

TERMS OF REFERENCE:

Request for Proposal for the appointment of a service provider to provide Transportation and storage of furniture for 36 Months.

CLOSING DATE AND TIME: 14 February 2015 at 17:00.

Contents

1.	INTRODUCTION & BACKGROUND	3
2.	PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)	4
2.1.	The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for the provision of Removal and storage of furniture for 06 Months.	4
3.	LATE BID 3.1. Bids received after the closing date and time, at the email indicated in the bid documents, will not be accepted for consideration and where practicable.	4
4.	SUPPLIER DUE DILIGENCE	4
5.	SUBMISSION OF PROPOSALS	4
5.1.	Proposals must be submitted via email on or before the closing date and time.	4
5.2.	Proposals will only be considered if received by the SACN before the closing date and time.	4
5.3.	The bidder(s) are required to submit Proposals and the electronic version of the bid document. The electronic file must be named properly for ease of reference during the evaluation process.	4
6.	SCOPE OF WORK	4
6.1.	SACN currently has office furniture and equipment stored at 16th Floor, Metro Building, 158 Loveday St, Braamfontein, Johannesburg, 2017	4
6.2.	Transportation services must include but not be limited to collection, packing, wrapping, assembling, dismantling, loading and off-loading, labour, warehouse handling fees etc., and ensuring that the goods arrive in the exact state as when originally packed. The warehouse handling fee should be quoted for four occasions and will only be paid as and when SACN has requested such services;	4
7.	DELIVERY PERIOD	5
8.	COMPLIANCE	5
9.	ASSETS LIST ATTACHMENTS	5
10.	EVALUATION AND SELECTION CRITERIA	5
11.	SERVICE LEVEL AGREEMENT	6
12.	SPECIAL CONDITIONS OF THIS RFP	6
12.1.	Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any Bid.	6
12.2.	To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).	6
12.3.	To accept part of the RFP rather than the whole RFP.	6
12.4.	To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid	6
12.5.	To correct any mistakes at any stage of the RFP that may have been in the Bid documents or occurred at any stage of the RFP process.	6
12.6.	To cancel and/or terminate the RFP process at any stage, including after the Closing Date and/or after presentations have been made, and/or after RFP have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.	6
12.7.	Conduct Financial Statement Analysis only on the recommended bidders after completion of the evaluation stage. 6	
12.8.	To award the RFP based on which bidder is offering the best value for money, even if such proposal is not the lowest priced proposal.....	6
12.9.	Not to award the RFP to bidder whose financial statements are not in order.	6

12.10. Award to multiple bidders to spread the risk.	6
13. PREPARATION COSTS.....	6
14. TAX COMPLIANCE	7
15. INITIAL COSTING OF SERVICES	7
16. GENERAL.....	8
16.1. Regular Progress Assessments.....	8
a) Assessments of the performance of the service provider will be conducted on a regular basis. If there is dissatisfaction with the performance, the SLA stipulations will be exercised.....	8
b) The Key Account Manager will meet with the Finance Manager and/ or Supply Chain Management of the SACN to discuss issues of mutual concern, review performance and discuss any improvements to efficiency and effectiveness for the service rendered.	8
17. SUBMISSIONS AND ENQUIRIES.....	8

1. INTRODUCTION & BACKGROUND

The South African Cities Network (SACN) was established in 2002 by the Minister for Provincial and Local Government, in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyses, assess, disseminate and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

2. PURPOSE OF THIS REQUEST FOR PROPOSAL (RFP)

- 2.1. The purpose of this Request for Proposal (RFP) is to solicit proposals from potential bidder(s) for the provision of Removal and storage of furniture for 06 Months.
- 2.2. This RFP document details and incorporates, as far as possible, the tasks and responsibilities of the potential bidder required by the South African Cities Network (SACN) for the provision of Removal and storage of furniture for 6 months.
- 2.3. This RFP does not constitute an offer to do business with the South African Cities Network (SACN) but merely serves as an invitation to the bidder(s) to facilitate a requirements-based decision process.

3. LATE BID

- 3.1. Bids received after the closing date and time, at the email indicated in the bid documents, will not be accepted for consideration and where practicable.

