



Request for Quotation (RFQ)

The provision of on-board surveys for provincial subsidised bus services between Gauteng and Mpumalanga Province

RFQ No. 9404/30/01/2023

Date of Issue	Friday, 13 January 2023	
Compulsory briefing session	N/A	
Closing Date	Monday, 30 January 2023 at 16h30	
Place of tender submission	tender@csir.co.za	
Enquiries	Strategic Procurement Unit	E-mail: tender@csir.co.za
CSIR business hours	08h00 – 16h30	
Category	Professional services	

SECTION A – TECHNICAL INFORMATION

1 INTRODUCTION

In partnership with national and international research and technology institutions, the CSIR undertakes directed and multidisciplinary research and technology innovation that contributes to the improvement of the quality of life of South Africans. The CSIR's main site is in Pretoria while it is represented in other provinces of South Africa through regional offices.

2 BACKGROUND

The CSIR has been commissioned by the Department of Roads and Transport in Gauteng Province to assist with redesign of subsidised public transport contracts in the province as well as associated transaction advisory services. The work primarily entails implementing the Model Tender and Contract Documents for Public Transport Services published in Government Gazette No. 36524 on 5 June 2013 for contracted services. The CSIR seeks to assemble a responsive team of specialist professionals to form part of the transaction advisory team.

3 INVITATION FOR QUOTATION

Quotations are hereby invited from suitable service providers for the provision of on-board surveys for provincial subsidised bus services between Gauteng and Mpumalanga Province. Where past assignments to demonstrate experience are listed, the list must include dates, monetary value of work, clients serviced and contactable references for each assignment listed. Service providers are also required to indicate their level of availability to carry out assignments in the period **15 February 2023 to 31 March 2023**, stated in percentage terms (i.e., % of time available to do work over and above prevailing workloads).

4 SCOPE OF WORK

The service provider will be required to carry out on-board route mapping and on-board passenger boarding and alighting surveys on provincial subsidised bus trips/service between **Mpumalanga and Gauteng**.

4.1 On-board mapping

The on-board mapping entails the use of GPS tracking devices in buses and tracking bus routes during normal operations. The devices should be able to record the coordinates together with the time stamp at every stop. The data from the GPS will be used to map the exact bus trip route alignment. Travel times, stop times, route bottle necks may also be extracted from the data. An example of a bus trip route map with trip information is shown in Figure 1.1. below:

