

Important Tender Notice

Reference No.:2023:10 Provision of Bus & Other Transportation Services

Dear Tenderer,

SUMMARY DOCUMENT

1. Kindly note this is a summary document for WITS Tender Reference No: 2023:10 Provision of Bus & Other Transportation Services.
2. **INTENT TO SUBMIT A TENDER SUBMISSION AND COMPULSORY TENDERER REGISTRATION**
ALL tenderers **must** submit to Bongani Machobane Bongani.Machobane@purcosa.co.za and copy Wits Tender Admin at admin.tenders@wits.ac.za in a single email, on or before the time i, the Tenderer's written statement of intention to partake in the Tender. Note: the compulsory registration date is **05 May 2023**.
3. **NON-COMPULSORY INFORMATION SESSION: ONLINE MICROSOFT TEAMS**
Only registered tenderers to attend the Non-Compulsory Online Briefing Session to be held as follows:
 - Date and Time: 09 May 2023 | 10h00 -11h30
 - Microsoft Teams: The link to the session will be made available to all registered tenderers
4. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
5. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.

PURCO SA Tenders: How to register, purchase and submit online	
Read the following guide or visit https://purcosa.co.za/how-purchase-tender	
Login or register at purcosa.co.za	
1. Navigate to https://purcosa.co.za	
2. Click on the 'Login or Register' button and select the appropriate option	
3. Not registered on the website?	
a. Click 'Register here'	
b. Complete the form and click 'Create new account'	
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.	
d. Click on the link in the email to login to the PURCO SA website and add a password.	
View and purchase the tender	
4. Under the Supplier Hub menu click on 'Open Tenders'	
5. Select the tender and click on 'View'	
6. Click on the 'Buy now' button	
7. You will be redirected to our payment gateway (Payfast) to make payment.	
8. If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.	
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s	
View the tender requirements	
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.	
11. On the Checkout page there is a link to view a list of all your purchased tenders	
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username	
13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.	
Submit your bid	
14. Log in to purcosa.co.za as the user who purchased the tender.	
15. Click on 'My purchased tenders' and then the 'Submit bid' link	

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16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tenderbox as often as you like before the submission deadline.
Help with online submissions
18. You can watch a detailed video how to upload your bid at youtu.be/Fwlz0bjKxbI
19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide
Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office
Davy Ivins – 084 207 8148 davy@assocworks.co.za
Bongani Machobane – 011 545 0548 bongani.machobane@purcosa.co.za
Nyiko Sithole – 011 545 0943 - nyiko.sithole@purcosa.co.za
Contact Person at WITS
Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin admin.tenders@wits.ac.za

A. HIGH-LEVEL SCOPE OF WORK FOR COMPONENT 1

The University has insourced staff associated with outsourced services, with transport being one of them. In appointing successful tenderer/s, the University seeks an organization with which it can build a suitable type of relationship to benefit the University Community. A successful tenderer that will focus on service delivery and be proactive and innovative in its approach to cost containment while being sensitive to the University's needs and culture.

1. THE UNIVERSITY'S OBJECTIVES

To Define Objectives, The Following Needs to Be Determined:

- 1.1. To provide the University with buses suitable for transporting students, staff and visitors for academic and business continuity purposes for a period of five (5) years.
- 1.2. To provide an efficient transportation operation to support and meet the demands of the University's Teaching, Learning and Research objectives.
- 1.3. To provide reliable and safe transportation service to the University community in a Hybrid Model operation.
- 1.4. To provide additional labour support if the University cannot offer its labour resources.
- 1.5. To provide the University with uninterrupted and continuous bus service
- 1.6. To reduce the cost of running the transportation/bus service operations using the hybrid model.

