



**REQUEST FOR QUOTATION: Provision of Shuttle Services for members of Parliament with Special Needs for the period of 12 months**

Date of Issue: **18/10/2019**

Closing Date: **23/10/2019**

Quotation Reference Number: **RFQ1184/2019**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
Provision of Shuttle Services for members of Parliament with Special Needs for the period of 12 months				

**VP Jakuja**

.....  
FOR SECRETARY TO PARLIAMENT  
(BUSINESS UNIT OR SCM TO SIGN HERE)

**GENERAL CONDITIONS**

- ✓ Quotations will be evaluated on 80 /20 Scoring System
- ✓ 80 points allocated for price and 20 points allocated for BBEE & Preferential Procurement
- ✓ Points will be awarded for attaining the B-BBEE status level of contributor in accordance with the table below.

B-BBEE Status level of contributor	Number of points	Points claimed by the bidder
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non –compliant contributor	0	

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)

- ✓ The quotation must be emailed to [vjakuja@parliament.gov.za](mailto:vjakuja@parliament.gov.za)
- ✓ Further information regarding this quote may be obtained from Mabel Lewis on 021 403 3415 or send her an email at [mlewis@parliament.gov.za](mailto:mlewis@parliament.gov.za)
- ✓ All quotations received after the closing date will not be accepted
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy
- ✓ All suppliers are required to fill in and submit the Declaration of Interest Certificate below
- ✓ A current list of references where similar work was undertaken should be supplied
- ✓ All suppliers must submit valid tax clearance certificates and Broad Based Economic Empowerment Status Level Certificates

## **SPECIFIC CONDITIONS**

- ✓ The appointment of the service provider will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost, market related prices will be negotiated with the preferred service provider.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Companies are prohibited from using Parliament's logo on their proposal.
- ✓ The declaration of interest form must be filled in, signed and returned with the quotation.
- ✓ Failure to complete and stamp the declaration of interest form may result in the disqualification of the quotation.
- ✓ Failure to submit all documents as required will result in disqualification
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, a Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person employ of state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- ✓ Parliament may request service providers to provide additional pricing information to be utilised for comparative purposes during evaluations.

**SUPPLIER INFORMATION FORM**

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
BBBEE STATUS LEVEL		
BBBEE CERTIFICATE EXPIRY DATE		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX CLEARANCE CERTIFICATE NUMBER		
TAX CLEARANCE CERTIFICATE EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ I .....hereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament’s procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

**PRODUCT OR SERVICE DESCRIPTION**


**BACKGROUND AND EXPERIENCE IN THE INDUSTRY**

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

**PROPOSED PRICING SCHEDULE**

DESCRIPTION	QUANTITY	TOTAL

# SPECIFICATION

## Shuttle Service for Members of Parliament with Special Needs

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### 1. Background

In terms of the Policy on Facilities for Members with Special Needs, the Secretary to Parliament must provide transport to Members of Parliament with special needs to and from Parliamentary Villages. Parliament requires transport with adequate space to accommodate a wheelchair to be transported together with physical assistance for Members of Parliament with special needs.

### 2. Purpose of the request for quotation (RFQ)

The purpose of the request for quotation (RFQ) is to appoint a suitable and experienced service provider for the provision of shuttle services to Members of Parliament with special needs for a period of one (1) year as and when required.

### 3. Scope of the required service

The service provider is expected to perform 24-hour shuttle services as follows:

- 3.1 Provide shuttle services for Members of Parliament with special needs within the boundaries of the Western Cape.
- 3.2 Provide shuttle services to and from Cape Town International Airport for Members of Parliament with special needs as and when required.
- 3.3 Provide shuttle services for Members of Parliament with special needs in specialized vehicles.
- 3.4 Provide a log book with record of official transport provided to Members of Parliament with disabilities.