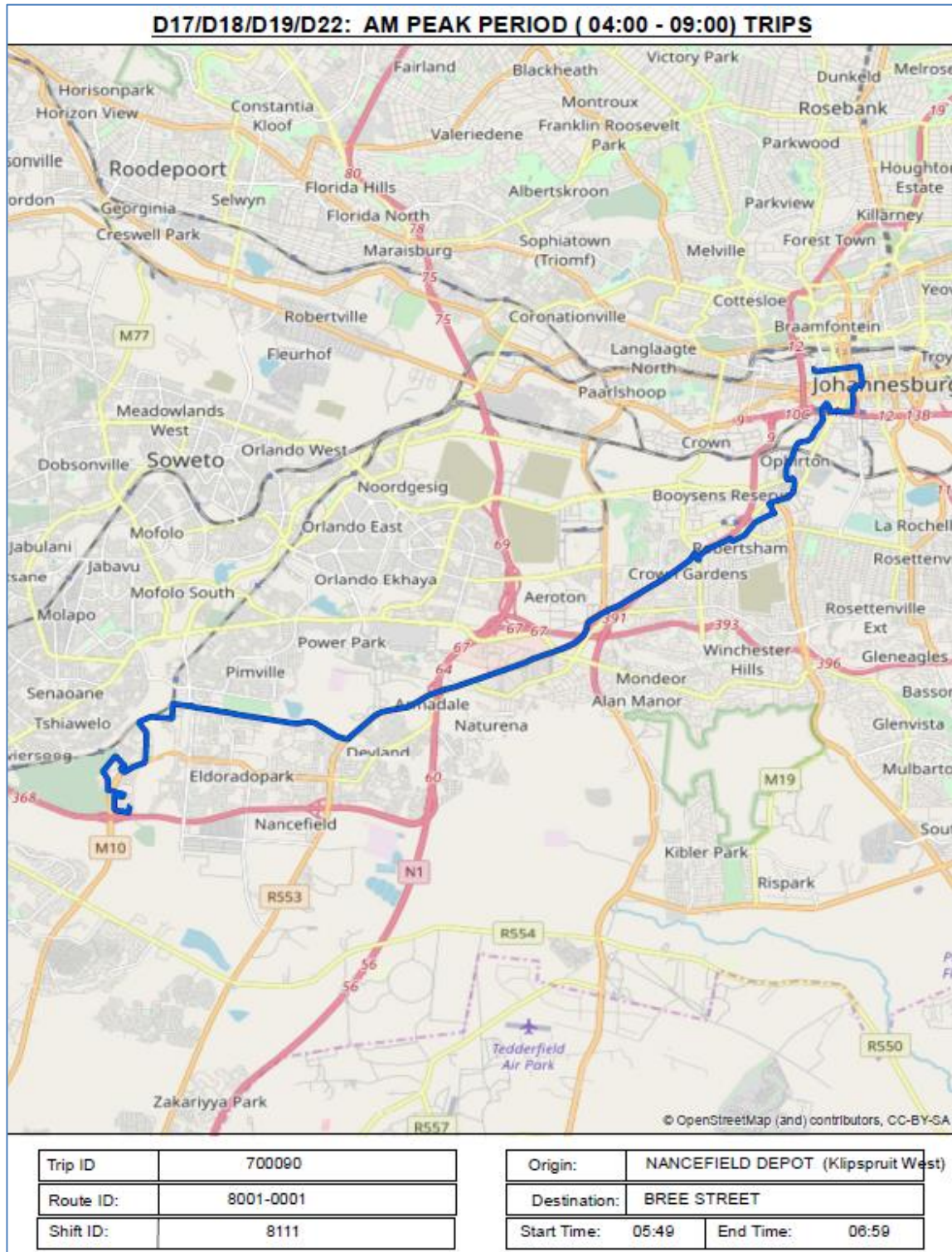


Figure 1.1: Bus trip route map

4.2 On-boarding and alighting surveys

The on-board surveys should be for all shifts/bus trips and routes. Trips/shifts belonging to same route should be surveyed on the same day. This is required to understand the daily profile of the route. The survey will not be done on public holidays and during school holidays.

Data to be collected include but not exclusive:

- **Bus shift** – the bus operations from the time of the start of the drivers shift to the end of the shift; this may be several hours in duration and may involve more than one route, as shown in Figure 1.2 and Figure 1.3 This will be confirmed with operators.
- **Bus route** – a specific road alignment from the start of a route to the end of route, stopping at the designated stop points along the route length. A bus route does not include the positioning kilometres at the start and end of a route. A route may have several bus shifts.
- **Waypoint number** – a point where a bus stops to allow for the boarding and alighting of passengers along the route. The waypoints may be formal locations where stopping facilities are provided, or it may be informal, where the bus driver knows several passengers wish to board and/or alight the vehicle.
- **X, Y co-ordinates** – co-ordinates for every waypoint, in decimal degrees.
- **Date** – the date on which the survey was carried out.
- **Time** – the time recorded at each waypoint.
- **Boarding** – number of people boarding at each waypoint.
- **Alighting** – number of people alighting at each waypoint.
- **Through passengers** – number of people in the bus at each waypoint, including those boarding at that waypoint.
- **Stop to stop length** – distance between one waypoint and the next waypoint, in kilometres.
- **Stop to stop time** – time taken to travel from one waypoint to the next waypoint.
- **Stop to stop average speed** – average speed between one waypoint and the next waypoint.
- **Maximum speed** – maximum speed between one waypoint and the next waypoint.
- **Stop to stop road surface** – type of road surface (paved or unpaved/gravel) between one waypoint and the next waypoint.
- **Bus Trip/Route origin** – name of the place from which the bus service originated
- **Bus Trip/Route destination** – name of the place from with the bus service ended.

- **Bus vehicle information** – Vehicle registration number, Seated capacity, standing capacity, bus number.
- **Fare per passenger.**
- **Bus operator** – bus operator name.
- **Contract number** – Bus subsidy contract number.

Each bus should be surveyed along the whole bus trip length throughout the day starting from the depot. This will enable quantification of service kilometres and dead kilometres. There must be a clear distinction between positioning trip, service trip and stand-down trip. There must be a clear distinction between individual service trips; indicated by route number, origin area, destination area, shift number, service start time, service end time, etc.

