GLOBAL WATER PARTNERSHIP SOUTHERN AFRICA (GWPSA NPC)  
INVITATION TO BID REQUEST FOR PROPOSAL (RFP)  
FOR  
SUPPLY OF AIRPORT SHUTTLE AND OTHER TRANSFERS  
MANAGEMENT SERVICES FOR GWPSA  

Invitation to Bid (ITB No. T0024/2024/01)  
Date: 26 March 2024
# Table of Contents

1. **BACKGROUND INFORMATION** ................................................................. 5
2. **TERMS OF REFERENCE** ........................................................................... 5
3. **GEOGRAPHIC SCOPE OF DELIVERY FOR SERVICES** .............................. 6
4. **GUIDE TO RESPOND** ................................................................................ 6
5. **FUNCTIONALITY / TECHNICAL EVALUATION** ....................................... 6
   5.1. Capability .................................................................................................... 7
   5.2. Footprint ..................................................................................................... 7
   5.3. Service offering .......................................................................................... 7
   5.4. Delivery methodology ............................................................................... 10
   5.5. Supplier Arrangement/Outsourcing Arrangement ...................................... 10
   5.6. Order placement methodology/approach and Quality Control .................. 10
   5.7. Payment Method ....................................................................................... 11
   5.8. Transaction/Service Fee Procedures .......................................................... 11
6. **COST LIABILITY** .......................................................................................... 11
7. **JOINT VENTURE** ....................................................................................... 11
8. **BUSINESS REGISTRATION NOTICE** ...................................................... 11
9. **LICENSE AND PERMIT** ............................................................................. 11
10. **OWNERSHIP OF MATERIAL** ................................................................. 12
11. **DATA CONFIDENTIALITY** ........................................................................ 12
12. **SUSPENSION OF WORK** .......................................................................... 12
13. **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS** .............. 12
14. **NUMBER OF BID PROPOSALS** .............................................................. 13
15. **PROPOSAL FORM AND CONTENT** ........................................................... 13
16. **IMPLEMENTATION PLAN** ......................................................................... 13
17. **PRICE SHEET AND SUPPORTING DETAIL** ........................................... 13
18. **RESUMES** ............................................................................................... 13
19. **COST EFFECTIVE PROPOSALS** .............................................................. 14
20. **EVALUATION CRITERIA** .......................................................................... 14
21. **QUESTIONS** ............................................................................................ 16
22. **INVITATION TO BID** ................................................................................ 18
23. PRICING SCHEDULE – FIRM PRICES ................................................................. 19
23.1. Costing table .......................................................................................... 20
24. DECLARATION OF INTEREST ................................................................. 21
25. ADJUDICATION AND POINT SYSTEM ...................................................... 22
26. SUBCONTRACTING .................................................................................. 22
27. DECLARATION WITH REGARD TO COMPANY/FIRM ................................. 22
28. DECLARATION of BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES .. 24
29. CERTIFICATE OF INDEPENDENT BID TERMINATION ............................ 25
**Table of Tables**

Table 1 Showing the evaluation criteria ................................................................. 16
Table 2 Vehicle costing guide .................................................................................. 20
Table 3 Declaration Questionnaire ........................................................................... 24
1. BACKGROUND INFORMATION

The Global Water Partnership (GWP) is a multi-stakeholder action network dedicated to working with countries towards the equitable, sustainable, and efficient management of water resources. We comprise 3,000+ partner organisations in over 180 countries. Our network of 65+ Country Water Partnerships and 13 Regional Water Partnerships convenes, and brokers coordinated action by government and non-government actors. GWP Southern Africa and Africa Coordination Unit (GWPSA-ACU) is one of 13 regional networks that make up GWP and offers practical support for sustainably managing water resources to 16 countries in the Southern African Development Community (SADC) region. The regional network manages activities and convenes stakeholders in this region and at a pan-African level to address issues that have an impact on water.

For the organisation to operate optimally, given the range of projects we are involved in, GWPSA is looking to make use of suitable suppliers of Airport transfer/Shuttling Services. The GWPSA is interested in securing the highest quality of Airport and other transfers services, maximizing service convenience for its employees and various program participants, while minimizing costs and ensuring safety is at the centre of these services.