#### 4. Mandatory Submission Requirements

Description of requirement	Indicate Yes/No	Comment
<p>4.1 Service providers must have a quantity of at least eight (8) four to five seater vehicles.</p> <p>4.2 Service providers must submit proof of ownership and/or registration certificates of all vehicles and/or a valid third-party agreement for leased vehicles.</p> <p>4.3 Service providers must submit valid proof of comprehensive insurance for each vehicle</p> <p>4.4 Service providers must submit a list of all drivers and certified copies of their: -</p> <ul style="list-style-type: none"> <li>- ID Documents</li> <li>- Professional Driving Permits</li> <li>- Unendorsed licenses issued in terms of the Road Traffic Act, Act 29 of 1989, as amended and other laws that regulate transport in the country.</li> </ul>		

#### 5. Mandatory Functional Requirements

- 5.1.1 Service providers must be able to provide shuttle services, on demand, 7 days a week, anytime during the day and night.
- 5.1.2 Service providers must be able to provide transport for official purposes anywhere within the Western Cape.
- 5.1.3 Service providers must be able to provide a back-up vehicle/s in case of breakdown, accidents, etc. of their assigned vehicles.
- 5.1.4 Service providers must provide shuttle services in specialised vehicles.

**5.1.5** Service providers must be able to receive and execute bookings on demand (within a minimum response time of two hours), seven days a week, 24 hours a day and must be executed on the date and time the services are required.

## **5.2 Technical Requirements:**

### **5.2.1 Vehicles: -**

- 5.2.1.1** Vehicles must at all times be clean, roadworthy and licensed.
- 5.2.1.2** Vehicles must be sufficiently equipped with fuel and all required parts and accessories to complete each journey.
- 5.2.1.3** All vehicles must not be older than five (5) years throughout the duration of the contract and must be roadworthy at all times.
- 5.2.1.4** All vehicles must be fitted with radio/tape/CD player, air conditioner, power steering, central locking, air bags and be equipped with GPS (Global Positioning System) device in working condition.
- 5.2.1.5** Vehicles' engine capacities must at least be 1600 cubic litre for 4 to 5 seater vehicles.
- 5.2.1.6** Vehicles must at all times have the full luggage space available for luggage of the passenger/s. Drivers must not load personal items in the boot or anywhere in the car.
- 5.2.1.7** Vehicles assigned for executing Parliament business must be occupied by Parliament approved passengers only.
- 5.2.1.8** Vehicles must be insured by the service provider at own expense against risk. The service provider must indemnify the Secretary to Parliament against any claim, loss or damage that may result from the driving of the vehicles in terms of the contract, or from any cause whatsoever relative to it.

### **5.2.2 Drivers: -**

- 5.2.2.1** All drivers must have a minimum of two (2) years' experience as professional drivers.
- 5.2.2.2** All drivers must obey the rules of the road (such as speed-limits, signs, etc.) at all times.
- 5.2.2.3** All drivers must be neatly attired in appropriate clothing. All drivers must wear a company badge or some other form of identification to show that they are employed by the service provider.
- 5.2.2.4** Drivers must not smoke in the vehicles and must be sober at all times, and exhibit professional conduct at all times.
- 5.2.2.5** Drivers must, at all times, have names of passenger/s neatly and clearly typed in an A4 sized paper, where required.

## 6. COMPULSORY SCHEDULE OF PRICING RATES

Specialised vehicle for Members of Parliament with special needs (quote per vehicle):  
(Scenario)

<b>KM</b>	<b>PRICE PER NORMAL WORKING HOURS</b>	<b>PRICE AFTER HOURS EVENINGS</b>	<b>PRICE AFTER HOURS, PUBLIC HOLIDAYS / WEEKENDS</b>
0-40	R	R	R
41-80	R	R	R
81-130	R	R	R
131-180	R	R	R



**DECLARATION OF INTEREST**

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.
2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

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(c) Are you or any person connected with the bidder, Employed by the State?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company

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(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the bidding company.

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**DECLARATION**

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: \_\_\_\_\_

Identity number: \_\_\_\_\_

Signature: \_\_\_\_\_

**(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)**

No Contract to provide goods or services to Parliament may be awarded to -

- a Member of Parliament or a member of the Cabinet
- A Member of a provincial legislature or a member of a provincial Executive Council;
- A Municipal Councillor;
- A person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a Director or has a controlling or other substantial interest

COMMISSIONER OF OATHS STAMP