



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



MOTHEO TVET COLLEGE

**MOTHEO TVET COLLEGE (MTC) IN COLLABORATION WITH THE PURCHASING  
CONSORTIUM SOUTHERN AFRICA (PURCO SA)  
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE PROVISION OF  
COURIER SERVICES FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

**CLOSED TENDER**

**TENDER NO: PU 7810/007**

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender **PU7810/007** is at 23h59 on Friday, 13 October 2023.

<b>Tender number</b>	<b>PU 7810/007</b>
<b>Date issued</b>	<b>06 October 2023</b>
<b>Online Tender closing date</b>	<b>13 October 2023</b> <b>Time 23h59</b> <b>Submission on the website: <a href="http://www.purcosa.co.za">www.purcosa.co.za</a></b>
<b>Compulsory Information Session</b>	<b>No briefing session all enquiries to be sent via email to <a href="mailto:sipho.ndlovu@purcosa.co.za">sipho.ndlovu@purcosa.co.za</a></b>

## DELIVERY INSTRUCTIONS

All Suppliers must submit their responses in the following format:

- ***Completed documents with all attachments must be signed and submitted on the PURCO SA Website***

<b><i>Appendix Number</i></b>	<b><i>Description of Appendix</i></b>	<b><i>Requirement</i></b>
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company
Appendix B	Completed technical specifications and pricing	A signed copy of the print out of each page of the electronic document
Appendix C	Proof of Bank Account	Signed letter from bank
Appendix D	Company registration documents	Company registration documents
Appendix E	Tax Pin	An original valid Tax Pin
Appendix F	B-BBEE certification / Affidavit	A valid B-BBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA / Affidavit
Appendix G	Audited Annual Financial Statements or Annual Financial Statements	Provide fully signed Audited Annual Financial statements / Annual financial Statement
Appendix H	Declaration of Interest	Please sign point 9 of this tender document
Appendix I	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database.
Appendix J	SAEPA	Submit certificate of accreditation with SAEPA (South African Express Parcel Association)
Appendix K	Courier Transport	Certified copies of vehicle registration documents and pictures of fleet to be used

### 1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 70% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1:  
References table

The references must be current clients that have done business with your company for a minimum of two (2) years and more for contracts of a similar size or more with a proven record of accomplishment.

FUNCTIONALITY CRITERIA		POINTS ALLOCATED
<b>Provide three (3) contactable references of contracts (completed or current) of similar size and nature (courier services) within the past two (2) years</b> 3 References verified 2 References verified 1 Reference verified	= 30 Points = 20 Points = 10 Points	<b>30</b>
<b>Company's experience (Submit company profile)</b> More than 2 years of experience Experience between 1 and 2 years Experience below 1 year	= 20 points = 10 points = 5 points	<b>20</b>
Certified ID documents for drivers to be allocated to the college	= 20 points	<b>20</b>
<b>Locality</b> Offices or branches in Free State	= 30 points	<b>30</b>
<b>Total Points</b>		<b>100</b>