The Contractor shall provide corporate airport transfer services for all GWPSA employees and various program participants, as well as its Very Very Important Person (VVIP) delegates, in order to conduct its business operations. These will include both domestic and international Airport and other transfers. The GWPSA promotes competitiveness and transparency in all its procurement policies implemented both locally and internationally. GWPSA reserves the right to use other Airport and other transfers services suppliers, when necessary.

2. TERMS OF REFERENCE

The GWPSA is interested in securing the highest quality of Airport and other transfers services, maximizing service convenience for its employees and various programs participants, while minimizing costs and developing a database that will give GWPSA an accurate reference of its Airport and other transfers expenditure patterns. GWPSA reserves the right to use other suppliers for Airport and other transfers services, when necessary.

The Contractor shall provide corporate Airport and other transfers services for official domestic and international Airport and other transfers of GWPSA employees, VVIP delegates and various program participants. This will include all Airport and other transfers bookings, vehicle rental, client shuttling and related services.
The GWPSA therefore issues the following Terms of Reference (ToR) to suppliers, inviting them to submit proposals in this regard. The objective is to appoint a service provider, to manage all Airport and other transfers related matters. This will entail careful negotiations with hotels and other transfer Agent/Car rental suppliers on behalf of GWPSA, to obtain value for money for all Airport and other transfers bookings, while at the same time, delivering high quality service. This is envisaged to be for a period of Two (2) years. A full Scope of Works noted below will be required. The words bidder and contractor will be used interchangeably and will mean the same in the context of this document.

3. GEOGRAPHIC SCOPE OF DELIVERY FOR SERVICES

Each bidder will supply a technical and financial proposal to the GWPSA which will cover Airport and other transfers to a range of destinations, within Gauteng and other provinces if required. The Airport and other transfers Agent must be able to handle shuttle and transfers management and administration in all types of geographical locations and across different languages.

4. GUIDE TO RESPOND

All bids will be evaluated in terms of the evaluation criteria in table 1. The 80/20 procurement principle specifically will apply. The evaluation has three (3) phases:

1. Phase 1 – Administrative Requirement;
2. Phase 2 – Functionality / Technical Requirement;
3. Phase 3 – Price and References.

Bidders will only be considered for the evaluation of phase 2 after meeting the requirements for phase 1 and will then only be considered for phase 3, after meeting the minimum qualifying threshold of 75% in phase 2. Pages should be numbered for ease of reference.

5. FUNCTIONALITY / TECHNICAL EVALUATION

Bidders should take note of the different elements within the evaluation of the technical phase, which are:

- Capability;
- Footprint
- Service Offering
5.1. Capability

Five to Ten (5-10) years’ experience in the Airport/other Shuttle transfers, VVIP transport industry is a requirement. Additional years will result in a higher score. At least Three (3) previous or current client reference letters are required, which should include the summary of the services provided by the supplier. The number of reference letters and the type and complexity of Airport and other transfers will be a determining factor when allocating scores. Reference to similar projects with clients to the value of US$5,000 will be an advantage. SA Travel and Tourism Certified Airport transfers Agents will be awarded points if they are able to provide proof of certification. Bidders are required to hold a valid banking account that can receive foreign currencies (US Dollars (US$), EUROS (€), Great British Pounds (£)).

The Contractor is required to provide management cost reports or access to online reporting to include spend analysis for GWPSA’s various cost centers (projects) incurred, etc. The reports should have the capability of detailing specific expenditures related to each travellers costs per project.

The Contractor is also required to provide quarterly summary reports. In addition to the above, the Contractor is required to maintain an internal monitoring process for identifying and correcting deficiencies in the quality of service furnished to GWPSA. This may include but is not limited to generating quality service survey forms that address Airport and other transfers services to be furnished under this contract.

5.2. Footprint

Each supplier should submit proof of providing services on a national scale and also have a footprint within the region. The supplier should have a long-standing relationship with all major airlines, hotels and car rental suppliers in the region.