2. SCOPE OF WORK

- 2.1. The appointed successful tenderer must assist the University with detailed recommendations on how the Service can be made more cost-effective and how resources can be allocated to ensure optimal use of the Service, including:
 - 2.1.1. The successful tenderer to provide Management of the bus service in a hybrid model using the University drivers.
 - 2.1.2. The University drivers will be reporting to the University's Transport Department.
 - 2.1.3. The successful tenderer will be required to escalate to the University's Transport Department, driver behaviour identified when drivers operate the buses.
 - 2.1.4. The successful tenderer is to provide driving refresher training, theory, technical and practical driving training.
 - 2.1.5. All buses required for the hybrid model will be provided by the successful tenderer.
 - 2.1.6. Considering the complexity of the hybrid model, only one successful tenderer will be awarded.
 - 2.1.7. Flexibility regarding service provision to accommodate changing University requirements, lessons learnt while implementing the new "hybrid" model and emergencies such as community unrest or protest action.
 - 2.1.8. Component 1 - Hybrid Model - Onsite Bus depot at the University to reduce travel costs and downtime. The service provider will be responsible for additional insurance required for buses parked at the onsite bus depot.
 - 2.1.9. Extending the Service or collaborating with the City of Johannesburg to link with public transport hubs, e.g., Park Station.
 - 2.1.10. Utilising buses for mobile advertising - internal advertising boards and external paintwork - to help recover costs.
 - 2.1.11. Value-adds to enhance students' experience and the Transport & Fleet Management Staff when using the bus service such as,
 - Web based access.
 - App available for download
 - Track a bus on route on app.
 - Digital Route Planning
 - Driver bus identification tags
 - 2.1.12. The bus fleet to have the passenger management system or tagging system to manage headcounts of bus users and if required access control.
 - 2.1.13. Buses must have Wi-Fi.
 - 2.1.14. Environmental sustainability requirements:
 - 2.1.14.1. Service Providers are required to introduce eco-friendly buses with low carbon emissions.
 - 2.1.14.2. Service Providers must submit a proposal to implement two (2) electric buses within two (2) years into the contract. The electric buses are an addition to the bus fleet required in Component 1 and should

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be priced separately from the Component 1 pricing schedule.

- 2.1.14.3. Service Provider must have contingency plan for electric buses to ensure business continuity during power outages including load shedding.

3. SERVICE REQUIREMENT

The Component 1 Hybrid Model has three categories of service which are:

3.1. Intercampus Bus Service

3.1.1. The service operates from the University campuses and residences, namely:

- 3.1.1.1. Braamfontein Main Campus, AMIC Deck Bus Stop Yale Road.
- 3.1.1.2. Braamfontein off-campus, Noswal, Braamfontein Centre and Amani Residences
- 3.1.1.3. The Wits Junction Residence (WJ), Junction Avenue in Parktown
- 3.1.1.4. Wits Education Campus (WEC) and Highfield Residences in Parktown
- 3.1.1.5. Ernest Oppenheimer Hall (EOH), Blackwood Ave in Parktown
- 3.1.1.6. St. David's Place, Bus Stop in Parktown
- 3.1.1.7. Knockando Hall of Residence (KNK), Rock Ridge Road in Parktown

The inter-campus bus service operates from 06:30 am to 00:00 am or 01:00 am taking into consideration the University almanac for teaching, study breaks, exams, and vacation terms. The inter-campus encompasses the circuit routes to cover all the above-mentioned stops, and the direct or express routes are dedicated to residence students travelling to attend lectures and assessments. The service operates Monday to Sunday including Public Holidays.

Important:

- The scope (bus routes or number of buses) may be amended, dependent on utilisation and operational requirements. Change to routes will affect variable cost for mileage only.
- If additional buses are required, the same price will apply, or a better rate will be granted as the volume increases. Additions to the quantity of buses will need to follow the University's contract variation process.

The total number of buses required on inter-campus.

- 18 x 65-seater semi-lux buses
- 2 x 35-seater semi-lux buses

Applicable Annexures

- See **Annexure 3A** for the inter-campus bus routes. As well as the following annexures for exam and vacation schedules **Annexure 3D** – Summer Break, **Annexure 3E** – Winter Vacation, **Annexure 3F** – Exam Schedule

3.2. Hospital Bus Service

The service operates from the University campuses to various academic hospitals.