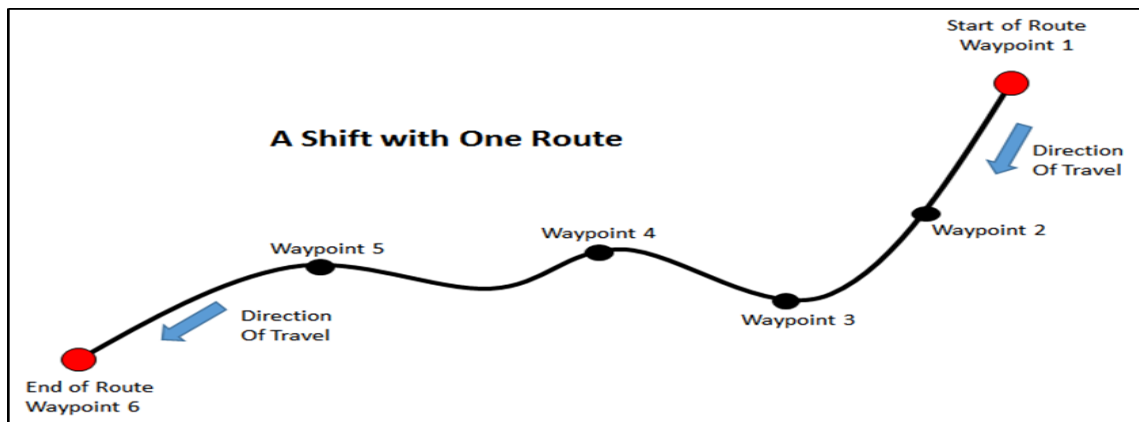


Figure 1.2: Shift with one route

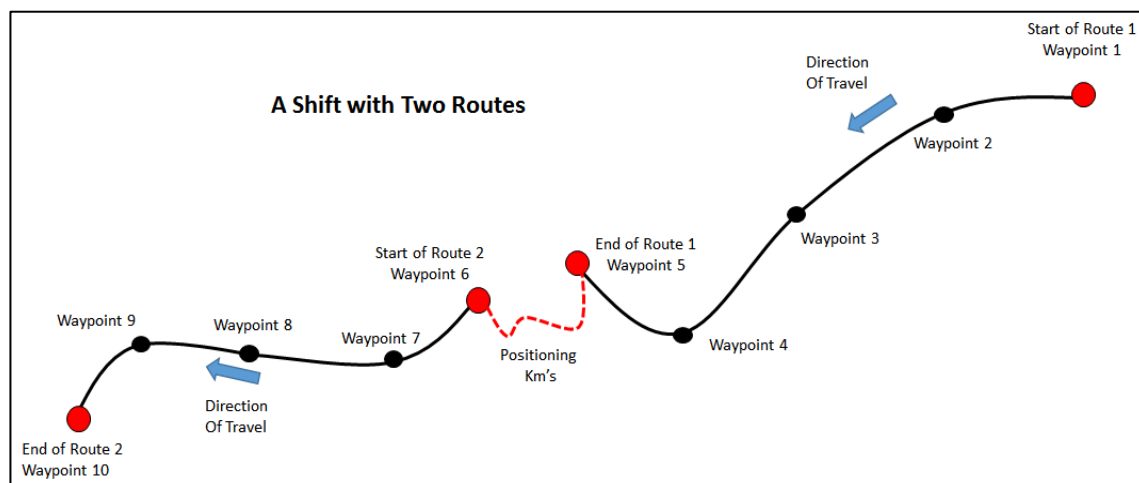


Figure 1.3: Shift with two routes

4.3 Surveys Days

On-board surveys will be done on all shifts/bus trips and routes. It is important that trips/shifts belonging to same route be surveyed on the same day. The bidder will be expected to conduct surveys for one weekday and a Saturday. This is required to understand the daily profile of the route. The bus scheduling, and the definition of trips and shifts will be clarified with each operator prior to the start of pilot surveys.

A pilot survey (amounting to 10% of the survey) will be conducted prior to the commencement of the main survey. The pilot survey data will be used for preparation purposes only and will not be regarded as part of the main survey. Therefore, trips surveyed during the pilot will be surveyed again during the main survey.

