

RFP - 00035-2014 TO PROVIDE SINGLE WAREHOUSE SERVICES FOR RETAIL PRODUCTS

Publish Date : 2014-10-22
 Closing Date : 2014-11-04
 Time : 11h00
 Contact Person : Mr. Henk Oberholzer
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 Document Cost : R50
 Method of Payment : **Cash Only** for purchase at the Tender office. In the event of payment at a TDS (Telkom Direct Shop) the original proof of payment to be submitted on collection.

Description:

The Provision of Single Warehouse Services for Retail Products

1. PRE QUALIFICATION PROCESS AND CRITERIA – PHASE 1

Without limiting the generality of Telkom’s other requirements for this RFP, a Respondent must submit the documents listed in Table 1 below. Documents must be completed and signed by the duly authorised representative of the prospective Respondent in accordance with the Pro Forma Authority Form for Signatory. The Respondent’s tender will be disqualified for non-submission of any of the documents

Table 1

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
As at the closing date of this RFP, the Respondent must have an original valid SARS Tax Clearance Certificate. An original valid SARS Tax Clearance Certificate must be attached to the tender response.	ORIGINAL VALID SARS TAX CLEARANCE CERTIFICATE <i>(photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable)</i>	Respondent must submit a valid original Tax Clearance Certificate or furnish proof of application for a valid Tax Clearance Certificate. Note that photocopies/certified copies of the Tax Clearance Certificate are NOT acceptable. In the event that an original valid Tax Clearance Certificate is not supplied within 30 (thirty) days of the Closing Date of the Tender, the Respondent will be eliminated. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
As at the closing date of this RFP, the Respondent must confirm compliance to the Technical Criteria Requirements and provide supporting documents if prescribed in this section	1. Bidder must have their own warehouse facility or access to suitable warehouse facilities to accommodate Telkom’s requirements. Managed outsource partner to demonstrate capabilities of their warehouse to handle the complete end-to-end warehousing function	The Respondent must confirm compliance to the Technical Critical Requirements and provide supporting documents if prescribed in this section. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.

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Table 1 (continue)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
<p>As at the closing date of this RFP, the Respondent must confirm compliance to the Technical Criteria Requirements and provide supporting documents if prescribed in this section</p>	<ol style="list-style-type: none"> <li data-bbox="507 376 911 801">2. Bidder must have worked in a similar capacity as required by Telkom and must have a proven relevant industry track record of at least 5 years. The proven capability and track record to handle the Supply Chain Management of mobile handsets and devices to Telkom for multiple vendors and high volumes of mobile devices/handsets must be demonstrated. <li data-bbox="507 824 911 1059">3. Bidder must have a supply chain management solution with the ability to integrate into existing and new Telkom IT architecture. Demonstrate Open integration within a maximum of 3 month period <li data-bbox="507 1081 911 1227">4. Bidder to demonstrate existing business relationships with suppliers of mobile handsets and devices. <li data-bbox="507 1249 911 1462">5. Bidder must indicate an ability to warehouse and manage Consignment Stock in cases where Telkom has agreement with its Original Equipment Manufacturers (OEMs) <li data-bbox="507 1485 911 1753">6. Bidder's logistics network must be able to reach anywhere in the country for forward and reverse logistics. The bidder must show that they have the required local logistics capability and South Africa footprint <li data-bbox="507 1776 911 2069">7. Bidder must agree for Telkom to conduct a site visit prior to awarding the tender and for continue access to warehouse to Telkom Audit and Procurement/ Supply Chain Management without prior arrangement during normal working hours 	<p>The Respondent must confirm compliance to the Technical Critical Requirements and provide supporting document(s) to state the compliance and provide evidence of each technical requirement.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>

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Table 1 (continue)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
Bidder shall agree to take over existing Telkom staff as per the requirements of Section 197, where appropriate	The Respondent should indicate willingness to take over existing staff	
The bidder must have an office within 100 km radius of Telkom's Head Office and staff must be able to attend meetings at Telkom premises at 24 hours' notice. Bidder to provide proof of physical address to substantiate compliance to the pre-qualification criteria	Valid third party document indicating the physical address e.g. utility bill	YES – Please submit an original signed document or a certified copy
Financial viability: Respondents should make their financial statement and due diligence questionnaire available	<p>The Respondent should make available their audited and approved annual financial results for the last 3 (three) financial years in the Generally Accepted Accounting Practices (GAAP) / International Financial Reporting Standards (IFRS) format.</p> <p>The Respondent should complete the Due Diligence Questionnaire (Attachment A).</p>	<p>The Respondent must confirm compliance to this requirement and provide supporting documents if prescribed in this section. Failure to submit a signed document and all documents as requested in the template will result in disqualification from the tender process</p> <p>Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the Respondent's auditor and duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will negatively impact on Respondent's score in this Phase</p>
The following required documentation to be properly completed, signed and submitted by a Respondent.	PRO FORMA AUTHORITY FOR SIGNATORY	<p>Respondents must read and complete this document in spaces allocated in the template. Respondents must ensure that this document is signed off by a duly authorized person (same person that signs on behalf of the company throughout the document). This document must be witnessed accordingly and a copy of the resolution of the board of directors, members or partners (whichever may be applicable) must be attached.</p> <p>Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.</p>

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Table 1 (continue)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
The following required documentation to be properly completed, signed and submitted by a Respondent.	DECLARATION BY RESPONDENT (<i>Respondent agrees to and unconditionally accepts tender conditions</i>)	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	TELKOM TERMS AND CONDITIONS FOR SERVICES AND ANNEXURE FOR SERVICES - Attachment F	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.
	DECLARATION OF INTEREST	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form).
	SUPPLIER'S CODE OF CONDUCT	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process
	TAXATION QUESTIONNAIRE AND DECLARATION	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process

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Table 1 (continue)

PRE-QUALIFICATION CRITERIA	NAME OF THE DOCUMENT TO BE SUBMITTED	RESPONSE REQUIRED FROM RESPONDENT
	PREVENTION OF FRAUD & CORRUPTION QUESTIONNAIRE	Respondent must read and complete this document in spaces allocated in the template. Respondent must ensure that this document is signed off by the duly authorized signatory (same person that signed on the Pro Forma Authority for Signatory form). The document must be witnessed. Failure to submit an original signed document and all documents as requested in the template will result in disqualification from the tender process.
This RFP and all the required documents listed herein must be submitted timeously and must be properly completed and duly executed by the duly authorised signatory of a Respondent.		Respondent to submit all original and/or certified signed documentation as indicated in this RFP. Failure to submit the original signed document will result in disqualification from the tender process

2. Bid Document Collection

The bid document can be collected from the Telkom SA SOC Ltd Tender Office at the following address:

**Telkom Tender Office (below the overhead bridge)
Lower ground floor of Telkom Tower South,
179 Johannes Ramokhoase Street (formally known as Proes Street),
PRETORIA CBD**

Contact Person: **Benji Ramatlakana**
Contact details: **(012) 311 3364**