5.3. Service offering

Bidders should address all three areas indicated in the evaluation criteria. The proposal should distinguish these three areas (delivery methodology; supplier arrangement / outsourcing arrangement; and order placement methodology or approach). The following scope of works/services are required from the Airport and other transfers agent:

- Airport and other transfers, including VVIP transportation to various destinations in the region (South Africa)
- Support with reservations, issuance and delivery of passenger vouchers 2 days before collection
• A normal fleet of vehicles appropriate for the following traveller/passenger services
  − 1 standard sedan type vehicle (1.4-1.6 engine size) with Air conditioning
  − 1 executive sedan type vehicle (1.8-3.0 engine size) with Air conditioning
  − 1 executive bus type vehicle (9 seater) with Air conditioning
  − 1 standard bus type vehicle (14 seater) with airconditioning
  − 1 Executive SUV type vehicle (2.0-4.0 engine size) with Air conditioning
• VVIP vehicle requirement:
  − Lead vehicle: SUV (X3 Diesel, Black) to be leased to GWPSA and driven by approved driver
  − VVIP passenger: BMW 3 series Executive (Black) to be leased to GWPSA and driven by approved driver
  − Luggage vehicle: SUV (X3 Diesel, Black) to be leased to GWPSA and driven by VVIP approved driver
• All vehicles to be roadworthy at all times (pictures of vehicles to be provided and access given for inspection if and when required)
• The driver will be dressed appropriately when collecting travellers
• The driver will have a valid Public Drivers Permit (PDP) and Valid drivers licence to operate the codes of vehicles as listed above (Code 8, 10,14)
• Provide advice on necessary health and safety requirements when travelling in the region
• Provide management information and billing reports derived from the booking database;

In addition to providing the services listed under the scope of work, the Contractor shall perform the following:

• Comply with mandatory ACSA and SANRAL Regulations when collecting and carrying travellers
• Except under instruction by the GWPSA Programme Lead, the Contractor shall book the lowest available or the requested class of service fare that satisfies the GWPSA’s mission requirements. If reservations made by the Contractor are not at the lowest available rate or at the requested class of service rate allowed by policy, the Contractor shall refund the agency the difference.
• Promotional or other types of discount fares can be used under this contract provided that the contractor shall not use any restricted fare which provides for a monetary penalty for itinerary changes or flight cancellations without consulting the
Programme lead in charge of the relevant official Airport and other transfers arrangements first;

- When GWPSA official Airport and other transfers services include personal requests on their official itineraries, the contractor should be able to separate the official cost from the personal cost on a cost construct basis and coordinate payment of the personal difference with the traveller directly;
- The Contractor shall provide GWPSA with the reservation and ticketing/voucher services which industry practice normally accords corporate or private service providers to include new and improved reservation and ticketing technologies;
- The Contractor shall provide GWPSA with a 24-hour phone number accessible by GWPSA booking agent to perform emergency itinerary changes and emergency services outside regular business hours. The Contractor shall be responsible for ensuring that any subcontractor providing such emergency service complies with all conditions of the contract;
- The Contractor may only issue executive or premium class vouchers for which GWPSA will have to pay an additional amount only with advance approval from GWPSA Management. A standard sedan type vehicle to be used at all times, unless specified.
- The Contractor shall provide off-site service, Monday through Friday, compatible with GWPSA standard workday schedule from 8:00 a.m. to 17:00 p.m. excluding the official holidays observed by GWPSA (a list of the holidays will be provided separately to the bid winner). The Contractor should provide GWPSA with exact physical address and other branches of operation in case in-person service is requested by GWPSA officials
- In the event of emergencies (e.g., Presidential-declared disasters, airline strikes, fires, natural disasters, terrorist attacks including evacuations, etc.), the Contractor shall maintain operations necessary to support GWPSA under the contract. This includes maintaining services 24 hours a day as required by GWPSA responding to the emergency situation and providing necessary services (this only applies to exceptional circumstances);
- The Contractor is required to identify qualified personnel for project management and for handling reservation requests. They should be fluent in English (writing and reading) and experienced in providing international Airport and other transfers and management services for Governments and/or other well recognized entities and demonstrate knowledge of the Federal Airport and other transfers Regulations and any other private company Airport and other transfers operating procedures;
- Contractor's Project Manager – The Contractor shall assign a Project Manager who shall be responsible for the administration, supervision, and coordination of GWPSA Airport and other transfers operations. The Project Manager shall have experience in
the management of Airport and other transfers services and shall have adequate authority to make decisions for the timely resolution of problems. The Project Manager shall coordinate closely with the designated person in GWPSA (a resume of the Project Manager should be provided);