4.4 Project deliverables

- A database containing a shape file for all surveyed bus trips – in GIS Shapefile format.
- A database containing on-board survey information for all surveyed bus trips – in Microsoft Excel or Access.
- The two databases must be aligned (i.e., each bus trip shapefile must have a unique ID linking it to the trip attribute table from the on-board survey data.

The method of delivery will be communicated to the successful bidder(s).

5 PRICING SCHEDULE / BILL OF MATERIALS

Item	Description	Unit price (VAT Excl.)	Amount
1.	Weekday survey		
2.	Saturday survey		
Sub-Total			
Add 15 % VAT			
Grand total			

Notes to Pricing:

Bidders are to note that if the price offered by the highest scoring bidder is not market related, CSIR may not award the contract to that bidder. CSIR may:

- negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ.
- if that bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the RFQ.
- if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the RFQ.
- If a market-related price is not agreed with the bidder scoring the third highest points, CSIR may cancel the RFQ.

NB: The above cost must be inclusive of all costs required to render the required services as per above scope of work and specifications.

5.1 Additional quotation requirements (These must be submitted with and/or indicated in quote):

- The bidder must submit quotation on their official company letterhead.
- Bidders must quote as per above Pricing schedule in line with the stipulated specifications.
- The bidder must will be expected to provide Smartphone with Android 7 or higher with the following:
 - On device GPS (not assisted GPS)
 - 2GB or more space.
 - 16 GB storage space.
 - Connectivity – wifi or Mobile data.
 - Gmail account.
- The pricing must be firm and inclusive of all costs required to deliver the required services to the CSIR.

6 MANDATORY DOCUMENTS REQUIRED / RETURNABLES:

Bidders must submit the below-mentioned documents and/or information and confirm compliance thereof:

No.	Description	Please indicate Yes/No
1	Quotation on official company letterhead	
2	Completed pricing schedule	
3	Confirming the provision and use of device with Android 7 or higher	
4	Completed and duly signed Tender's Declaration of Interest Form	
5	Completed and duly signed Standard Bidding Form (SBD 1)- Invitation to bid.	
6	Completed and duly signed Standard Bidding Form (SBD 4)- Bidder's Disclosure	

NB: *Non-submission of the above-mentioned documents as well as any deviation from the above quotation requirements and specifications may deem your submission unresponsive and may thus result in your submission not being considered for Price and BBEE evaluation.*

7 EVALUATION CRITERIA

- 7.1 Selection of suppliers will be based on the 80/20 preference point system.
- 7.2 Submit a valid B-BBEE Certificate (SANAS accredited), CIPC B-BBEE certificate or sworn affidavit indicating the B-BBEE Status level. (RSA suppliers only)
- 7.3 No B-BBEE status will equal zero points. (RSA suppliers only)
- 7.4 Indicate CSD number (National Treasury Central Supplier Database) on quotation. If not registered yet on CSD, use www.csd.gov.za to register.
- 7.5 No order will be issued, or no contract will be signed without a valid CSD number (Only applicable to RSA suppliers).

8 ELIMINATION CRITERIA

Suppliers will be eliminated under the following conditions:

- Bidders that submit late bids will not be considered
- Submission at the incorrect email address- submissions must be made to tender@csir.co.za
- If bidder does not submit quotation on official company letterhead.
- If bidder does not quote according to stipulated specifications and requirements
- If bidder does not price as per BOQ or pricing schedule.
- Bidders that are listed on the NT database of restricted suppliers will not be considered.
- Bidders that are registered on the NT Register of Tender Defaulters will not be considered.
- Bidders that do not submit a fully completed and signed SBD 1 form.
- Bidders that do not submit a fully completed and signed SBD 4.
- Non-submission of any of the mandatory/returnable documents specified in **section 6** above.

SECTION B: TERMS AND CONDITIONS

9 PRICING QUOTATION

- 9.1 Price needs to be provided in South African Rand (excl. VAT), with details on price elements that are subject to escalation and exchange rate fluctuations clearly indicated, if applicable.
- 9.2 Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, etc.
- 9.3 Payment will be according to the CSIR Payment Terms and Conditions.

The price should be firm and inclusive of costs and all services required to deliver on the required goods and/or services.