Table 1: Hospital Bus Routes

Destination	Destination 1	Destination 2	Destination 2	Number of buses	Type
Route 7	Chris Hani Baragwanath Hospital	Bheki Mlangeni District Hospital	x	3	65 seaters
Route 8	Helen Joseph Hospital	Rahima Moosa Mother & Child	x	1	65-seater

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		Hospital			
Route 9	Bertha Gxowa Hospital	Tambo Memorial Hospital	lthembelihle LSEN School	1	35-seater
Route 10	Netcare Alberton Hospital	Thelle Mogoerane Hospital	x	1	35-seater

3.2.1.The hospital bus service operates from 06:30 am to 06:00 pm; the service is required on weekdays only.

3.2.2.The service does not operate on weekends and public holidays.

Important:

- The scope (bus routes or number of buses) may be amended, dependent on utilisation and operational requirements. Change to routes will affect variable cost for mileage only.
- If additional buses are required, the same price will apply or a better rate will be granted as the volume increases. Additions to the quantity of buses will need to follow the University's contract variation process.

Applicable Annexures

- See **Annexure 3B** for the hospital routes.

3.3. Weekend and Public Holiday Shuttle Service

3.3.1.The service operates from the University campuses to the Mall of Rosebank and partially on Inter-campus bus routes for academic purposes. In addition to the Rosebank Shuttle, the University operates partial inter-campus bus service on weekends and public holidays to accommodate students needing transportation for academic and social purposes. The weekend and public holiday inter-campus require 3 to 4 buses.

Table 2: Rosebank Shuttle

Route	Pick up	Mall of the Rosebank	Number of Buses
Route 6A	Main Campus & Knockando	Mall of the Rosebank	1
Route 6B	Main Campus & Braamfontein	Mall of the Rosebank	1
Route 6C	Wits Education Campus & EOH	Mall of the Rosebank	1
Route 6D	The Wits Junction	Mall of the Rosebank	1

3.3.2.The service operates from the University campuses and residences, namely:

3.3.3.Braamfontein Main Campus, AMIC Deck Bus Stop Yale Road.

3.3.4.Braamfontein off-campus, Noswal, Braamfontein Centre and Amani Residences

3.3.5.The Wits Junction Residence (WJ), Junction Avenue in Parktown

3.3.6.Wits Education Campus (WEC) and Highfield Residences in Parktown

3.3.7.Ernest Oppenheimer Hall (EOH), Blackwood Ave in Parktown.

3.3.8.St. David's Place, Bus Stop in Parktown

3.3.9.Knockando Hall of Residence (KNK), Rock Ridge Road in Parktown

3.3.10. Service Provider awarded Component 1 will also supply additional services using Service Provider drivers as outlined in Table 3 below. They will use existing buses from Component 1.

3.3.11. The pay as you go on the Park Station Shuttle will be applied. The Service Provider will be responsible to manage the Pay as You Go Park Station Shuttle.

Important:

- The scope (bus routes or number of buses) may be amended, dependent on utilisation and operational requirements. Change to routes will affect variable cost for mileage only.

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- If additional buses are required, the same price will apply or a better rate will be granted as the volume increases. Additions to the quantity of buses will need to follow the University's contract variation process.

Applicable Annexures

- See **Annexure 3C** for the weekend and public holiday routes.

Student Night Transport

The student night transport is an after-hour shuttle service providing support to students and staff requiring support in late evening and early hours of the morning.

Table 3: Student Night Route Schedule

Route Description	Bus Capacity	Number of Buses
Student Night Transport – between 08:00 pm and 05:00 am	35-seater	2
Staff Night Transport – Drop-off staff transport hubs after 06:30 pm and morning at 5:00 am	65-seater	2
Park Station Shuttle – Between 07:00 am to 08:30 AND 03:30 pm to 05:00 pm	35-seater	2
Other Transport Hubs	65-seater	1

4. PRICING REQUIREMENTS FOR THE COMPONENT 1- HYBRID MODEL

4.1. Overhead costs (Fixed):

4.1.1. The overhead costs are solely for the successful tenderer's account and are defined as the fixed direct costs such as the cost of insurance, driver wages (if applicable), licenses, operating permits, scheduling systems, tracking systems, etc., arising from the provision of the service as specified, and which are not reflected in the running costs.