- Airport and other transfers Counsellors/Reservationists - The Contractor shall assign full-time Airport and other transfers agents/reservationists. The Airport and other transfers Agents/Reservationists shall have been trained in operating the proposed automated reservation and ticketing equipment. The Contractor shall provide qualified substitute personnel for absent employees, or when service levels are negatively impacted, as determined by GWPSA;

- All Airport and other transfers arrangements shall be made via the standard emailing system.

5.4. Delivery methodology
Turnaround time and availability must be proposed by the bidder. Bidders must provide a professional resume of a nominated Project Manager/Supervisor for the GWPSA account. Bidders must also advise on the number of Airport and other transfers agents/reservationists available in the team to be deployed on the GWPSA account. (CV’s to be provided). Bidders must be able to advise whether they are able to reserve services upfront or advise on the number of days needed to pre-book services.

5.5. Supplier Arrangement/Outsourcing Arrangement
Bidder should provide clarity regarding the supplier arrangement in terms of its ability to provide direct services to GWPSA. The outsourcing arrangements should be made explicit by the bidder in the RFP. Any third party that is involved in either, the supply and/or delivery of goods/services should be noted in the RFP by the bidder.

5.6. Order placement methodology/approach and Quality Control
Bidder to provide narrative description of quotations and process flow, from placing of order to completion of service. This is an important component of the RFP and will illustrate how efficient the ordering and processing system is within the bidder’s internal environment. The Bidder must document in the proposal, their methodology and approach to quality control. This will also affect the scoring in the set evaluation criteria.
5.7. Payment Method
The GWPSA will require a 30-60 day credit facility in order to settle the account. However, bi-weekly or monthly documentation detailing tickets issued, or other Airport and other transfers reservations made, are required to be provided to GWPSA in order to settle the account in a timely manner.

5.8. Transaction/Service Fee Procedures
The bidder will only provide service fees in line with the GWPSA affordability. Unless otherwise specified the service fee will be included in the price per trip for all Airport and other transfers services.

6. COST LIABILITY
GWPSA assumes no responsibility and bears no liability for cost incurred by bidders in the preparation and submittal of proposals in response to this RFP.

7. JOINT VENTURE
If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture is required to be submitted with the joint ventures’ proposal. Authorized signatures from each party compromising the joint venture must sign the bid proposal.

8. BUSINESS REGISTRATION NOTICE
Any Airport and other transfers agency submitting a proposal is required to be in good business standing and should adhere to all national and international Regulations and to all other applicable registrations laws. Where applicable, proof of a valid business registration and South African Revenue Services Tax clearance is required prior to conducting business with GWPSA. Failure to submit such valid registration with a bid will render the bid materially non-responsive.

9. LICENSE AND PERMIT
The contractor shall obtain and maintain in full compliance and effect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply
GWPSA with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award.

10. OWNERSHIP OF MATERIAL
All data, technical information, materials gathered, oriented, developed, prepared, used or obtained in the performance of the contract, including but not limited to, all reports, surveys, plans, written procedures which are completed for or are a result of services required under this contract shall and remain the property of GWPSA and shall be delivered to GWPSA upon a 30 day notice.

11. DATA CONFIDENTIALITY
All financial, statistical, personnel and/or technical data supplied by GWPSA to the contractor is confidential. The contractor is required to use reasonable care to protect the confidentiality of such data. Any use, sale or offering of this data in any form by the contractor, or any individual or entity in the contractors charge or employ, will be considered a violation of this contract and may result in termination for cause. In addition, such conduct may be considered a breach of contract that is liable to litigation.

The contractor shall not use GWPSA’s name, logos, images, or any data or results arising from the contract without first obtaining the prior written consent of GWPSA.

