

BID NUMBER: TKZN 10/2014: PROVISION OF COURIER SERVICES

Tourism KwaZulu-Natal (TKZN) is a statutory authority responsible for the promotion, marketing, and development of tourism in KwaZulu-Natal.

TKZN extends invitations to prospective bidders who are legal companies and registered as such in terms of the Company's Act. The successful company will be required to offer courier services to TKZN nationally and internationally for a period of 36 months.

COMPETENCIES:

National services required: Budget cargo services /Road freight; Overnight services; Same day delivery; Saturday delivery; Public Holidays etc.; Early deliveries.

International services required: Air freight system; Courier express system; Courier document system.

Special requirements and/or methodology: Service provider should be able to provide packaging services when requested; Service provider should have the track and trace facility; Service provider should be able to offer flexible collection/delivery options; Service provider should be able to offer insurance when required; Service provider should be available 24 hrs a day; The service provider must provide in-house system; Service provider must be able to distribute in outline areas nationally; The company be capable of distributing from zone one (1) to zone seven (7) and the service provider must have a branch in KZN.

All enquiries must be raised within three days post the briefing session for this bid. No queries will be entertained after three days, except for those related to the completion of the bid documents. Enquiries can be emailed to Dumisa Masango at dumisa@zulu.org.za.

EVALUATION CRITERIA

Tourism KwaZulu-Natal (TKZN) needs to be satisfied in all respects that an applicant has the necessary resources, competencies, and experiences for this bid. All proposals received will be evaluated by the panel on a basis of functionality (100%). With regards to functionality the following criteria will be applicable and the maximum weight of each criterion is indicated in brackets:

All proposals received on time will be based on the following returnable documents: SBD 1, SBD 2, Original and valid Tax Clearance Certificate, SBD 3.3 Pricing Schedule, SBD 4 Declaration of Interest, BBBEE Certificate, SBD 8 Declaration of Bidder's past supply chain management practices, SBD 9 Certificate of independent of Bid Determination, An original with three (3) paper copies of the application documents shall be submitted.

The second stage of evaluation

All proposals received will be evaluated by a panel on a basis of functionality (100%). Bids applications need to meet the following basic functionality evaluation criteria, which will be considered and applied during the evaluation process; the maximum weight of each criterion is indicated in bracket:

Capacity of the institution:

- Number of branches available nationally and internationally (20)

- Number of vehicles and availability thereof (20)
- Human Resources (10)

Experience/ number of years in the courier industry (20)

Turn- around time (20)

The manner in which the account will be reconciled (10)

A bidder that scores less than 70 points in respect of “functionality” will be regarded as submitting a non-responsive proposal and will be disqualified.

All qualifying proposals will thereafter be evaluated on the 90/10-preference point system for requirements with a Rand value of above R1 000 000.00 (all applicable taxes included); for the purposes of comparison and in order to ensure a meaningful evaluation. Bidders are requested to furnish detailed information in substantiation of compliance with the evaluation criteria mentioned above, and according to the points stated under basic criteria.

Thereafter 10 % will be awarded for the B-BBEE Status Level of Contribution.

A compulsory briefing session will be held on 26 June 2014 at 10H00 at Tourism KwaZulu-Natal offices, Suite 303, Tourist junction, 160 Monty Naicker Rd, Durban, 4001. Bid documents will be immediately available after the briefing session on payment of a non-refundable fee of R200 in cash.

Applications must be submitted in a sealed envelope on which, the tender number must be clearly marked. The bid documents must be clearly marked with the name and address of the bidder, the Bids number and the closing date. The bid documents must be deposited to the Bids box situated on Ground Floor at Tourist Junction Building offices, 160 Monty Naicker (Pine) Street, Durban, before 12H00 on the 11th of July 2014.

Should you require additional information, please contact Mr. Dumisa Masango at 031 366 7501, or send e-mail to: dumisa@zulu.org.za

TKZN reserves the right to accept or reject any bid in response to the advertisement and to withdraw its decision to seek provision of these services at any time. KwaZulu-Natal Tourism Authority reserves the right to seek further information from the applicants, as considered necessary.