4.2. Running cost (variable):

4.2.1. The running cost should reflect, where applicable, all bus costs associated with the service such as maintenance and repair costs, tire usage, fuel, oil, toll gate fees, and other related costs. Source documentation must accompany the corresponding invoice/s for processing.

4.3. The fees and charges will be based on:

4.3.1. The fixed monthly price for the use of buses which include overhead costs depending on the duration of an academic programme.

4.3.1.1. Labour costs (includes wages and allowances) calculated on at least the minimum of the SARPAC Agreement; <https://www.sarpac.org.za/wp-content/uploads/2022/06/MCA-2022-2023.pdf>

4.3.1.2. Management fee/profit / markup element is to be calculated only on the fixed costs, excluding labour, and running costs.

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B. HIGH-LEVEL SCOPE OF WORK FOR COMPONENT 2 AND 3

1. SCOPE OF WORK

These routes will be coordinated for students and staff in areas Gauteng and other provinces.

- 1.1. The successful tenderer agrees that no form of exclusivity has been conferred on it nor volume or value guarantee granted by the University in relation to the provision of the transport services by the successful tenderer. The University is at all times entitled to enter into other agreements with other suppliers for the provision of any or all goods and/or services which are the same as or similar to the transport services or may obtain such services internally.
- 1.2. The successful tenderer must take all steps reasonably necessary, considering all relevant circumstances, to deliver cost effective, efficient, diligent, skillful, and economical transport services according to the standards, agreed procedures and best practice. The delivery of the transport services must be fit for the purposes required by the University.
- 1.3. To this end the successful tenderer must deliver the transport services in a competent and skillful manner.
- 1.4. The University requires a fully outsourced model, more specifically:
 - 1.4.1. **Component 2: Fieldtrips Outsourced** – Mainly Fixed academic and other field trips for School of Public Health, Unit for Undergraduate Medical Education (UUME), Department of Nursing, Clinical Associates, Nelson Mandela Fidel Castro Foundation (NMFC) and SETMU. Field Trips list of groups with their destinations and frequency (Refer to Section 6).
 - 1.4.2. **Component 3: Ad Hoc Trips Outsourced** – Additional Transportation Management Services. The University shall appoint a successful tenderer to serve on a service provider panel as a potential provider for the transport services and the successful tenderer shall be eligible to be considered by the University during the term of the awarded contract. The University shall provide the successful Tenderer (and possibly other parties) a request for quotation (“**RFQ**”) outlining the services required and describing at an appropriate level of detail the business needs of the University in the particular situation. The successful tenderer must respond to the RFQ by submitting a written response, pricing, and where applicable detailing how the University’s business will be met (“**Quotation**”):

2. SERVICE REQUIREMENTS

The Component 2: Fieldtrips and Component 3: Ad Hoc Trips Outsourced Model has two categories of service. Refer to sections **A, B and C** illustrated in **Table 1 to 7** below:

Component 2: Field Trips	Site Description
	All University residences and campus sites fall in the Braamfontein, Hillbrow, and Parktown, area. Other sites are academic hospitals in the Greater Johannesburg and Wits Rural Campus in Acornhoek and Bushbuckridge. Hospital and Healthcare sites include Alberton, Boksburg, Germiston, Vosloorus, Edenvale, Coronationville, Westdene, Natalspruit, Sandton, Soweto, Sebokeng, Leratong, Potchefstroom, Klerksdorp and Sterkfontein.

Important:

- The scope (bus routes or number of buses) may be amended, dependent on utilisation and operational requirements. Change to routes will affect variable cost for mileage only.
- If additional buses are required, the same price will apply, or a better rate will be granted as the volume increases. Additions to the quantity of buses will need to follow the University's contract variation process.