12. SUSPENSION OF WORK
GWPSA may, for a valid reason, issue a stop order directing the contractor to suspend work under the contract for a specific time. The contract services shall be paid until the effective stop date of the stop order.

13. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS
The bidder is required to follow the instructions contained in this RFP and in the bid cover sheet in preparing and submitting its bid proposal. The bidder is advised to read thoroughly and follow all instructions.

Each bidder is given wide latitude in the degree of detail it elects to offer or extent to which plans, designs, systems, procedures are revealed. However, insufficient detail may result in a
determination that the bid proposal is materially non-responsive or may lower its technical score.

**14. NUMBER OF BID PROPOSALS**

Each bidder is required to submit one (1) complete original bid proposal (including a combined financial and a technical proposal), utilizing PDF, MS Excel or MS Word format, and to include all the relevant documents, registration and other membership certificates such as but not limited to the IATA, ARC and ASATA certificates, via email to the Procurement officer at GWP SA Procurement: gwpsaprocurement@gwp.org.

**15. PROPOSAL FORM AND CONTENT**

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. The narrative should convince GWPSA that the bidder understands the objectives that the contract intends to meet and the nature of the required work level necessary to successfully complete the contract while adhering to international Airport and other transfers Regulations and GWPSA’s travel policy including other private agency regulations.

**16. IMPLEMENTATION PLAN**

It is essential that GWPSA move forward quickly to have the contract in place. Therefore, the Bidder must include as part of its proposal a full company profile that would be forwarded to GWPSA.

**17. PRICE SHEET AND SUPPORTING DETAIL**

Please submit a price schedule of the per-transaction fixed fee services per vehicle as outlined in section 5.3 (Service offering) that will be provided to GWPSA.

**18. RESUMES**

Detailed resumes should be submitted for all supervisory and key personnel to be assigned to the contract.
19. COST EFFECTIVE PROPOSALS

All responsive proposals will be evaluated to determine which offers GWPSA the greatest return on its travel/transfers expenditures against the offered services.

20. EVALUATION CRITERIA

The proposal should follow the format indicated alphabetically below. The bidder should limit their response to a 20 page proposal. The minimum evaluation criteria for the bid are as follows:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Evaluation Criteria</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Phase 1: Administrative Compliance</td>
<td>The following compulsory statutory documents: 1. Completed ITB1 form; 2. Valid Certified Copy of Tax Clearance Certificate or Letter of Exemption (ITB2a) 3. Valid Company registration document 4. The Bidder’s ability and plan to handle approximately 10-50 workshop transfer/shuttle reservations per year 5. Company capabilities and financial statements for the prior three years of operation 6. Number of employees/staff handling such Airport and other transfers service needs. Failure to comply with the administrative required documents will render your bid non-responsive, and may lead to disqualification.</td>
<td></td>
</tr>
<tr>
<td><strong>Description of the bidder’s plans for voucher confirmations</strong></td>
<td></td>
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<td>---</td>
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<tr>
<td><strong>Risk management plan (include VVIP’s)</strong> (Documented Emergency protocols and procedures in the event of interruptions and unforeseen circumstances)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Include brief proposal highlighting the above points</strong></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Footprint</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submit proof of providing services in the region</strong></td>
<td>25</td>
</tr>
<tr>
<td><strong>The supplier should have a long-standing relationship with hotels, travel agents and other related services providers in the sector (Provide proof/references thereof)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Proof of SA Travel and Tourism certification if applicable</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Include brief proposal highlighting above points</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Identification by name and title of the key individuals, especially an account representative/Project Manager, who would direct and provide the services including a resume of each Airport and other transfers agent/ individual that describes his or her experience and responsibilities</strong></th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A list of the Bidder’s proposed service enhancements unique to the Bidder including any franchise agreements, discounts or rebates. GWPSA is interested in any arrangements that can be made to eliminate or minimize penalties when legitimate reasons exist for service cancellations</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ability to offer GWPSA a 30-60 credit account facility for all Airport and other transfers/VVIP transport related payments</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>The Bidder’s approximate waiting time to respond to a call and or return a email message</strong></th>
<th>15</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A description on how the bidder will ensure the utmost customer satisfaction</strong></td>
<td></td>
</tr>
<tr>
<td><strong>The bidder’s philosophy and approach to securing air Airport and other transfers/VVIP transport services at the lowest, most logical available fare or rates</strong></td>
<td></td>
</tr>
</tbody>
</table>
Further to the criteria in the above table, the bidder must also take into consideration the following:

