REQUEST FOR PROPOSAL FOR PROVISION OF OUTSOURCED SUPPLY OF DIESEL TO KTVR BUS SERVICE (PTY) LTD

RFQ Number	:	**REF: RFP OPS 002/2024**
Closing Date	:	**03 DECEMBER 2024**
Closing Time	:	**16:00 pm**
Electronic Submission	:	**tenders@ktvr.co.za** **portiad@ktvr.co.za**
Hand Submission	:	**KTVR Bus Services (PTY) LTD** **Finance Department** **3 Margaret Avenue** **Kempton Park** **1619**

REQUEST FOR PROPOSAL

KTVR BUS SERVICE (PTY) LTD

REF: KTVR OPS 002/2024

18 November 2024

1. PREAMBLE

KTVR Bus Service (Pty) Ltd ("KTVR") is a private company incorporated in terms of the Companies Act of 2008. KTVR is a special purpose vehicle that has been established to offer Bus Rapid Transit (BRT) transport services under an interim service agreement of the Phase 1 of City of Ekurhuleni (CoE) Integrated Rapid Public Transport Network (IRPTN).

KTVR is a company that has been established for the benefit and empowerment of the Ekurhuleni Taxi Industry, the shareholders of KTVR will be made up of the affected operators identified from the Ekurhuleni Taxi Industry.

2. REQUEST FOR PROPOSAL (RFP)

KTVR Bus Service extends invitations to reputable and credible service providers to submit proposals for supply 10/50ppm diesel for the fleet of buses to B.J Mahlangu Depot at Clayville. The supply of diesel should ensure efficiency and effective and for the running of the business.

3. SCOPE OF WORK

KTVR intends appointing a suitable, reputable, and credible service provider for supply 10/50ppm diesel for the fleet of buses. KTVR is seeking to source detailed proposals from selected vendors that meet the necessary criteria to supply 10/50ppm diesel for the fleet of buses to the specified depot for a period of 24-months, in accordance with

All prospective bidders who intend to participate in this request are bound by obligations of confidentiality with respect to all aspects of this bid. The acceptance of the proposal by KTVR to this bid shall not, under any circumstances constitute a binding agreement between KTVR and that bidder.

3.1 Service Specifications

3.1.1 KTVR operates buses on a performance contract for the City of Ekurhuleni therefore, a reliable and consistent supply of bulk Diesel (10/50ppm) to KTVR is critical to ensure uninterrupted and reliable bus operations to the public.

3.1.2 KTVR is being operated for and on behalf of the affected taxi operators.

3.1.3 In line with the operated contract, KTVR currently operates the following kilometres per month on average:

TYPES OF BUSES	KM/PM	AVERAGE DIESEL CONSUMPTION PER MONTH
12M Euro V (Standard Diesel Bus)	170 000	83 000 Litres monthly / 25 000 Litres weekly

3.1.4 The current mobile tank at BJ Mahlangu depot has the storage capacity of 23 000 litres.

3.1.5 The bidder shall provide a mobile tank that has a storage capacity of 30 000 to 50 000 litres with a one (1) high speed industrial dispenser and responsible for the provision of the wet stock.

3.1.6 A service provider will be requested to liaison with the fuel management system technicians prior the installation of such requested diesel fuel tank on RFP for the purposes of fitting the proper dispensing probe system into the diesel tank.

3.1.7 The service provider shall attend the site briefing as a pre-requisite to submitting the diesel supply proposal and maintenance proposal.

a. Where applicable the bidder shall maintain the facilities and equipment to local and internationally recognized safety and maintenance standards and provide KTVR with proof of such maintenance and safety procedures and certificates.
b. The bidder shall keep KTVR informed of all the required safety KTVR.
c. The bidder shall train and re-train all KTVR staff in the processes of refuelling of buses, and knowledge of the equipment and control systems at the bidder’s cost.

d. The bidder will be required to present their plan on how the affected taxi operators will benefit in a form of a value chain if awarded the tender. This plan must form part of the technical proposal, and it must be indicated comprehensively in the bidder's proposal.
e. KTVR reserve the right to test the supplied fuel at any stage, and should the fuel be found diluted or not complaint to relevant standards, the contract may be terminated.

3.1.8 The bidder is required to submit a proposal for a pricing and rebate structure based on a fuel wholesale pricing model that reflects a reduced rate for bulk purchases. Pricing should be competitive and structured to support high-volume procurement. In addition, the bidder shall implement a rebate structure to incentivize and reward higher purchase volumes. The thresholds and corresponding rebate proportion (rands/cents) should be detailed in the proposal. This structure is intended to ensure competitive pricing while fostering a mutually beneficial partnership that incentivizes performance and cost efficiency.

4. CONTRIBUTION TO AFFECTED OPERATORS

KTVR is committed to enterprise development programmes aimed at empowering previously disadvantaged potentially affected public transport operators within KTVR operating area and potentially emerging enterprises within the Ekurhuleni communities. As a result, the diesel service provider will be required to enter joint venture with such identified beneficiary from the affected Ekurhuleni taxi operator at this point is under Phase 1A.

5. EVALUATION CRITERIA

Stage 1: Technical Evaluation

Each responsive proposal will be given a technical score, individuals who will be providing the service and the company capacity supporting the project team.

The minimum functionality threshold is 70% therefore, any bidder who does not meet the minimum threshold will not be evaluated further.