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Applicable Buses

- 5 – 7-seater
- 10-seater
- 15-seater
- 18-seater
- 22-seater
- 35-seater
- 65-seater

Current Schedules

The University currently uses a combination of light Buses and minibuses on a daily basis, for transportation to the required sites. The University would like to expand this mix as not all Buses are used for the same number of hours per day:

Frequency, destination/route, and period of operation for Bus services are detailed in Sections A to C below:

- **Component 2** will be awarded to a panel of a maximum of four (4) service providers. In the following categories, however the university reserves the right to appoint additional providers if required:

Section A:

Table 1 : Group 1 - 2 Monday to Friday Excluding Public Holidays

Route Description	Bus Capacity	Number of Buses	Number of Weeks
Wits to Edenvale Hospital and Alexandra Clinic Route & Return	35–65-seater	2	40
Wits to Hillbrow Healthcare Centre & Return	22-seater	1	40
Wits to Tara Hospital Route & Return	35–65-seater	1	40
Wits to Sterkfontein Hospital Route & Return	35-seater	1	40
Wits to South Rand Hospital & Return	35-seater	1	40
Wits to Chiawelo and Zola Clinic Route & Return	22–35-seater	1	32

Table 2: Group 3 - 4 - Afterhours and Weekends Transfers - Daily

Route Description	Bus Capacity	Number of Buses	Number of Weeks
Chris Hani Baragwanath Hospital	5 – 12-seater	1 - 2	40
Helen Joseph Hospital	5 – 12-seater	1	40
Rahima Moosa Mother & Child Hospital	5 – 12-seater	1	40
Edenvale Hospital	5 – 12-seater	1	40
Bertha Gxowa Hospital	5 – 12-seater	1	40

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Tambo Memorial Hospital	5 – 12-seater	1	40
Tara Hospital	5 – 12-seater	1	40
Thelle Mogoerane Hospital	5 – 12-seater	1	40

Section B – Overland Field Trips

Table 3: Group 5

Route Description	Bus Capacity	Number of Buses	Number of Days	Number of Trips
Wits to WRC/Agincourt/ Bushbuckridge & Return	22-seater	1	9	21

Table 4: Group 6 Monday to Friday Excluding Public Holidays

Route Description	Bus Capacity	Number of Buses	Number of Weeks
Hillbrow, Alexandra Clinic,	22-seater	1	18
Discoverers Windsor, Zandspruit, Muldersdrift OR Tambo- Diepsloot	22-seater	1	18
Michael Maponya, Itireleng, Zola			

Section C – Field trips

Table 5: Group 7

Route Description	Bus Capacity	Number of Buses	Number of Days	Number of Trips
City of Ekurhuleni	22-seater	1	9	21
City of Johannesburg	22-seater	1	9	21
Sedibeng Municipality	22-seater	1	9	21
Mogale City	22-seater	1	9	21

Table 6: Group 8 Overland Field Trips

Route Description	Bus Capacity	Number of Buses	Number of Days
Group A: Lephalale Burgersfort, 1150 Kriel Cullinan	48-seater -super lux	1	7

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Group B: Secunda, 2302 Rustenburg Fochville	48-seater -super lux	1	7
Group C: Northam Secunda, 2302 Roodepoort	48-seater -super lux	1	7

Table 7: Group 9 -10 SETMU Field Trips – April, July and September

Route Description	Bus Capacity	Number of Buses	Number of Days
Northern Cape	2 x 60-seater	2	Collect and Drop-off
Limpopo	2 x 60-seater AND 22-seater + trailer	3	Collect and Drop-off
Northwest	22-seater + trailer	1	Collect and Drop-off
Free State	7-seater + trailer	1	Collect and Drop-off
Gauteng	2 x 60-seater	2	Collect and Drop-off
Mpumalanga	22-seater + trailer	1	Collect and Drop-off

