

## RFP00021-2014 FOR THE PROVISION OF FLEET AND MANAGEMENT SERVICES

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Publish Date	:	14 August 2014
Closing Date	:	22 September 2014
Time	:	11h00
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Document Cost	:	R50
Method of Payment	:	<b>Cash Only</b> 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.

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### **Description:** The provision of Fleet and Management Services

#### **1. Pre-Qualification Criteria (Phase 1)**

Potential Respondents have to comply with the following pre-qualification criteria. Non-compliance to any one of these criteria or no supporting documentation supplied as requested will invalidate the RFP.

- SARS Tax certificate  
The Respondent shall provide a valid SARS Tax certificate to be maintained by the Respondent up to the award of the RFP and contract duration.
- Pro forma authority for signatory.
- Declaration by respondent.
- Telkom legal terms and conditions.
- Supplier's code of conduct.
- Taxation questionnaire and declaration.
- Prevention of fraud & corruption questionnaire.
- Agreement on occupational health and safety In terms of Section 37(2) of the Occupational Health and Safety Act 85 of 1993 (as amended).
- Additional pre-qualification criteria:

#### Commercial experience

A Respondent must have a minimum of 5 (five) years commercial experience operating a vehicle fleet of at least 3,000 (three thousand) vehicles on a national basis.

#### Financial viability

A Respondent must have an Equity Capital (Shareholder's Equity and Retained earnings) of R850m (eight hundred and fifty) in respect of their 2013 (latest) financial year. 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.

A Respondent must provide at least one other than Telkom client fleet management reference and contact detail.

## Telkom Tenders

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### 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**

### 3. Bidder's conference

#### a) 1<sup>ST</sup> Bidders Conference

Date: 22 August 2014

Venue: STRELITZIA CONFERENCE ROOM, TELKOM TOWERS NORTH BUILDING,  
1<sup>ST</sup> FLOOR, 152 JOHANNES RAMOKHOASE STREET, PRETORIA

Agenda:

- Viewing of Telkom current Vehicle Solutions
- Explanation of RFP process
- Explanation of costing, Specification, etc.
- Preliminary Questions

Time: 09H00 TILL 14H00

#### b) 2<sup>nd</sup> Bidders Conference

Date: 5 September 2014

Venue: STRELITZIA CONFERENCE ROOM, TELKOM TOWERS NORTH BUILDING,  
1<sup>ST</sup> FLOOR, 152 JOHANNES RAMOKHOASE STREET, PRETORIA

Agenda: Additional clarification, questions and answers session

Time: 09H00 TILL 12H00

#### Please note:

**Bidders** are requested to arrive 30 minutes prior to the scheduled time to be signed in. A maximum of 3 (three) representatives per Respondent will be allowed.