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Request for Quotations (RfQ): Staff Bicycle Project – Maintenance Management

1. Purpose

The purpose of this RfQ is to engage the services of a suitably qualified Service Provider that will offer an on-going bicycle maintenance.

2. Background

The staff bicycle project was rolled out as a pilot project at the end of July 2014. The project makes use of the bicycles that were provided by the United Nations for COP 17 and an integral part of the internal bike share system for municipal staff. The bicycles come in a female and male version with each of these versions coming in three sizes; small, medium and large. More details on the bicycles can be found in Appendix A and B.

The project is centred on the use of the bicycles at the two bicycle stations located at City Engineers complex and City Fleet depot in Alice Street. A third station is being planned in Florida Road and at other buildings that are still to be identified during the duration of this contract. Municipal staff is allowed to take bicycles out from one of the bicycle stations, cycle anywhere within the CBD and return the bicycle to any of the bike stations. Bicycle scanning software is used to monitor the taking out and returning bicycles and allows for fault logging and fault notifications. These notifications will be generated automatically and will alert the service provider about a mechanical fault or an unreturned bicycle.

The work required under this contract can be divided into two work streams, namely:

- 1) Management of the bike share: Operation of the bicycle software and reporting etc.
- 2) Maintenance of the bicycles: Repair and scheduled maintenance of the bicycles used in the bike share system.

Both of these work streams will be explained in more details in this RFQ.

The staff bike share project makes use of 60 COP17 bicycles in total and these bicycles require maintenance as per this RFQ.

3. Scope of Works

3.1. General

The staff bicycle project is an initiative of the eThekweni Energy Office in collaboration with the eThekweni Transport Authority and City Fleet. The official from the Energy Office will be the Project Manager from the Municipality to whom the service provider will report to.

As mentioned in the project background, this project will have two work streams attached to it, namely the management of the bike share system and the maintenance of the 60 bicycles for a period of 12 months. In addition, towards the end of the contract the service provider must train officials of City Fleet in all tasks performed under this contract and hand-over the project to them.

3.2. Management of the Bike Share System

To implement the Staff Bicycle Project, eThekweni Municipality requires assistance of a service provider to manage aspects of the project. The service provider will be the first contact point for the project and is responsible for handling all routine issues without involving the Project Manager. Anticipated items that the service provider will need to deal with are:

1) Population and review of scanning software outputs and databases: The scanning software allows the service provider and the municipality to keep track of bicycles, bicycle users and maintenance issues. The service provider will be required to operate this software, generate reports and attend to automatically generated notifications. The software has the following capabilities which the service provider will be required to become familiar with:

- a) Registration of users to the Staff Bicycle Scheme;
- b) Manual scanning in and out of bicycles, locks and helmets to registered users;
- c) Manual fault reporting and scheduled maintenance notifications;
- d) Automatic notification of unreturned bicycles and helmets;
- e) Generation of usage and maintenance reports

2) Monitor Staff Bicycle system database and act upon automated notifications:

- a) Monitor the use of staff bicycles and report to the Project Manager;
- b) Follow up with users on unreturned bicycles and helmets. If an issue cannot be resolved, the issue should be escalated to the Project Manager;
- c) Follow up on reported faults;
- d) Generate usage reports for the Project Manager;

3) Project Handover: At the end of this contract the service provider will be required to assist with handover the responsibility for the project to a nominated Municipal representative/s. The Service Provider needs to ensure that the nominated person/s is/are adequately capacitated to handle the project going forward.

3.3. Maintenance of Bicycles

The service provider is expected to handle all matters regarding maintenance of the bicycles. This includes the following:

- 1) Regular visits to check and service bicycles at established bike stations
- 2) Repairs in response to fault notifications
- 3) Scheduled maintenance
- 4) Pick-up bicycles for more serious repairs and transport them to own workshop, fix them and return them to stations.

The cost of parts and labour for serious repairs will be covered by a provisional sum (explained in section below). Serious repairs and unscheduled maintenance must be approved by the Project Manager before going ahead.

4. Time frame and budget

The contract will start with the signature of the contract and will run for 12 months. The budget including provisional lump sum and VAT must be between R30 000 and R200 000.

A provisional lump sum of R15 000 must be included in the budget to cover the costs of parts and labour of serious repairs.

5. RFQ adjudication process

5.1. General

This contract will be adjudicated in terms of the eThekweni Municipality Supply Chain Management rules and policies and will follow the 80:20 rule. The procurement will be done in terms of the Section 18 of approved Supply Chain Management Policy, "Procedures for procuring goods or services through written or verbal quotations and formal written price quotations¹" (i.e. formal written price quotations for procurements of a transaction value over R30 000 up to R200 000 (VAT included)).