- The bidder’s approach to identifying projected savings for GWPSA and the methodology and format that would be utilized to present this information to GWPSA. In addition, GWPSA is interested in the type of recommendations the bidder would provide regarding the ways to achieve future savings.
- Share with GWPSA the protocols for emergencies in terms of issues related to health, pandemic’s, war, economic sanctions, social unrest and all other intergovernmental issues that may affect the safety of its Airport and other transfers.
- The Bidder is required to include the location of the bidder’s office that will be responsible for managing the contract. The Bidder should include the telephone number and name of the account representative.
- A description of any special procedures or unique features, i.e., VIP services, development of Airport and other transfers profiles, meet and greet services, etc.
- Alternate offerings deemed by the Bidder to be of added value to this proposal may be submitted in addition to the preceding technical requirements.

### 21. QUESTIONS

GWPSA will only accept written questions and inquiries from all potential bidders receiving this RFP. Written questions should be emailed to Mark Naidoo at gwpsaprocurement@gwp.org. The deadline to submit questions is by no later than the deadline of 30 April 2024 at midnight SAST. Thank you for your interest in working with Global Water Partnership Southern Africa.
ANNEXURE A: (GWPSA NPC) INVITATION TO BID DOCUMENT ITB1 FORM
22. INVITATION TO BID

BID NUMBER: ITB No. T0024/2024/01

DATE OF ISSUE/ADVERTISED: 27 March 2024

CLOSING DATE: 30 April 2024

CLOSING TIME: midnight, SAST

BID OPENING: 6 May 2024 at 15:00 pm, online

LINK: TBC

DESCRIPTION: Airport and other transfers Management Services for GWPSA for a period of Two (2) years.

BID DOCUMENTS MUST BE EMAILED TO THE ADDRESS BELOW:

Attention: GWPSA Procurement

Global Water Partnership Southern Africa (GWPSA NPC)

Hatfield Gardens, Block A Pretoria

333 Grosvenor Street

South Africa

Email: gwpsaprocurement@gwp.org (any queries can be addressed to this email by no later than 19 April 2024)

Include the following reference on the email message header: BID NUMBER: ITB No. T0024/2024/01

Bidders should ensure that bids are emailed timorously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED WITH THE STANDARD FORMS IN PDF, EXCEL, WORD – (NOT TO BE RE-TYPED), all additional information that is required in term of the ToR needs to be added to the bid in terms of Annexes.

THIS BID IS SUBJECT TO THE GWPSA GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT. THE PROCEDURES FOR BOOKINGS AND ORDERS WILL BE AGREED UPON AFTER THE AWARD OF THE BID. THIS RFP DOCUMENT IS A BINDING AGREEMENT ACCORDING TO THE GWPSA PROCUREMENT POLICY.
NAME OF BIDDER..........................................................................................................................................

POSTAL ADDRESS....................................................................................................................................

STREET ADDRESS.....................................................................................................................................

TELEPHONE NUMBER CODE.........NUMBER..............................................................................................

CELLPHONE NUMBER .................................................................................................................................

FACSIMILE NUMBER CODE ..........NUMBER..............................................................................................

VAT REGISTRATION NUMBER ......................................................................................................................

COMPANY REGISTRATION NUMBER.........................................................................................................

HAS A CERTIFIED COPY OF TAX CLEARANCE CERTIFICATE BEEN SUBMITTED (ITB2)? YES/NO

SIGNATURE OF BIDDER .................................................................................................................................

DATE ............................................................................................................................................................

CAPACITY UNDER WHICH THIS BID IS SIGNED ..........................................................................................

