

Tender Cover Letter

Tender Open for Response:	10 October 2018 16H00
Tender Closing Date	Due on / before 1200pm 17 October 2018
RFx No:	RFQ-2018
DESCRIPTION:	Request for Quotation for Supply of Golf Carts
CONTACT DETAILS:	<p>Only Tender specific or content related queries should be directed to the Discussions tab on e-sourcing. Please use email as your last resort</p> <p>Primary Contact: Mpho Mbengwa, Kenosi Thwala (012) 3110610 (Office), (012) 3110957 (Office) MbengwM@Telkom.co.za Thwalakp@telkom.co.za</p>
RFQ Responses	<p>Responses must be delivered on a hard disk or Memory stick on or before Wednesday the 17th of October 2018 at 12h00pm. No email or hardcopy submission will be accepted.</p> <p>Clearly marked submissions must be delivered to: Telkom, The Hub, 61 Oak Ave, Highveld Techno park, Centurion for Attention GYRO Procurement.</p>

MILESTONES	PLANNED DATE
Questions should only be submitted until 3(three)* business days before the Tender Closing Date	From: 10 October 2018 To: 15 October 2018
Site Visits if required.	N/A
Presentations if required.	N/A
E-Auction Training	N/A
E-Auction	N/A
Notification to successful Respondents	31 October 2018

All dates subject to change

IMPORTANT INSTRUCTIONS REGARDING THE TENDER DOCUMENTS

Each Respondent must fully acquaint itself with all the conditions relating to the tender. If the Respondent has any doubt as to the meaning or interpretation of any of the Tender Documents, or any information in them, it should:

- ✓ Seek clarification from the Tender Coordinator; and
- ✓ Make its own enquiries and include a statement of the interpretation upon which the Respondent relies, and on which the Respondent's proposal(s) has been prepared.

Whilst Telkom will endeavour to ensure that any written information it provides to the Respondents in respect of the tender documentation is accurate, it gives no representation or warranty (express or implied) to the Respondents of accuracy, reliability, sufficiency or otherwise in relation to any information or data provided, whether contained in the Tender Documents or otherwise.

Pricing should be quoted in South African Rands (ZAR) unless requested otherwise on "Respondent Template".

Pricing must be firm and fixed for 90 days.

The prices quoted by the Respondent and negotiated by Telkom will form the contract prices and no changes or increases will be allowed by Telkom for incorrect information supplied by the Respondent.

If a Master Services Agreement ("MSA") is included in Telkom's tender instructions, Respondent must respond to the requirements contained in the prescribed format.

Respondent's response to the MSA should be completed and form part of the Respondent's response to the tender. In completing the review of the MSA, Respondent should carry out the following:

- ✓ Where Respondent complies with the requirement without qualification, it should leave the requirement un-amended; and
- ✓ Where the Respondent does not comply with the requirement, it should make any deletions or insertions to the original wording using the Microsoft Word track changes function. In addition, after completing its proposed changes, Respondent should provide a concise explanation of the changes in a comment next to the relevant requirement.

Respondent must provide clear, concise and reasonable response. Respondent should not postpone responses. "Respondent would be happy to discuss this later" is an example of a postponed response. If Respondent reserves its position on any requirements, then Telkom will treat the response as non-compliant.

Should the Respondent wish to also submit alternative proposals, the Respondent may do so stating clearly the points of departure from the Invitation to Tender and/or the Tender Documents, the reasons therefore, and the advantages to Telkom if such alternative is accepted. However, Telkom shall be under no obligation, to consider such a non-conforming Tender and Respondents must provide a conforming Tender in any event.

Extensions of Tender Closing Date:

Telkom may in its sole and absolute discretion by written notice to all Respondents, extend the Tender Closing Date and/or Time.

Please note that no application for an extension too close to the Tender Closing Date and/or Time will be considered (within the last two (2) business days before Closing Date and/or Time).

If any Respondent applies for, and is granted an extension of time to submit or lodge its tender, the extension so granted shall apply to all Respondents who will be advised of the extended closing date for receipt of tenders, whether their tenders have or have not been lodged. If you have already lodged your final response, and the extension is granted after your submission, your response will be marked "not final". You must resubmit your final response again, and no later than the extended Tender Closing Date and/or Time.

PURPOSE OF THIS REQUEST

REQUEST FOR QUOTATION

Supply of Golf Charts

1. GOLF CARTS SPECIFICATIONS

Requirement

The scope is to replace the current 8 x 4-seater shuttle fleet (golf carts) with new more economical golf carts that will provides ultimate convenient transportation services, i.e.:

- 1 x Disable Golf Cart
- 4 x 4-Seater Golf Carts
- 3 x 6-Seater Golf Carts

The 1 x disable Golf Cart will accommodate disable people on site.