Component 3: Ad Hoc Trips

Additional Transportation Management Services
<p>This service will operate during University academic term and vacation period. This is mainly an additional transportation management services that occurs randomly throughout University full almanac and successful tenderers will have to quote before confirmation of the booking.</p> <p>Requests for additional transportation trips may be submitted by the requesting school / department / society for quotes. Should the University use the successful tenderers Buses; a cost per trip for field trips will be agreed between the trip organiser, the University and the successful tenderer.</p> <p>In addition, the University may request additional transportation for University employees that will be on “user pay as you use service.” The University does not intend to give exclusive rights to any of the successful tenderers for such trips.</p>

3. PRICING REQUIREMENTS FOR SERVICE COMPONENT 2 AND SERVICE COMPONENT 3

3.1. Overhead costs (Fixed):

- 3.1.1. The overhead costs are solely for the successful tenderer's account and defined as the fixed direct costs such as the cost of insurance, driver wages, licenses, operating permits, scheduling systems, tracking systems, etc., arising from the provision of the service as specified, and which are not reflected in the running costs.

3.2. Running cost (variable):

- 3.2.1. The running cost should reflect, where applicable, all Bus costs associated with the service such as maintenance and repair costs, tire usage, fuel, oil, subsistence allowance, toll gate fees, etc. Source documentation must accompany the corresponding invoice/s for processing.

3.3. The fees and charges will be based on:

- 3.3.1. The fixed monthly price for the use of the Buses which includes labour costs and overhead costs depending on the duration of an academic programme.
- 3.3.1.1. Labour costs (includes wages and allowances) calculated on at least the minimum of the SARPAC Agreement <https://www.sarpac.org.za/wp-content/uploads/2022/06/MCA-2022-2023.pdf>
- 3.3.1.2. Management fee / profit / mark-up element is to be calculated only on the fixed costs, excluding labour and running costs.

- 3.4. The variable monthly price for the distance travelled by each Bus. The successful tenderer must bill variables on actual distance travelled and provide log sheets as documentary proof thereof.

3.5. Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the required work activities for bus services and transportation environment may be eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all of the information required in the Schedules below:

Procurement Eligibility/Mandatory Criteria	
It is compulsory that the Tenderer:	
1.	provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative
2.	provides proof of its entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members.
3.	provide a valid, current tax clearance certificate, or tax pin for tenders issued by the South African Revenue Services and a certificate or proof from SARS if VAT exempted.
4.	Submits annual financial statements for the last 3 (three) financial years, in compliance with the requirements of the Companies Act; and submit confirmation of Public Interest Score.
5.	provides proof of bank confirmation letter and/or letter of good standing.

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	<p>The letter should include:</p> <ul style="list-style-type: none"> • The Tenderer's bank account name and number; • A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and • The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and the bank considers the Tenderer a counterparty of good risk and good for business.
6.	provides proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of the close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between the close of the Tender and the award.
7.	submit all required schedules, documents and annexures indicated in Annexure B.
Technical Eligibility/Mandatory Criteria for Component (1)	
It is compulsory that the Tenderer must:	
8.	have a track record for at least five years for Component 1 and of implementing similarly successful Bus & Other Transportation Services.
9.	<p>have relevant licenses and permits which include but are not limited to:</p> <ul style="list-style-type: none"> • A commitment letter confirming all licenses and permits will be completed prior to the contract commencement date of 01 January 2024. • Valid Public Operating License /Permits (For routes within the greater Johannesburg). The Tenderer must ensure that all buses have valid and relevant permits per prescribed routes to enable the service to commence by 01 January 2024.
10.	assure that the drivers will have a Valid Professional Driving Permit PrDP and a sample of 10 licences for Buses or Minibuses with seating for more than 12 including the driver) and for relief drivers.
11.	provide Certificate of Fitness (COF) – Valid COF for the proposed existing passenger service vehicles. If new vehicles are to be purchased, a sample of the proposed buses will be required.
12.	<p>have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Tenderer must provide the University with proof of its insurance coverage. It is the responsibility of the Tenderer to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full and adequate insurance for the fleet you are proposing. Insurance must satisfy the University's insurers. This includes minimum insurance coverage as set out as follows:</p> <ul style="list-style-type: none"> • Public Liability of R117 million per incident for the 65 seaters • Public Liability of R63 million per incident for the 35 seaters