Total points scored by bidder for functionality = Weighted value score Percentage allocated for functionality (100) according to the below categories:

#	Category	Maximum Points
1.	Bidder understands of the brief and the methodology to be employed.	30
2.	Environmental Management Plan related to the scope of work including noise control measures, leakage control and protection and bulk diesel spillage	25
3.	Provide 3 contactable references: Submit three company references where similar work has been conducted within the last five years. Experience of supplying diesel - Company profile indicating similar work, value and relevant experience	25
4.	Fuel refill equipment - Submit the number of mobile tanks with pump meter and calibration certificate.	20
TOTAL		**100**

Stage 2: Pricing and BEE Evaluation

- Lowest price weighs 80 points
- B-BBEE weighs 20 points (as indicated below)

B-BBEE Status level Contributor	Number of Points
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Contributor	0

6. SUPPORTIND DOCUMENTS AND MINIMUM CRITERIA

Tenderers must provide the following supporting documentation.

a. Original/Certified B-BBEE status level certificate level verification status/sworn affidavit must be submitted in order to qualify for preference points for B-BBEE or sworn affidavit as prescribed by DTI;

b. Tax clearance certificate or Tax Pin issued by SARS;

c. Three references including organisation name, contact person and contact numbers.

d. The Proposal should have a financial cost breakdown of all fees

e. Completed Annexure A and Annexure B.

7. TERMS AND CONDITIONS

Emailed RFP documents are preferred. However, the onus is on the tenderer to ensure that complete email documents have been received by KTVR by the due date and time. Proposals should be VAT inclusive.

a. Proposals must be valid for a minimum period of 90 days from the date of issuing.

b. The full costs must be disclosed, and no variances will be entertained.

c. KTVR has the right to withdraw any request for proposals at any time within the validity of the RFP.

d. KTVR reserves the right to invite suppliers/companies to present for final decision.

e. KTVR may prior to the award of a bid, cancel a bid if;

(i) Due to changed circumstances, there is no longer a need for the goods or services requested.

(ii) Funds are no longer available to cover the project.

8. COMPULSORY BRIEFING

There will be no briefing session.

9. CLARIFICATION

Any clarifications required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing by email to janm@ktvr.co.za and portiad@ktvr.co.za

PLEASE NOTE THAT DEPOT SITE VISITS CAN BE DONE UPON REQUEST.

Deadline for submission: **Tuesday, 03rd December 2024, 16:00**

All proposal to be sent and/or delivered to:

Name: Portia Dhlamini

Email: portiad@ktvr.co.za **AND** tenders@ktvr.co.za

Address: Procurement Officer

KTVR Bus Services (PTY) LTD

Finance Department

3 Margaret Avenue

Kempton Park

1619

KTVR RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE QUOTATION

Annexure A

SUPPLIER CONFLICT OF INTEREST DECLARATION FORM

KTVR operates a procurement process which is fair, transparent and cost-effective. In view of this, KTVR requires that anyone nominated to participate in its procurement processes declares any potential conflicts of interest.

i. Conflict of interest declaration

Potential conflicts of interest include the following (but the list is not exhaustive):-

1. Relationship/ Association with any of the KTVR employees.
2. Previously worked with/for any of KTVR employees.
3. Relationship/Association with Shareholder/ Board Member/ of KTVR.

If you are in any doubt about whether something is a potential conflict of interest, you are advised to declare it below.

A) I have conflicts of interest to declare.

Yes ☐

No ☐

B) If Yes above, I therefore wish to declare the following conflict(s) of interest: -

1. .....

2. .....

3. .....

ii. Confidentiality Declaration

I confirm that the declarations I have made above are, to the best of my knowledge, correct. I fully understand that, if KTVR concludes that the declarations I have made are false or materially misleading, KTVR has the right to disqualify the supplier to participate in the procurement process.

_____	_____	_____
Supplier Name	Date	Signature

Annexure B

KTVR BUS SERVICE (PTY) LTD

SUPPLIER DATABASE CONSENT FORM

General: In order for KTVR BUS SERVICE (PTY) LTD ("**KTVR**") to consider the supplier's (referenced below) response to the Request for Proposal (RFP) or Request for Quotation (RFQ) to become a supplier to KTVR, and to be included in the KTVR supplier database, it will be necessary for KTVR to process certain personal information which the supplier may share with KTVR for the purpose of the RFP/RFQ, including personal information – which may include special personal information (all hereafter referred to as "**Personal Information**"). KTVR will process the supplier's Personal Information in accordance with KTVR's POPI Policy.

Access to your Personal Information and purpose specification: Personal Information will be processed by KTVR for purposes of assessing the supplier's submission in relation to the RFP/RFQ and for registering the supplier on KTVR supplier database and may be shared and stored internally for the purposes of assessing current and future services required by KTVR. We may also share the supplier's Personal Information with third parties, both within the Republic of South Africa and in other jurisdictions, including to carry out verification, background checks and Know Your Customer obligations in terms of the Financial Intelligence Centre Act, No. 38 of 2001 ("**FICA"**). In this regard, the supplier acknowledges that KTVR's authorised verification agent(s) and service providers will access Personal Information and conduct background screening and checks.

Consent: By [ticking/clicking] "Yes" and signing below, you agree and voluntarily consent to KTVR's processing of the supplier's Personal Information for the purposes of evaluating its RFP/RFQ submission, including to confirm and verify any information provided in the submission and the supplier gives KTVR permission to do so. The supplier acknowledges and understands that it is free to withdraw its consent on written notice to KTVR and the supplier agrees that the Personal Information may be disclosed by KTVR to third parties, including KTVR's affiliates, service providers and associates. Please note that if you withdraw your consent at any stage we may be unable to process your RFP/RFQ and/or continue to retain your details on the supplier database.

Yes ☐

No ☐

Supplier Name	Date	Signature

Authorised representative, who warrants that he/she is duly authorised