4. SUPPLIER DUE DILIGENCE

- 4.1. The SACN reserves the right to conduct supplier due diligence before the final award or at any time during the contract period. This may include site visits.

5. SUBMISSION OF PROPOSALS

- 5.1. Proposals must be submitted via email on or before the closing date and time.
- 5.2. Proposals will only be considered if received by the SACN before the closing date and time.
- 5.3. The bidder(s) are required to submit Proposals and the electronic version of the bid document. The electronic file must be named properly for ease of reference during the evaluation process.

6. SCOPE OF WORK

- 6.1. SACN currently has office furniture and equipment stored at 16th Floor, Metro Building, 158 Loveday St, Braamfontein, Johannesburg, 2017
- 6.2. Transportation services must include but not be limited to collection, packing, wrapping, assembling, dismantling, loading and off-loading, labour, warehouse handling fees etc., and ensuring that the goods arrive in the exact state as when originally packed. The warehouse handling fee should be quoted for four occasions and will only be paid as and when SACN has requested such services;
- 6.3. The furniture and equipment must be packed according to SACN's requirements. Such requirements will be communicated to the appointed service provider (e.g., packed according to different categories – chairs, desks, couches, cabinets etc.)
- 6.4. The service provider must always ensure that high consideration and care is placed on the handling, movement and packing of the furniture and equipment to prevent any damages.
- 6.5. The service provider must ensure and maintain a neat and tidy environment whilst handling, moving and packing of the furniture and equipment.
- 6.6. Suitable packing material (wrapping plastics, blankets etc.), which will ensure that the goods arrive in the exact state as when it was originally moved must be used when furniture and equipment are packed, at the expense of the service provider
- 6.7. Service provider to ensure that the necessary boxes for packaging are available onsite to be used at its own cost.

- 6.8. Service provider to quote separately for the disassembling of furniture, where required (e.g. office desks), as per the supplied assets list.
- 6.9. Ensure effective service management and support to SACN, e.g. responsiveness to SACN instructions regarding turnaround time and providing expert advice and value-adding services.
- 6.10. Ensure quality control procedures are used to supervise or monitor work done by the service provider, such as loading and off-loading of these assets.
- 6.11. The appointed service provider is required to collect and deliver the appropriate assets, load and off-load the assets from the truck at the designated area as per instruction from SACN.
- 6.12. The appointed service provider is expected to provide the offsite storage facility.
- 6.13. The appointed service provider must comply with all insurance requirements.
- 6.14. Service providers should have sufficient insurance coverage for any possible claims which include but are not limited to damages, negligence and/or liability
- 6.15. The service provider's to use the appropriate skills, care and diligence normally used by professionals in the industry, providing similar services.
- 6.16. All work shall be carried out by qualified personnel or, only where appropriate, labourers, under the constant supervision of a qualified personnel.
- 6.17. At no stage shall any work be carried out without adequately qualified and experienced supervision on site.
- 6.18. The service provider shall make good any defects in material and workmanship which may arise during this period, at no cost to SACN.

7. DELIVERY PERIOD

- 7.1. The service provider must state how the furniture and equipment will be accounted for:
 - 7.1.1. Whilst being packed in their current location.
 - 7.1.2. During its transportation/movement;
 - 7.1.3. When delivered at the final destination;
- 7.2. Please specify the number of days, start and end times (midweek only) to move the furniture and equipment.
- 7.3. The service provider must adhere strictly to the delivery lead times specified in their quotes.

8. COMPLIANCE

- 8.1. All work must be carried out in line with best practice and must comply with all applicable and relevant legislation and regulations in the industry.

9. ASSETS LIST ATTACHMENTS

- 9.1. Attached is an asset list of assets on the 16th Floor, Metro Building, 158 Loveday St, Braamfontein, Johannesburg, 2017 that must be transported to an offsite storage facility, which is referred to as Assets register.