10 PROCEDURE FOR SUBMISSION OF QUOTATIONS

- All quotations must be submitted electronically to: tender@csir.co.za
- Respondents must use the RFQ number as the subject reference number when submitting their bids.
- The email and file sizes should not exceed a total of 25 per email.
- The naming / labelling syntax of files or documents must be short and simple (e.g., BBBEE Certificate)
- Each bidder will be limited to send two emails with their submissions, and the subject of the email must clearly reference the bidder's name and RFQ number.
- All documents submitted electronically via email must be clearly visible.
- Documents submitted via cloud solutions such as: *WeTransfer*, *Google Drive*, *Dropbox*, etc. will not be considered.
- Tenders or documents received after the closing date and time will be considered as a late submission. Late submissions will not be evaluated.

NB: NO HARD COPIES OR PHYSICAL SUBMISSIONS WILL BE ACCEPTED

11 REQUIREMENTS FOR A VALID BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) CERTIFICATE, CIPC CERTIFICATE AND SWORN AFFIDAVIT

11.1 Only those tenderers who submit a valid SANAS accredited B-BBEE certificate or Sworn Affidavit (dtic or CIPC) will be awarded points for B-BBEE during evaluation.

11.2 The following constitutes a valid **B-BBEE certificate**:

- Name of enterprise as per enterprise registration documents issued by CIPC, and enterprise business address;
- Value-Add Tax number, where applicable;
- The B-BBEE Scorecard against which the certificate is issued, indicating all elements and scores achieved for each element. The actual score achieved must be linked to the total points as per the relevant Codes;
- B-BBEE status with corresponding procurement recognition level.
- The relevant Codes used to issue the B-BBEE Verification Certificate.
- Date of issue and expiry (e.g. 9 June 2018 to 8 June 2019). Where a measured entity was subjected to a re-verification process, due to material change, the B-BBEE Verification Certificate must reflect the initial date of issue, date of re-issue and the initial date of expiry. Re-verification does not extend the lifespan of the B-BBEE Verification Certificate
- Financial period which was used to issue the B-BBEE Verification Certificate.
- Unique identification number of the B-BBEE verification professional or agency (e.g., BVA...).
- Name and logo/mark of the B-BBEE verification professional or agency.
- A B-BBEE Verification Certificate must be signed by the technical signatory at the bottom with full name and surname. The details of the technical signatory can be checked from the SANAS website (www.sanas.co.za). No other person is allowed to sign the B-BBEE Verification Certificate apart from the technical signatory.
- The SANAS logo on the B-BBEE Verification Certificate.

11.3 The following constitutes a valid **dtic Sworn Affidavit**:

- Name/s of deponent as they appear in the identity document and the identity number.

- Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit.
- Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.
- Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected.
- Indicate total revenue for the year under review and whether it is based on audited financial statements or management account.
- Financial year end as per the enterprise's registration documents, which was used to determine the total revenue.
- B-BBEE Status level. An enterprise can only have one status level.
- Empowering supplier status must be indicated. For QSEs, the deponent must select the basis for the empowering supplier status.
- Date deponent signed and date of Commissioner of Oath must be the same.
- Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest.

11.4 The following constitutes a valid **CIPC B-BBEE certificate:**

- Name of enterprise, registration number and business address.
- Date of issue and expiry adding to twelve months (e.g. 9 June 2018 to 8 June 2019) must be indicated.
- Percentage of total black ownership, black female ownership and total white ownership.
- Certificate number.
- Barcode with tracking number
- Barcode with enterprise number.
- B-BBEE Status and procurement recognition level.
- The dtic logo on the top left corner, and CIPC logo on the top right corner.
- CIPC watermark

12 SUB-CONTRACTING

- 12.1 A tenderer will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for, unless the intended sub-contractor is an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 12.2 A tenderer awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an exempted micro enterprise that has the capability and ability to execute the sub-contract.
- 12.3 If the tender intends to sub-contract, they must indicate the value of the work in Rands to be sub-contracted in relation to the total tendered amount. The supplier must also indicate the name(s) of the company / contractor.
- 12.4 All BBBEE certificates of the sub-contractors must also be submitted. Non-submission will result in 0 points being awarded for BBBEE.
- 12.5 In case of proposal from a joint venture, the following must be submitted together with the proposal/Quotation:
- Joint venture Agreement including split of work signed by both parties;
 - The original or certified copy of the B-BBEE certificate of the joint venture;
 - The Tax Clearance Certificate of each joint venture member;
 - Proof of ownership/shareholder certificates/copies; and
 - Company registration certificates.

