



## BID PUBLICATION

### RFB 0041/2008 FOR THE PROVISION OF PRIMARY DISTRIBUTION SERVICES

Publish date	: 2008/06/17
Closing date & Time	: 2008/07/29 @ 11:00
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Document Fee	: R 50.00

#### **1.0 SCOPE:**

Telkom wishes to invite potential Bidder/s to bid for the Provision of Primary Distribution Services.

#### **2.0 CRITICAL CRITERIA:**

The following critical criteria will apply for evaluation of the RFB. Non-compliance to these criteria or no supporting documentation supplied with the RFB response may invalidate your bid.

##### **2.1 Black Economic Empowerment - 51% Black Shareholding**

Telkom requires that all bidders must have a minimum of **51% Effective Black Shareholding/equity ownership**. The Bidder must complete the BEE questionnaire in the RFB document and provide all the documents as stated below. Failure to complete the BEE questionnaire and to provide all documents as requested in this paragraph, will be taken as non compliance to this critical criteria.

**Set aside tender for fifty one percent (51%) effective black ownership and more. Preference will be given to bidder/s with female shareholding.**

Set aside is a special condition that gives preference in the procuring of goods and services to Black suppliers. A Black supplier shall be a natural person or legal entity that is bona-fide materially owned and controlled by South African Blacks, who are commercially active on an ongoing basis to add commercial value and is certified as such by Telkom.

The Black supplier shall be the legal entity that is 51% and above owned and managed by Blacks. Black Management control shall mean Black Executive directors, managers, members including partners who possess authority to change and influence material decisions in the business.

The managers shall be actively involved in the daily operations of the business.

**The Bidder shall be a registered legal entity that is owned and controlled by South African Blacks, as evaluated by Telkom.**

The following documentary proof is required to substantiate compliance to the criteria

- Detailed breakdown of shareholding in the following format:

### Equity Ownership

Item	Please provide a complete list of all shareholders (Black & Other) Indicate with percentage as appropriate.										
	Name	Exercisable Voting Rights		Economic Interest		Indicate Percentage %					
		Black People (%)	Black Female (%)	Black People (%)	Black Female (%)	African	Coloured	Indian	White	Gender	* Designate
1											
2											
3											
4											
5											
6											
<i>Total percentage</i>											

### Designated Groups – Please list all beneficiaries in the Designated Groups

- Company registration document
- Certified copy of the latest valid shareholders certificate
- Certified copy of Shareholders agreement
- Founding Statement in case where the company is a close corporation
- Organization structure (shareholding structure)
- Joint Venture Agreement
- The Joint Venture must be a registered legal entity organization or an organization which satisfies the essentials of a partnership.
- It must be noted that in case of a Joint Venture, the individual parties/entities within the Joint Venture must individually have a minimum of 30% effective black equity ownership with an overall compliance with the requirements as set above.

## 2.2 COMPLIANCE TO TELKOM'S STANDARD TERMS AND CONDITIONS

The Bidder needs to indicate acceptance of all the clauses in Telkom's Standard Terms and Conditions for Primary Distribution Services. Failure to accept any of the clauses in Telkom's Standard Terms and Conditions will result in non compliance to this critical criteria.

## 2.3 VALID SARS TAX CERTIFICATE

In order to participate in this tender process, Bidders must comply with the South African Revenue Services (SARS) requirements and regulations. Bidders must therefore submit a **valid tax clearance certificate issued by SARS** with their response to the RFB. Bidders who fail to submit a valid tax clearance certificate in their bid response by the closing date of the bid, will not comply with this requirement.

## **2.4 GOODS IN TRANSIT INSURANCE**

The successful bidder must have a *Marine* and *Goods-in-Transit* Insurance to provide cover for shipments up to the value of R30m for any consignment. The bidder needs to provide a letter from an insurance company stating that should the bidder be successful with this tender, the insurance company will be providing the bidder with the cover required as stated above. This letter from the insurance company or a valid insurance certificate for the value stated above, needs must be submitted in the RFB response before the closing date and time. During final negotiation confirmation of insurance will once again be obtained.

## **2.5 MANAGEMENT INFORMATION SYSTEM AND TRACKING SYSTEM**

The Bidder must have an operational Management Information System (MIS). The MIS shall provide an "On-line" functionality to track all activities, from the receipt of a Request for Transport (RFT) from Telkom to completion of rendering the required service and invoicing.

- The Bidders must indicate what Software System is utilized.
- MIS must support all activities of the transport services provided to Telkom SA. The Bidder must provide a detail proposal, covering processes and flow diagrams on how Telkom's requirements (as set out in the Specification) will be managed
- MIS must be able to provide Management reports. The Bidder must give examples of possible reports, currently being generated from their system.
- The Bidder must provide a detailed summary of functionalities offered by the MIS. (Example, kilometer distance of Route, Route Planning, Shortest distance between collection & delivery points etc.)

## **2.6 LOGISTIC'S EXPERIENCE**

The bidder shall be a legal entity that:

- operated in the logistics industry for at least two years on its own accord;  
or
- if formed as a joint venture, each of the legal entities forming the joint venture shall each have operated in the logistics industry for at least two years;
- Proof of having operated in the logistic industry as referred in clauses above, shall be submitted in the following form:
  - ❖ contract reference including contract description;
  - ❖ companies worked for;
  - ❖ contract value;
  - ❖ contact person and contact numbers

## **3.0 COLLECTION OF TENDER DOCUMENT**

The tender document can be obtained from Telkom's Tender Office at the following address:

Attention: Marietjie Mattheus

Tel Number: 012 311-3009

179 Proes street

Pretoria

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