The adjudication of this Request for Quotations will be in terms of a two stage tender process. Stage 1 will be based on functionality and stage 2 on price and preferential procurement. Companies or individuals that obtain above 70 points in the functionality stage will then be eligible for the price and preferential procurement evaluation stage.

5.2. Step 1: Functionality (100 Points)

Service providers will be judged on relevant project experience and ability to carry out the job successfully.

Companies/Individuals must score a minimum of 70 points for “Step 1: Functionality” in order to be evaluated for “Step 2: Price and Preferential Procurement”.

The functionality criteria are listed below:

Functionality Adjudication Criteria	Points
Expertise and experience in bicycle repair and maintenance	45
Capacity and experience to manage bicycle project	45
Supplier location	10

Criteria	Description	0%	Poor (40%)	Satisfactory (70%)	Good (90%)	Very good (100%)
Demonstrated expertise and experience in repair and maintenance (Max 45 points)	Does the Service Provider have the necessary relevant experience to deliver on the objectives of this RfQ?	No information or no experience or irrelevant information provided. (0 points)	The service provider (the company not individuals) has 1 (one) year experience in servicing and maintaining bicycles in a professional capacity. (18 points)	The service provider (the company not individuals) has appropriate skills and demonstrated experience of more than 1 (one) years servicing and maintaining bicycles in a professional capacity. (31.5 points)	The service provider (the company not individuals) has appropriate skills and demonstrated experience of more than 2 (two) years servicing and maintaining bicycles in a professional capacity. (40.5 points)	The service provider (the company not individuals) has appropriate skills and demonstrated experience of more than 3 (three) years servicing and maintaining bicycles in a professional capacity. (45 points)
Demonstrated capacity and expertise to manage bicycle project (Max 45 points)	Does the Service Provider have the necessary relevant experience to manage the bicycle projects as per this RfQ?	No information or no experience or irrelevant information provided. (0 points)	The service provider (the company not individuals) has demonstrated expertise and capacity to manage at least 1 bicycle project. (18 points)	The service provider (the company not individuals) has managed demonstrated expertise and capacity to manage more than one bicycle projects. (31.5 points)	The service provider (the company not individuals) has demonstrated expertise and capacity to manage more than one large bicycle projects. (40.5 points)	The service provider (the company not individuals) has demonstrated expertise and capacity to manage more than two large bicycle projects. (45 points)
Supplier location (10 points)	Is the service provider located in eThekwini Municipality?	Not located in eThekwini Municipality. (0 points)	Not applicable.	Not applicable.	Not applicable.	Located in eThekwini Municipality (10 points)

5.3. Step 2: Price and preferential procurement (100 points)

- Price [80 points]
- Preferential Procurement [20 Points]

Broad Based Black Economic Empowerment Points will be awarded to bidders in accordance with the table below:

B-BBEE Status Level of Contributor	80/20 Point System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. Submission requirements

Quotations need to be structured in accordance to the below breakdown and include the following information:

- 1) Evaluation criteria: proof of fulfillment of the criteria as outlined in Section 4.2:
 - a) Demonstrated experience in servicing and maintaining bicycles in a professional capacity.
 - b) Demonstrated capacity and expertise to manage bicycle project.
 - c) Location of business
- 2) A detailed cost breakdown/budget inclusive of:
 - a. Fees
 - b. Travel, transport and disbursement costs
 - c. A provisional sum of R15 000 for parts and labour for serious repairs
 - d. VAT
- 3) Annexure: Compulsory Supporting Documents :
 - a. Declaration of Interest
 - b. Original Declaration of Municipal Fees
 - c. Original Independent Bid Determination
 - d. Certified copy of BBBEE certification
 - e. Service Provider's Original Valid Tax Clearance Certificate.
 - f. Focused Procurement Lite registration details (<http://fplite.durban.gov.za/>).

Proposals need to be submitted (**Hardcopies and Softcopies are required**) to:

Sindy Majola

E-mail: Sindy.Majola@durban.gov.za

Energy Office, 3rd Floor
SmartXchange Building, 5 Walnut Road
Tel: 031 311 4415

Technical Enquiries regarding this document should be sent to:

Itumeleng Masenya, Project Manager

E-mail: itumeleng.masenya@durban.gov.za

Energy Office, 3rd Floor
SmartXchange Building, 5 Walnut Road
Tel: 031 322 2622

Submission must be received no later than 11am on 5 of November 2015.