23. PRICING SCHEDULE – FIRM PRICES

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES
SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED. RATHER, A
NEGOTIATION WILL BE CONCLUDED BETWEEN GPWSA AND THE WINNING BIDDER, ON THE
STANDARD ESCALATION AS PRICED IN THE BIDDERS COSTING. ALL TAXES SHOULD BE
SPECIFIED EXPLICITLY IN THE BID, IF NOT, THEN GWPSA WILL ASSUME THAT ALL PRICES ARE
FULLY INCLUSIVE OF ALL TAXES, LEVIES AND THE LIKE.

OFFER TO BE VALID FOR 60 DAYS FROM THE CLOSING DATE OF BID.

All financial figures must be checked by the bidder for correct calculations. A valid bank
account is required by the bidder for all financial transactions.

The bidder must include the full rates including as well as overtime rates.

Note: All related costs must be included in the bid price which will be open for discussion
upon award.
23.1. Costing table

All costs, including full comprehensive insurance cover must be included in the below table. Other costing sheets and brochures should be attached as an annexure to this Bid. The Bid prices can be expressed at ZAR/KM or any other expression as the Bidder deems fit, provided that a guideline is given so that it is fully understood and doesn’t impair the GWPSA during the Bid evaluation process. Rates must be fixed for at least 12 months. A rate increase is allowed after 12 months of contract and should be included in the below table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Vehicle</th>
<th>Driver Required</th>
<th>Period Required</th>
<th>Estimated Rate per km/day (Year1) (Currency)</th>
<th>Estimated Rate per km/day (Year2) (Currency)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Standard sedan type vehicle (1.4-1.6 engine size) with air conditioning</td>
<td>Yes</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Executive sedan type vehicle (1.8-3.0 engine size) with air conditioning</td>
<td>Yes</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Executive bus type vehicle (9 seater) with air conditioning</td>
<td>Yes</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Standard bus type vehicle (14 seater) with air conditioning</td>
<td>Yes</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>1 Executive SUV type vehicle (2.0-4.0 engine size) with air conditioning</td>
<td>Yes</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td><strong>VVIP Vehicles:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lead vehicle: SUV (X3 Diesel, Black) – 3-5 days rental/lease</td>
<td>No driver required from supplier</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• VVIP passenger: BMW 3 series Executive (Black) 3-5 days rental/lease</td>
<td>No driver required from supplier</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Luggage vehicle: SUV (X3 Diesel, Black) 3-5 days rental/lease</td>
<td>No driver required from supplier</td>
<td>2 years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Table 2 Vehicle costing guide*
24. DECLARATION OF INTEREST

42.1. Any legal person, or persons having a kinship with persons employed by the GWPSA, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons in question, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:

- the Bidder or legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

42.2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

42.2.1. Full Name of bidder or his or her representative: .................................

42.2.2. Identity Number: ......................................................................................

42.2.3. Position occupied in the Company (director, trustee, shareholder): 
..............................................................................................

42.2.4. Company Registration Number: .................................................................

42.2.5. Tax Reference Number: ...........................................................................

42.2.6. VAT Registration Number: ........................................................................

42.2.7. Are you or any person connected with the bidder presently employed by the GWPSA? YES / NO

42.2.8. If so, furnish the following particulars

Name of the person connected to the bidder: ..........................................................

Position occupied in GWPSA: .................................................................................

42.2.9. Did you or your spouse, or any of the company’s directors / trustees / shareholders / members or their spouses conduct business with the GWPSA in the previous twelve months? YES / NO

If so, furnish particulars: ............................................................................................

42.2.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the GWPSA and who may be involved with the evaluation and or adjudication of this bid? YES/NO

If so, furnish particulars: .............................................................................................
42.2.11. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies, whether or not they are bidding for this contract?
YES/NO
If so, furnish particulars:........................................................................................................

25. ADJUDICATION AND POINT SYSTEM
43.1. The bidder obtaining the highest number of total points will be awarded the contract.
43.2. Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts
43.3. Points scored must be rounded off to the nearest 2 decimal places.
43.4. In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for functionality.
43.5. However, when functionality is part of the evaluation process and two or more bids have scored equal points thereof, the award shall be decided by the drawing of lots.

26. SUBCONTRACTING
26.1. Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable) If yes, indicate:
26.2. What percentage of the contract will be subcontracted? .........................%
26.3. The name of the sub-contractor?..................................................................................