10. EVALUATION AND SELECTION CRITERIA

Technical Evaluation

- 10.1.1. Bids will be adjudicated on relative value for money gauged against the following criteria:
 - Proposal and methodology quality; 40%
 - Qualification, track record & references of personnel that will work on the project; 30%
 - Diversity & level of ownership and project involvement of Previously Disadvantaged Individuals; 30%

- 10.1.2. SACN reserves the right not to award this contract, or to renegotiate its terms, subject to circumstances and adequacy of submissions. The selection will be based on the strength and relevance of the proposal and contribution to enhanced community safety and participatory processes

11. SERVICE LEVEL AGREEMENT

- 11.1. Upon award the SACN and the successful bidder will conclude a supplementary agreement regulating the specific terms and conditions applicable to the services being procured by which the SACN, more or less in the format of the draft Service Level Agreement included in this RFP.
- 11.2. The SACN reserves the right to vary the proposed terms and conditions of the draft Service Level Agreement during the course of negotiations with a bidder by amending or adding thereto.
- 11.3. The SACN reserves the right to accept or reject any or all amendments or additions proposed by a bidder if such amendments or additions are unacceptable to SACN or pose a risk to the organization.

12. SPECIAL CONDITIONS OF THIS RFP

SACN reserves the right:

- 12.1. Not to award or cancel this RFP at any time and shall not be bound to accept the lowest or any Bid.
- 12.2. To negotiate with one or more preferred bidder(s) identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s).
- 12.3. To accept part of the RFP rather than the whole RFP.
- 12.4. To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid
- 12.5. To correct any mistakes at any stage of the RFP that may have been in the Bid documents or occurred at any stage of the RFP process.
- 12.6. To cancel and/or terminate the RFP process at any stage, including after the Closing Date and/or after presentations have been made, and/or after RFP have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- 12.7. Conduct Financial Statement Analysis only on the recommended bidders after completion of the evaluation stage.
- 12.8. To award the RFP based on which bidder is offering the best value for money, even if such proposal is not the lowest priced proposal.
- 12.9. Not to award the RFP to bidder whose financial statements are not in order.
- 12.10. Award to multiple bidders to spread the risk.

13. PREPARATION COSTS

- 13.1. The Bidder will bear all its costs in preparing, submitting and presenting any response or RFP to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing the SACN, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the bidder(s) in the preparation of their response to this bid.

14. TAX COMPLIANCE

- 14.1. No RFP shall be awarded to a bidder who is not tax compliant. The SACN reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such bidder was in fact not tax compliant at the time of the award, or has submitted a fraudulent Tax Clearance Certificate to the SACN, or whose verification proves noncompliant. The SACN further reserves the right to cancel a contract with a successful bidder in the event that such bidder does not remain tax compliant for the full term of the contract.

15. INITIAL COSTING OF SERVICES

- 15.1. Transport per journey
 15.2. Collection (minimum rate per trip)
 15.3. Costs for movement during the week
 15.4. Costs for movement during weekends (five days from Monday to Friday)

Item No	Description	Quantity	Unit of Measures	Price (Excl. VAT)
01	Assets handling: (packing and loading, offloading and unpacking of assets, premises access)			
02	Transportation of furniture from 16 th Floor, Metro Building, 158 Loveday Street, Braamfontein, Johannesburg 2017 to Block B, CNR Garsfontein and Corobay, Menlyn Corporate Park, Ext 11, 175 Corobay Ave, Waterkloof Glen, Pretoria 0182 (Note that some of the furniture needs to be delivered at the office and some will need to be stored at the storage facilities due to the office space)			
03	Dismantling of furniture			
04	Storage costs for 36 months – furniture & equipment (Note that some of the furniture needs to be stored at the storage facilities)			
05	Rate per kilometer, per freight ton		Freight Ton	
06	Labour			
07	Materials/consumables			
08	Assets-in-transit insurance			
09	Other (please specify)			
10	Carriage liability fee (if any)		%	
			Total Pricing for 12 Months	R

16. GENERAL

16.1. Regular Progress Assessments

- a) Assessments of the performance of the service provider will be conducted regularly. If there is dissatisfaction with the performance, the SLA stipulations will be exercised.
- b) The Key Account Manager will meet with the Finance Manager and/ or Supply Chain Management of the SACN to discuss issues of mutual concern, review performance and discuss any improvements to efficiency and effectiveness for the service rendered.

17. SUBMISSIONS AND ENQUIRIES

Enquiries regarding the call and project will be accepted no later than **07 February 2025**.

Final proposals should be sent by email to Jabulani Sandleni at jabulani@sacities.net by close of business on **14 February 2025** at 17:00.