



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

SPECIFICATIONS PRICING SCHEDULE

1. SCOPE AND DEFINITION OF WORK BACKGROUND

The College's primary objective in issuing this RFP is to enter into agreement with a successful bidder(s) who will achieve the following:

OBJECTIVE

The objective is to obtain approval for rendering of a continuous courier services on as and when required basis, for the:

Collection and delivery of documentation and/or parcels from and to various locations in the Free State and Gauteng Province.

ROLE AND FUNCTIONS

The Courier Service should be available on a 24-hour basis from Monday to Friday, provincially and Gauteng. This service entails the transportation of parcels of all sorts and sizes.

Same day collections are essential.

Due to the urgency, confidentiality and logistics involved, the Courier Service that receives the contract has to meet the demands of the Motheo TVET College.

GENERAL

The price at which the Courier Service shall render the service will be based on the all-inclusive prices offered, less a percentage discount per year offered to the State.

For this purpose, the service provider should be in a position to provide College with a breakdown of fees for all destinations.

Discounts offered will be fixed for the full contract period.

The College reserves the right to make use of other services should the need arise.

In cases where the service provider cannot render the required service or renders it in an unsatisfactory manner, the College reserves the right to make other arrangements, or to cancel the contract with the service provider.

The appointed service provider needs to allocate an individualised account number to each of the sites as well as Head Office.

Documents/parcels will be collected/delivered to one designated person per site. A detailed invoice must accompany/be issued with each delivery/collection made by the Courier Service.

The invoice must to show the exact physical and/or volumetric weight of each delivery/collection.

When weight is estimated, the College must be provided with the actual weight within 24 hours.

RESPONSIBILITY FOR LOSS OR DAMAGE:

In case of any loss, the service provider will be accountable for the cost equivalent to the lost documentation/parcel and the re-distribution of the replacement free of charge.

The transportation of the parcels by the service provider may be by means of any transport as dictated by the urgency and/or appropriateness of the service requested.

Where the service provider completely fails to render the service, the College reserves the right to make use of the services of any other service provider who is able to render such a service.

Where the College is forced to pay more for the service that they would have paid to the original service provider, the original service provider will be liable and the College will be entitled to retain the difference in price as quoted by the alternative service provider from the money owed to the original service provider.

The invoice issued by the alternative service provider will serve as prima facie evidence of the amount owed.

The service provider will return any undelivered parcels/documentation within a week.

Complete price lists below for **courier services relating to documents and parcels according to weight** and type of service

| <u>TYPE OF</u> <u>SERVICE</u> | <u>MINIMUM</u> <u>RATE (incl. VAT)</u> | <u>RATE</u> <u>(incl. VAT)</u> <u>PER 1</u> <u>KG</u> <u>- 2 KG</u> | <u>RATE</u> <u>(incl. VAT)</u> <u>PER</u> <u>2,1 KG</u> <u>- 3KG</u> | <u>PER 3,1 -</u> <u>KG- 4 KG</u> | <u>Rate (incl. VAT) Per</u> <u>KG from 4,1 + KG</u> |
|---|---|---|--|-------------------------------------|--|
| OVERNIGHT COURIER (COUNTER TO DOOR) FREE STATE PROVINCE | R | R | R | R | R |
| OVERNIGHT COURIER (DOOR TO DOOR) FREE STATE PROVINCE | R | R | R | R | R |
| SAME DAY COURIER (COUNTER TO COUNTER) FREE STATE PROVINCE | R | R | R | R | R |
| SAME DAY COURIER (DOOR TO DOOR) FREE STATE PROVINCE | R | R | R | R | R |

| <u>TYPE OF SERVICE</u> | <u>MINIMUM (incl. VAT)</u> <u>RATE</u> | <u>RATE)incl. VAT)</u> <u>PER 1 KG– 2 KG</u> | <u>RATE (incl. VAT)</u> <u>PER 2,1 KG – 3KG</u> | <u>PER 3,1 - KG– 4 KG</u> | Rate (incl. VAT) Per KG from 4,1 + KG |
|---|---|--|--|---------------------------|---------------------------------------|
| OVERNIGHT COURIER (COUNTER TO DOOR) PRETORIA, GAUTENG PROVINCE | R | R | R | R | |
| OVERNIGHT COURIER (DOOR TO DOOR) PRETORIA, GAUTENG PROVINCE PROVINCE | R | R | R | R | |
| SAME DAY COURIER (COUNTER TO COUNTER) PRETORIA, GAUTENG PROVINCE | R | R | R | R | |
| SAME DAY COURIER (DOOR TO DOOR) PRETORIA, GAUTENG PROVINCE | R | R | R | R | |
| ESCALATION % FOR YEAR 2 (Limited to CPI) | | | | | |