13 CORRECTNESS OF RESPONSES

- 13.1 The tenderer must confirm satisfaction regarding the correctness and validity of their quotation and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.
- 13.2 The tenderer accepts that any mistakes regarding prices and calculations will be at their own risk.

14 ADDITIONAL TERMS AND CONDITIONS

- 14.1 A tenderer shall not assume that information and/or documents supplied to CSIR, at any time prior to this request, are still available to CSIR, and shall consequently not make any reference to such information document in its response to this request.
- 14.2 Copies of any affiliations, memberships and/or accreditations that support your submission must be included in the tender.
- 14.3 An omission to disclose material information, a factual inaccuracy, and/or a misrepresentation of fact may result in the disqualification of a tender, or cancellation of any subsequent contract.
- 14.4 Failure to comply with any of the terms and conditions as set out in this document will invalidate the Quotation.

15 CSIR RESERVES THE RIGHT TO

- 15.1 Extend the closing date;
- 15.2 Verify any information contained in a proposal;
- 15.3 Request documentary proof regarding any tendering issue;
- 15.4 Appoint one or more service providers, separately or jointly (whether or not they submitted a joint proposal);
- 15.5 Award this RFQ as a whole or in part; and
- 15.6 Cancel or withdraw this RFQ as a whole or in part.

16 PERSONAL INFORMATION

- 16.1 Each Party consents to the other Party holding and processing “personal information” (as defined in the POPI Act) relating to it for legal, personnel, administrative and management purposes (including, if applicable, any “special personal information” relating to him/her, as defined in the POPI Act). Notwithstanding the generality of the aforesaid, each Party hereby undertakes to comply with all relevant provisions of the POPI Act and any other applicable data protection laws. The Client further agrees to comply with all CSIR’s reasonable internal governance requirements pertaining to data protection.
- 16.2 Each Party consents to the other Party making such information available to those who provide products or services to such parties (such as advisers, regulatory authorities,

governmental or quasi-governmental organisations and potential purchasers of such Party or any part of their business).

- 16.3 The Client consents to the transfer of such information to CSIR's business contacts outside South Africa in order to further its business interests.
- 16.4 While performing any activity where a Party is handling personal information as a "responsible party" (as defined in the POPI Act), each Party undertakes that it will process the personal information strictly in accordance with the terms of the POPI Act, this Contract, and the other Party's instructions from time to time, and take appropriate operational measures to safeguard the data against any unauthorised access.
- 16.5 Each Party acknowledges that in the course of conducting business with each other, each Party intends to maintain and process personal information about the other Party in an internal database. By signing this Contract, each Party consents to the maintenance and processing of such personal information.
- 16.6 Where relevant, the Client shall procure that all of its personnel, agents, representatives, contractors, sub-contractors, and mandataries shall comply with the provisions of this clause 12 (Personal Information). The CSIR shall be entitled on reasonable notice to conduct an inspection or audit Client's compliance with the requisite POPI Act safeguards.

17 DISCLAIMER

This RFQ is a request for quotations only and not an offer document. Answers to this RFQ must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its quotation, tenderers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFQ. The CSIR makes no representation, warranty, assurance, guarantee or endorsements to tenderer concerning the RFQ, whether with regard to its accuracy, completeness or otherwise and the CSIR shall have no liability towards the tenderer or any other party in connection therewith.

18 OTHER TERMS AND CONDITIONS

- 18.1 The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any CSIR employee or its representatives. Such an act shall

constitute a material breach of the Agreement and the CSIR shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights.

18.2 A validity period of 90 calendar days will apply to all quotations except where indicated differently on the quote.

19 No goods and/or services should be delivered to the CSIR without an official CSIR Purchase order or signed supplier agreement. The CSIR purchase order number must be quoted on the invoice. Invoices without CSIR purchase order numbers will be returned to supplier.

20 Note: This is not a Purchase Order

DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

RFQ No: 9404/30/01/2023

I hereby undertake to render services described in the attached tendering documents to CSIR in accordance with the requirements and task directives / proposal specifications stipulated in **RFQ No 9404/30/01/2023** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the CSIR during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness and validity of my proposal; that the price(s) and rate(s) quoted cover all the services specified in the proposal 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.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this bid as the principal liable for the due fulfilment of this bid.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that the CSIR may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)
CAPACITY
SIGNATURE
NAME OF FIRM
DATE

WITNESSES	
1
2
DATE:	

21 SBD 1 FORM - INVITATION TO BID