27. DECLARATION WITH REGARD TO COMPANY/FIRM
a. Name of company/firm........................................................................................................
b. VAT registration number: ................................................................................................
c. Company registration number........................................................................................
d. TYPE OF COMPANY/ FIRM (Tick Applicable Box)
e. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

...........................................................................................................................................
...........................................................................................................................................
...........................................................................................................................................

f. COMPANY CLASSIFICATION (Tick Applicable Box)

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td></td>
</tr>
<tr>
<td>Prof. Service Provider</td>
<td></td>
</tr>
<tr>
<td>Professional Consultant</td>
<td></td>
</tr>
<tr>
<td>Other service providers, e.g. transporter, etc</td>
<td></td>
</tr>
</tbody>
</table>


g. Total number of years the company/firm has been in business? ............................................

DECLARATION

I, THE UNDERSIGNED (NAME)........................................................................................................................

CERTIFY THAT THE INFORMATION FURNISHED IN SECTION 3-6 ABOVE IS CORRECT. I ACCEPT THAT THE GWPSA MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF THE GENERAL CONDITIONS OF CONTRACT, SHOULD THIS DECLARATION PROVE TO BE FALSE.

WITNESSES:

1. ..................................................................................................................................................

2. ..................................................................................................................................................

DATE:........................................................................................................................................

ADDRESS:....................................................................................................................................
28. DECLARATION of BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

28.1. This Standard Bidding Document must form part of all bids invited.
28.2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
28.3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:
   28.3.1. Abused the institution’s supply chain management system;
   28.3.2. Committed fraud or any other improper conduct in relation to such system; or
   28.3.3. Failed to perform on any previous contract.
28.4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Is the bidder or any of its directors listed on their National Treasury’s database as companies or persons prohibited from doing business with the public/NGO sector?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1.1</td>
<td>If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.1</td>
<td>If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3</td>
<td>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.1</td>
<td>If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Was any contract between the bidder and any organ of state/NGO terminated during the past five years on account of failure to perform on or comply with the contract?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.1</td>
<td>If yes, furnish particulars:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 3 Declaration Questionnaire
4. CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) .................................................................
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

................................................................. .................................................................
Signature Date

................................................................. .................................................................
Position Name of Bidder

29. CERTIFICATE OF INDEPENDENT BID TERMINATION

29.1. This Invitation to Bid (ITB) must form part of all bids¹ invited.
29.2. GWPSA procurement policy prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging) ². Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds.
29.3. GWPSA Policy prescribes accounting officers must take all reasonable steps to prevent abuse of the supply chain management system and authorizes and accounting officers to:
   a. Disregard the bid of any bidder if that bidder, or any of its directors have abused the institution’s supply chain management system and or committed fraud or any other improper conduct in relation to such system.
   b. Cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
29.4. This ITB5 serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
29.5. In order to give effect to the above, the attached Certificate of Bid Determination (ITB5) must be completed and submitted with the bid:
1 Includes price quotations, advertised competitive bids, limited bids and proposals.

2 Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and/or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

I, the undersigned, in submitting the accompanying bid:……………………………………………
(Bid Number and Description) …………………………………………………………………………………………………………..
in response to the invitation for the bid made by:
(Name of Institution) ………………………………………………………………………………………………………………………
do hereby make the following statements that I certify to be true and complete in every respect: I certify, on behalf of: ……………………………………………………………………………………..
that: (Name of Bidder)……………………………………………………………………………………………………………………

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
   a. Has been requested to submit a bid in response to this bid invitation;
   b. Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
   c. Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
a. Prices;
b. Geographical area where product or service will be rendered (market allocation)
c. Methods, factors or formulas used to calculate prices;
d. The intention or decision to submit or not to submit, a bid;
e. The submission of a bid which does not meet the specifications and conditions of the bid; or
f. Bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
   a. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to GWPSA Management.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

……………………………………………………………………………………………………………………
Signature:                                      Date:

……………………………………………………………………………………………………………………
Position:                                 Name of Bidder:
ANNEX B: TERMS AND CONDITIONS FOR PURCHASE ORDER/AGREEMENTS