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13.	meet requirements for Component 1: Bus Seating Capacity – 65 seaters and provide evidence of the fleet size of twenty-six (26) buses that fit the specifications. Please attach proof of existing fleet (attach vehicle asset register with valid vehicle registration and license numbers) and/or pre-approved finance for purchasing new buses. A valid letter of commitment and delivery schedule from OEM/Bus Manufacturers to ensure delivery of new buses. The successful tenderer will be subjected to a pre-inspection of their fleet, licenses by 30 November 2023 and Permits by 15 December 2023.
14.	ensure that buses entering the service cannot be older than 3 (three) three years and buses older than 5 (five) years (from the date of registration) should not remain in the service i.e., cannot be utilised. All buses and casual drivers (for Component 1) must at all times comply and be certified as described in the Road Traffic Act.
15.	submit a signed commitment letter confirming to accept and fully comply with the University Bus Transportation Model for Component 1 (Hybrid Model): i) The successful Tenderer will have to park their buses onsite (WITS Depot); ii) The successful Tenderer may be required to have onsite mechanics for minor repairs and maintenance; the successful Tenderer will have to utilise the OWN fuel Bowser and OWN cleaning staff will be responsible for the cleaning of buses onsite.
16.	provide an acceptance letter confirming that the University Branding, Marketing and Advertising can be used on their buses. The University must be able to have coverage rights to utilise the successful tenderers' fleet for branding, marketing and advertising.
17.	ensure that the bus depot location/site must be within the greater Johannesburg area within a 60 km radius of the University (please provide your proof of utility bill/ lease agreement).

Technical Eligibility/Mandatory Criteria for Components (2) and (3)

It is compulsory that the Tenderer must:

18.	have a track record for at least 3 (three) years for Components 2 & 3 and of implementing similarly successful bus and other transportation services.
19.	have relevant licenses and permits for the proposed existing fleet and provide the Relevant Charter Permits for routes within Southern Africa and greater Johannesburg. Commencement date 22 February 2024. The successful The successful tenderer will be subjected to a pre-inspection of their fleet, licenses by 30 November 2023 and Permits by 15 December 2023.
20.	provide Valid Professional Driving Permit PrDP for Bus or Minibus with seating for more than 12 (twelve) including the driver) and for relief drivers.
21.	provide Certificate of Fitness (COF) – Valid COF for all existing passenger service vehicles
22.	have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Tenderer must provide the University with proof of its insurance coverage. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Tenderer(s) must provide proof of full and adequate insurance

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	<p>for the fleet you are proposing. Insurance must satisfy the University's insurers. This includes at a minimum the insurance coverage as set out below:</p> <p>Public liability of R1.8 million per seat for all passenger-carrying vehicles</p>
23	<p>meet requirements for Components 2 and 3:</p> <ul style="list-style-type: none"> ○ Attach Proof of Existing Fleet (Attach vehicle asset register with valid vehicle registration and license numbers). And/or Pre-Approved Finance for purchasing new buses/vehicles. ○ A valid letter of commitment & delivery schedule from OEM/Bus Manufacturers to ensure delivery of new buses. <p>The successful tenderer will be subjected to a pre-inspection of their fleet, licenses by 30 November 2023 and Permits by 15 December 2023.</p>
24	<p>Ensure that Buses and vehicles entering the service cannot be older than 3 (three) years and buses older than 5 (five) years (from the date of registration) should not remain in the service i.e., cannot be utilised. All buses and their drivers (for Components 2 and 3) must at all times comply and be certified as described in the Road Traffic Act. Please note that no year models of the applicable vehicle registered before 2022 will be accepted by the University. Additionally, Tenderer(s) must provide a signed commitment letter.</p>
25	<p>ensure that the bus depots/sites for Components 2 and 3 are within the greater Johannesburg area within a 100 km radius of the University and able to operate at peripheral sites as detailed in the scope of work (Proof of Utility Bill/ Lease Agreement)</p>
26	<p>have Vehicle Registration and License as per the required number of Fleet for each selected service component.</p>