REQUEST FOR PROPOSAL TO CONDUCT A FEEDER MODEL USING MINIBUS TAXI OPERATORS FOR KTVR TO SUPPORT THE TRANSITION PHASE

RFQ Number	**:**	**REF: KTVR CEO 001/2025**
Closing Date	**:**	**25 February 2025**
Closing Time	**:**	**16:00 pm**
Electronic Submission	**:**	**tenders@ktvr.co.za** **portiad@ktvr.co.za**
Manual Submission	**:**	**KTVR Bus Service (Pty) Ltd** **Finance Department** **3 Margaret Avenue** **Kempton Park** **1619**

REQUEST FOR PROPOSAL

KTVR BUS SERVICE (PTY) LTD

REF: KTVR CEO 001/2025

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 1A 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 acknowledges the importance of exploring the prospects of a hybrid network comprised of scheduled trunk and complimentary services and unscheduled feeder/ distributor service, as a means of achieving a more feasible public transport reform. KTVR would like to appoint a qualified external service provider to conduct a feasibility study and develop a comprehensive "Feeder Model Strategy Implementation Plan".

The service provider will not only ensure an objective and fair process for the effective recommendation and implementation of a minibus taxi feeder system/operations but will ensure an establishment of a strong consultation process to be undertaken between the Vehicle Operating Company (VOC) and the Taxi Industry to ensure the achievement of their overall goals and objectives towards the negotiations for a 12-year VOCA.

3. CONTRACT PERIOD

The contract will be for a period of three (3) months and will commence from the date of signing a Service Level Agreement (SLA).

The Company requires a service provider who can be able to conduct and produce a feasibility study for the implementation of a feeder model utilising minibus taxi operators with solid experience in the Public Transport sector and be able to recommend strategies and integration plans on how the model/ system will be implemented within the City of Ekurhuleni.

The feasibility study must also align to the Council Approved Operational Plan of the City of Ekurhuleni, in line with all the provision of the NLTA and other applicable laws and regulations.

4. SCOPE OF WORK

Feeder Services Engineering

- Conduct a review of the BRT alignment design and perform value engineering to integrate the project into transport operations, with a specific focus on incorporating mini-bus feeder routes as part of Phase 1A of the Harambee BRT network.
- Develop a Feeder Service Plan aligned with the Phase 1A corridor, utilising the available information provided by KTVR, including:
    - Transport and traffic survey plans;
    - Transport and traffic surveys along with field investigations;
    - Topographical surveys;
    - Classified traffic counts, traffic signal settings, and current intersection layouts (sketches); and
    - The Council-Approved Harambee Operational Plan.
- Assessed the feeder fleet size requirements:
    - Recommend the optimal operational and engineering fleet size parameters for the proposed mini-bus deployment; and
    - Specify the minimum technical standards and design specifications for the mini-bus to be integrated into the fleet.

Stakeholders Consultation

Engage, consult and work in conjunction with relevant stakeholders, as identified, who may be impacted by the introduction of the feeder system:

- Coordinate with the identified stakeholders and document discussions (e.g., notes and minutes); and
- Contribute to the stakeholder report, including the stakeholder list provided by KTVR, meeting records, minutes, key discussion points, and approvals.

Fare Collection Strategy

- Recommend the AFC requirements and specifications of equipment to be used for Fare Collection Purposes including but not limited to:
    - NDoT AFC compliance;
    - EMV / ABT;
    - Validators; and
    - Fare Collection Strategies.

Implementation & Roll out Strategy

- Recommend a roll-out strategy to incorporate the feeder services.
    - Minimum Operational requirements;
    - Breakdown per route; and
    - Implementation Timelines.

Reporting & Findings

- Provide KTVR with a final report with findings, recommendations and strategy on the way forward;
- Provide KTVR with a clear implementation plan on proposed strategy (if applicable);
- Attend project meetings; and arrange weekly progress meetings and take minutes.

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.	Demonstrate specific IPTN experience in Operational Implementation and Roll-out planning of both Trunk Corridors and Feeder Networks	40
3.	Demonstrate specific IPTN experience in AFC Implementation as per NDoT guidelines	20
4.	References of companies where the bidder has delivered similar services or worked within a BRT project	10
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. SUPPORTING DOCUMENTS

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 Compliance Pin issued by SARS;

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

d. 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. Price quotation on proposal 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 or

(iii) Any other circumstance that is deemed to be valid for KTVR to cancel the bid

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 and portiad@ktvr.co.za

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

Deadline for submission: **Tuesday, 25th February 2025, 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