The 4-Seater Smaller Cart will be used to transport people during the day between buildings as well as during peak times.

The 6-Seater Golf Carts will be used to transport people primarily during peak times from the main gates to the buildings.

Details of the Specifications

The Golf carts must:

- be fitted with the finest components such as or equivalent to Trojan Batteries, Delta-Q Chargers, Curtis Controllers.
- be Smooth, silent and have seamless driving control;
- have emergency or regenerative braking to near zero speed;
- have excellent hill climbing and parking abilities;
- be consistent and have efficient electric drive-train;
- be quick and have efficient battery charge to maximize up-time;
- be vertically integrated to ensure premium quality and reliability.
- RXV model AC speed controller for descend downhill safety,
- Full time regenerative braking with automatic hill hold/park brake, etc.
- Fire Extinguisher & Medical kit included.
- Secured anti-theft Toolkit included
- Improved Hooter or siren included
- Spare wheel bracket fixed included
- Baggage Utility space extra provided optional

Technical Specifications

The Golf carts must have the following minimal Specifications:

Speed Range: 18-24 Km/h
Traveling Range: 60-70 Km
Climbing Capacity: 20%
Braking Range: 4-6m
Turning Radius: 4 - 6m
Carrying Capacity: 400 -500 Kg
Power Source: 12 - 48V
Horsepower: 4-5 kW rated
Charger: 12 - 48V 18A
Battery: 6 x 8V 170Ah
Rear Axle Ratio: 12:1
Tyres: 205/50-0, 4 ply
Ground Clearance: 8-12 cm
Speedometer
Rear View Mirror
Hand Rails & Luggage guards
Reverse function with beeper
Battery warning light
Key or tag button start

2. SERVICE LEVEL AGREEMENT

The Service Provider will enter a service level agreement of 2 years which will include the following:

- Grease and oil top / charge
- Preventative maintenance - monthly
- Check / Top up battery water
- Check all nuts / bolts and tighten if necessary
- Battery maintenance i.e. check battery water, check / tighten batter terminals
- Brake adjustment
- Rack and rod Adjustment
- E.S.C. testing
- Wheel Alignment
- Check Battery chargers for correct operation
- Diagnose any potential faults with the handheld diagnostic tool.

The new fleet must come with the following:

- 2 Year Warranty & Service Plan (Grease and oil top, Check / Top up battery water, check all nuts / bolts and tighten if necessary, Battery maintenance i.e. check battery water, check / tighten batter terminals, Brake adjustment, Rack and rod Adjustment, E.S.C. testing, Wheel Alignment, Check Battery chargers for correct operation, Diagnose any potential faults with the handheld diagnostic tool.
- Modern technology,
- New batteries, hence improved battery life,
- High torque AC motor allows longer run times.
- Preference points will be awarded to suppliers that assemble locally.

1.1.1

The service level agreement will exclude Theft, Breakages and Incidents (TBI).

The carts must be comfortable, quiet and smooth and designed to enhance the professionalism and style of Telkom Park. The carts must be equipped with a wide range of options and accessories to meet business-specifications.

Accessories to be included in pricing

The accessories costed into the price must include the following:

- Extended roof with Rain Curtain;
- Strobe light;
- Charge Unit; Speedometer;
- Hooter;
- Indicators & Hazard Lights;
- Alloy Wheels;
- Front and rear lights;
- Radio Holder;
- Spare Wheel;
- Charger and Cables – must be compatible to the existing charge points in Telkom Park;
- Windscreen & Wipers;
- Driver training;
- Telkom Branding.

Value added items such as a golf cart management system that are not specified will be considered.

3. OTHER PROCUREMENT REQUIREMENTS

Necessary company documentation when requested such as:

- Company registration details
- Valid BBBEE certification
- Company directorship
- Valid Tax Clearance certificate

4. TIMELINES

- Submission of the quotations as per the required scope of work by the 17 October 2018

5. CLOSING DATE AND TIME

- Responses must be delivered on a hard disk or Memory stick on or before Wednesday the 17th of October 2018 at 12h00pm. No email or hardcopy submission will be accepted.
- Clearly marked submissions must be delivered to: Telkom, The Hub, 61 Oak Ave, Highveld Techno park, Centurion for Attention GYRO Procurement.
- All queries must be emailed to Mbengwam@telkom.co.za contact no: 0815904278 and Thwalakp@telkom.co.za contact no: 0813152397.