul>	Task Rate	

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		<p>model for each scenario, noting which existing services will be transformed into the new system and which existing services will continue to operate</p> <ul style="list-style-type: none"> <li>• Calculate the full operational costs and revenues for each model run</li> <li>• Produce a summary report of each set costs, depot operation costs)</li> <li>• Costs associated with infrastructure development (trunk roads, transfer stations, intermodal facilities and feeder roads)</li> <li>• Costs associated with infrastructure maintenance (roads/path, transfer stations, NMT facilities)</li> <li>• Produce a summary report on the definition of key parameters into the financial model</li> <li>• Extract pertinent</li> <li>• of scenarios run through the financial model</li> </ul>		
ITEM	SERVICES REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Financial plan</b>	<ul style="list-style-type: none"> <li>• Produce an Infrastructure Finance Plan for infrastructure requirements</li> <li>• Produce an Infrastructure Maintenance Finance Plan for future maintenance requirements of the infrastructure</li> <li>• Produce a Vehicle Finance Plan for trunk and feeder vehicles</li> <li>• Produce an Operations Finance Plan for operational costs</li> </ul>	Task Rate	

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ITEM	SERVICE REQUIRED	OUTCOME	UNIT OF MEASURE	RATE
	<b>Business plan</b>	<ul style="list-style-type: none"> <li>Examine the different institutional structures that are possible for the management of the system (e.g. District department, municipal entity, public company, transport authority, non-governmental organization)</li> <li>Provide the institutional options and consult with District officials and make a proposal on the optimum structure.</li> <li>Detail the organizational roles of the management entity in relation to other organizations.</li> <li>Develop management entity/ oversight mechanism.</li> <li>Provide an analysis of the legal steps required to implement the proposed institutional structure;</li> <li>Provide a monitoring and evaluation mechanism for the management of the IPTN system.</li> </ul>	Task Rate	

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<b>PRCINING SUMMARY</b>		
<b>APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP AN OPERATING LICENCE STRATEGY AND PLAN, AND AN INTEGRATED PUBLIC TRANSPORT NETWORK PLAN FOR EASTERN CAPE SELECTED MUNICIPALITIES</b>		
<b>NO</b>	<b>ITEM DESCRIPTION</b>	<b>TOTAL COSTS</b>
1.	Supply and Demand Survey(s) report	
2.	Operating Licence Strategy and Plan	
3.	Network route and Corridor Development Plan	
4.	Non-Motorized Transport (NMT) Integration Report	
5.	Operational Plan	
6.	Financial Status quo for the existing operators	
7.	Financial Model/Forecasting for new system	
8.	Financial Plan	
9.	Business Plan	
	<b>SUB TOTAL</b>	
	<b>VAT 15%</b>	
	<b>TOTAL AMOUNT</b>	

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<h2><b>BID PRICING FORM</b></h2>
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For ease of reference, Bidders shall enter their Bid Price, copied from the Pricing Schedule, in the space provided below. Should there be any discrepancy, then the sum calculated from the Pricing Schedule, subject to any arithmetic correction, shall hold precedence.

**Total Price (amount in words):**.....

.....

....., inclusive of VAT

**Total Price (amount in figures) R** ....., inclusive of VAT

**NAME OF BIDDER:** .....

**SIGNED ON BEHALF OF THE BIDDER:** .....

**Date**\_\_\_\_\_