

T1.1 TENDER NOTICE AND INVITATION TO TENDER:

g-Fleet MANAGEMENT, A TRADING ENTITY OF THE DEPARTMENT OF ROADS AND TRANSPORT REQUESTS INTERESTED TENDERERS TO BID FOR THE FOLLOWING TENDER:

TENDER NUMBER	SERVICE	COMPULSORY BRIEFING SESSION	CLOSING AND OPENING DATE
g-Fleet RFP 02/10/2014	Request For Proposal (RFP): To render Professional Financial Accounting Services to g-Fleet Management.	Date: 29 th October 2014 Time: 11h00am Venue: 16 Boeing Road East, Bedfordview, g-Fleet Government Garage Complex	Date: 7 th November 2014. Time: 11h00am Venue: 16 Boeing Road East, Bedfordview, g-Fleet Government Garage Complex.

BACKGROUND INFORMATION:

g-Fleet Management is an Trading Entity under the Gauteng Department of Roads and Transport which provides reliable, cost effective and customer focused fleet management services to Government. One of the Entity's strategic objectives is to achieve a clean audit outcome for the 2014/15 financial year

Over the preceding two financial years, the entity has regressed in its achievement of an unqualified audit outcome. g-Fleet management received an adverse audit opinion as issued by the Auditor General for the 2013/14 financial year.

The following identified material uncorrected misstatements formed the basis of the adverse audit opinion on the annual financial statement:

- Property Plant and equipment-Accumulated depreciation
- Finance Lease-Assets and Liabilities
- Work In Progress- Leasehold improvements
- Revenue & Trade Receivables

SCOPE OF WORK

- Resolve the audit findings as reported by the AGSA.
- Provide technical assistance on the interpretation and application of the relevant GRAP standards that will prevent such items being raised by the Auditor General during the 2014-15 financial year audit.
- Prepare the 2014/15 Annual Financial Statements and working paper file for audit purposes.
- Detailed scope of work will be provided in the tender document.

Please note the detailed terms of reference in the RFP will be provided in the Tender document.

We adhere to all relevant Acts including the Black Economic Empowerment Act No.53 of 2003, Preferential Procurement Policy Framework Act No.5 of 2000, Employment Equity act No. 55 of 1998

Tenders shall be awarded on the basis of a principle that work shall be fairly or equitably distributed amongst contractors/entities that had not been awarded contracts previously.

In terms of Preferential Procurement Regulation of 2011 the 90/10 preference point system is applicable. Broad-Based Black Economic Empowerment (B-BBEE) requires that bidders submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof to substantiate their B-BBEE rating claims. Failure to submit such a certificate will result in the bidder not qualifying for preference points for B-BBEE. The bidders must submit verification certificates that are accredited by

- SANAS (South African National Accredited System)
- IRBA (Independent Regulatory Board of Auditors)

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 Systems)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant Contributor	0

- A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate with their bids. Failure to submit a consolidated B-BBEE Status Verification Certificate for the Consortium or Joint Venture will result in the entity not to be awarded points for B-BBEE.

EVALUATION Criteria:

Stage 1: Tender Requirements:

The following documents should be submitted;

- (a) Original Valid Tax Clearance
- (b) Certified ID copies of Company Members and Shareholders
- (c) Company Registration with CIPC (CIPRO)
- (d) Attendance of compulsory briefing session
- (e) The bidding firm must be registered with financial accounting bodies
- (f) Partner, Senior Manager and Assistant Manager must be registered with the relevant professional bodies. Failure to meet the above registration requirement will lead to bid disqualification.

Stage 2: Functionality

RELEVANT EXPERIENCE IN FINANCIAL ACCOUNTING SERVICES OF KEY STAFF (30)	RELEVANT EXPERIENCE IN FINANCIAL ACCOUNTING SERVICES OF THE FIRM (20)	METHODOLOGY AND PROJECT PLAN (50)
<p><u>PARTNER:</u></p> <ul style="list-style-type: none"> • 3 to 4 years of relevant experience: (3 points) • 5 to 6 years of relevant experience: (6 points) • 8 or more years of relevant experience: (9 points) <p><u>X1 MANAGER (SENIOR):</u></p> <ul style="list-style-type: none"> • 3 to 4 years of relevant experience: (3 points) • 5 to 6 years of relevant experience: (6 points) • 8 or more years of relevant experience: (9 points) <p><u>X2 ASSISTANT MANAGERS:</u></p> <ul style="list-style-type: none"> • 3 to 4 years of relevant experience: (4 points) • 5 to 6 years of relevant experience: (8 points) • 8 or more years of relevant experience: (12 points) <p><u>NOTE:</u> Please ensure CV's and valid Certificates are submitted.</p>	<p>4 or more years of relevant experience: (20 points)</p> <p>3 years relevant experience: (15 points)</p> <p>2 years relevant experience: (10 points)</p> <p>1 year relevant experience: (5 points)</p> <p>No relevant experience: (0 points)</p>	<p><u>METHODOLOGY:</u></p> <p>A detailed technical proposal must comprehensively demonstrate and include the following;</p> <ul style="list-style-type: none"> • Understanding of the scope of work. (8 points) • The methodology that will be used which must include the approach that will be followed in responding to the terms of reference. (8 points) • Implementation of the intervention required. (8 points) • Plan on skills transfer and development. (8 points) • Value added services and innovative improvements. (8 points) <p><u>PROJECT PLAN:</u></p> <p>The project plan must include amongst others:</p> <ul style="list-style-type: none"> • Realistic timeframes • Process Flows • Scheduled activities • Resource allocation (10 points)

BIDDERS SHOULD NOTE THE FOLLOWING:

- Functionality will be scored out of **100 points** and the minimum threshold to qualify is **80 points**. Bidders who fail to meet the minimum threshold will not be considered for further evaluation
- Relevant experience must include as a minimum;
 - Three years appropriate practical experience in public sector (preferably Schedule 3 - Trading Entities)
 - Detail technical knowledge of PFMA Act, Treasury Regulations and applicable legislation.
 - Interpretations and application of all GRAP Statements relevant to the Entity.
- The key staff must be members registered with the relevant professional bodies such as e.g. SAICA, SAIGA, ACCA, SAIPA and CIMA.
- Bidders must submit contactable references for verification of the completed past projects
- Bidders who are listed in National Treasury Register of Defaulters will automatically be disqualified.
- Bidders may be required to do live presentations
- The Department reserves the right to conduct site visits and interview officials whose CV's have been submitted for verification
- All the SBD forms must be signed and completed in full.

A non-refundable tender fee of R 300.00 (Three hundred rand) is payable in **cash only**. Tender documents will be available for collection from Monday, 27th October 2014, only during the stipulated working hours (between 08H00 and 15H00) from g-FleeT Government Garage Complex.

A compulsory site briefing session will be held on Thursday, 29th October 2014 at 11H00 at No.16 Boeing Road East, Bedfordview, g-FleeT Government Garage Complex.

A one envelope system will be used. The Technical Proposals and Financial Proposals shall be submitted sealed one plain envelope clearly marked with the Bid No and Bid Description for the project tendered for and must be deposited in the Tender Box located in the foyer at the reception area of No. 16 Boeing Road East, Bedfordview, g-FleeT Government Garage Complex. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

For any technical queries must be submitted in writing and e-mailed to Ntsobe.Makhafola@gauteng.gov . All other administrative enquiries may be directed to Supply Chain Management Unit on telephone numbers (011) 372 8715/10.

The Department reserves the right to cancel/ not award this tender.