**NOTE: A hardcopy of your complete proposal needs to accompany any e-mailed proposal.
The softcopy of the submission should be saved on only one PDF file.**

The eThekweni Municipality does not bind itself to accept the lowest or any quotation, and reserves the right to accept a portion of any quotation, unless the supplier expressly stipulates otherwise in their quotation. The eThekweni Energy Office does not undertake to consider quotations received after the due date and time unless clear evidence of dispatch is available.

This request for quotations is subject to any changes which may stem from a negotiation of the final terms with the service provider, as well as any additional budget which may be allocated to the project.

Payment arrangements will be negotiated on the basis of the completion of project milestones and will be outlined in the letter of appointment.

Appendix A

Arcade Cottage 28 inch Bicycle Specifications



Frame	6061 aluminium, height 45 Poli
Fork	28" rigid steel powder coated paint
Wheels	28" double walled aluminum + stainless spokes
Front hub	Aluminum with clamp
Rear hub	Aluminum with bolts
Tyres	700x35 Kenda City black
Inner tube	28" valve schrader
Transmission	Chain
Speeds	21 speeds
Rear derailleur	Shimano Altus 7 speeds
Front derailleur	Shimano C051
Shift levers	Shimano Altus Stef 50, 21 speeds
Front brakes	V-brake aluminum
Rear brakes	V-brake aluminum
Front light	Cell
Rear light	Cell
Handlebar	Aluminium hybrid L580 mm
Stem	Aluminium hybrid fixed 22,2
Saddle set	Selle Royal Country, aluminium seat post+ quick release clamp
Bottom Bracket Assembly	Shimano 28x38x48 dts
Peripheral equipment	Aluminium and stainless
Side stand	Adjustable deluxe
Luggage rack	Aluminum
Fixings	Stainless

Appendix B

Arcade Country 28 inch Bicycle Specification



Frame	6061 aluminium, height 45 Poli
Fork	28" rigid steel powder coated paint
Wheels	28" double walled aluminum + stainless spokes
Front hub	Aluminum with clamp
Rear hub	Aluminum with bolts
Tyres	700x35 Kenda City black
Inner tube	28" valve schrader
Transmission	Chain
Speeds	21 speeds
Rear derailleur	Shimano Altus 7 speeds
Front derailleur	Shimano C051
Shift levers	Shimano Altus Stef 50, 21 speeds
Front brakes	V-brake aluminum
Rear brakes	V-brake aluminum
Front light	Cell
Rear light	Cell
Handlebar	Aluminium hybrid L580 mm
Stem	Aluminium hybrid fixed ø22,2
Saddle set	Selle Royal Country, aluminium seat post+ quick release clamp
Bottom Bracket Assembly	Shimano 28x38x48 dts
Peripheral equipment	Aluminium and stainless
Side stand	Adjustable deluxe
Luggage rack	Aluminum
Fixings	Stainless

7. Annexure 1: Compulsory Forms

A. DECLARATION OF INTEREST MBD 4

1. No bid will be accepted from persons in the service of the state².
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

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

3.2. Identity Number:

3.3. Position occupied in the Company (director, trustee, shareholder³):.....

3.4. Company Registration Number:

3.5. Tax Reference Number:.....

3.6. VAT Registration Number:

3.7. The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8. Are you presently in the service of the state? **YES / NO**

If yes, furnish particulars.....

3.9. Have you been in the service of the state for the past twelve months?**YES / NO**

² MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

³ Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

If yes, furnish particulars.....

.....

3.10. Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars.

.....

.....

3.11. Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

.....

3.12. Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.13. Is any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars.

.....

.....

3.14. Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....

.....

Signature Date

.....

.....

Capacity Name of Bidder

B. DECLARATION OF MUNICIPAL FEES

I/We do hereby declare that the Municipal fees of _____ (company name), is/are, as at the date of the tender closing, fully paid up, or arrangements have been concluded with the Municipality to pay the said fees:

ACCOUNT	ACCOUNT NUMBER
ELECTRICITY	_____
WATER	_____
RATES	_____
JSB LEVIES	_____
OTHER	_____

I acknowledge that should it be found that the Municipal fees are not up to date, the Council may take such remedial action as is required, including termination of contract, and any income due to the Contractor shall be utilised to offset any monies due to the Council.

Name

Signature

Designation

Date

C. CERTIFICATE OF INDEPENDENT BID DETERMINATION MBD 9

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, 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 *pe se* prohibition meaning that it cannot be justified under any grounds.

3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;

 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD 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.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) 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.

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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;
6. 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.

10. 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 the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position Name of Bidder

.....

Date

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.