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BID DOCUMENT (Part 1)

SCHOLAR TRANSPORT IN THE FOLLOWING DISTRICTS:

- **XHARIEP,**
- **MANGAUNG METROPOLITAN,**
- **LEJWELEPUTSWA,**
- **THABO MOFUTSANYANA AND**
- **FEZILE DABI**

PERIOD: FIVE YEARS FROM DATE OF APPOINTMENT

BID NUMBER: E2/2026/2027

CLOSING DATE: 15 JANUARY 2027

TIME: 11:00

VALIDITY PERIOD: 120 DAYS

BRIEFING SESSIONS: **COMPULSORY**

Compulsory briefing sessions will be conducted as follows:

District	Venue	Date	Time
Xhariep	Edenhoogte Primary School, Edenburg	30/11/2026	10:00
Lejweleputswa	Unitas Combined School, Welkom	01/12/2026	10:00
Mangaung Metropolitan	Bainsvlei Combined School, Bloemfontein	02/12/2026	10:00
Thabo Mofutsanyana	Mehopung Primary School, Ficksburg	03/12/2026	10:00
Fezile Dabi	Phomolong Primary, Kroonstad	07/12/2026	10:00

Bring the following documentation to the briefing session:

- Copy of the vehicle Registration Certificate for at least one of your vehicles.
- Original certified copy of South African ID document.
- CSD print out report.

Attendance of one briefing session in one of the districts is compulsory for all prospective transport operators wishing to participate in the tender process. Operators who do not attend these sessions will not be eligible to submit a tender. These sessions are designed to ensure that all participants are fully informed and equipped to engage with the new electronic submission system. During the briefing, an information session will be held on how to complete and submit tender documents electronically, ensuring a smooth and transparent process for all stakeholders.

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DOCUMENTS IN THE BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

PART ONE OF BID DOCUMENT:

NB: ALL DOCUMENTS IN PART 1 OF THE BID DOCUMENT OR DOCUMENTS REQUESTED IN PART 1 OF THE BID DOCUMENT SHOULD BE DELIVERED AS HARD COPIES TO THE INDICATED ADDRESS ON OR BEFORE THE CLOSING DATE OF THE BID.

SECTION 1

STANDARD BID DOCUMENT/FORMS:

- SBD 1: Invitation to Bid
- SBD 3.1: Price Schedule (Please take note that the prices for routes which you want to bid on should be captured and submitted digitally (not as hard copies) – the process will be explained during the briefing session.)
- SBD 4: Declaration of Interest
- SBD 6.1: Preference points claim form i.t.o. Preferential Procurement Regulations 2022

SECTION 2

- Standard Conditions of Bid

SECTION 3

- Specification/Terms of Reference
- Functionality Criteria

SECTION 4

- Dividers for attachments
- Checklist
- General Conditions of Contract (GCC)

PART TWO OF BID DOCUMENT:

- Routes per district
  (Please take note that the prices for routes which you want to bid on should be captured and submitted digitally – the process will be explained during the briefing session.)

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LIST OF RETURNABLE DOCUMENTS

THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:
Bid Document Name
SBD 1: Invitation to Bid
SBD 3.1: Pricing schedule
SBD 4: Declaration of Interest
SBD 6.1: Preference Points Claim Form in terms of the PPR 2022

ATTACH THE FOLLOWING DOCUMENTS TO THE BID DOCUMENT:
Documentation for evaluation on Functionality Criteria
Documentation to claim points for Specific Goals
Compulsary documentation as requested in the Specification

All tenderers must ensure that the <u>electronic applications</u> for the scholar transport tender are submitted before the official closing date and time.

In addition to the electronic submission, operators are also required to ensure that the <u>hard copies of their applications (Part 1 of bid document, compulsory documentation requested in Part 1 of bid document as well as documentation to claim points for specific goals and documents for functionality criteria) are delivered prior to the closing date.</u>

Name of Bidder	**Signature**	**Date**

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SECTION 1

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SBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (*NAME OF DEPARTMENT/ PUBLIC ENTITY*)					
BID NUMBER:	**E2/2026/2027**	CLOSING DATE:	**15 JANUARY 2027**	CLOSING TIME:	**11:00**
DESCRIPTION:	**SCHOLAR TRANSPORT IN THE FOLLOWING DISTRICTS:** • **XHARIEP,** • **MANGAUNG METROPOLITAN,** • **LEJWELEPUTSWA,** • **THABO MOFUTSANYANA AND** • **FEZILE DABI**				
PERIOD:	**FIVE YEARS FROM DATE OF APPOINTMENT**				

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*

BID DOCUMENTS MAY BE COURIER TO **OR** DEPOSITED IN THE BID BOX SITUATED AT:

N8 Gateway Office Park, Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire, BLOEMFONTEIN, 9301
THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS AT ENTRANCE 3

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**K Rampai**	CONTACT PERSON	**MD Seipodi**
TELEPHONE NUMBER	**051-4041873**	TELEPHONE NUMBER	**0827869655**
E-MAIL ADDRESS	K.Rampai@fseducation.gov.za	E-MAIL ADDRESS	**D.Seipobi@fseducation.gov.za**

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**OR**	CENTRAL SUPPLIER DATABASE No:	**MAAA**.....
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐Yes ☐No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO

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DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.

2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.

2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: **……**

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……
(Proof of authority must be submitted e.g. company resolution)

DATE: ……

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SBD 3.1

PRICING SCHEDULE – FIRM PRICES

NOTE: **ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder…….. Bid number: **E2/2026/2027**

Closing Time **11H00 on 15 JANUARY 2027**

OFFER TO BE VALID FOR **120 DAYS** FROM THE CLOSING DATE OF BID.

BID NUMBER	**DESCRIPTION**
E2/2026/2027	**SCHOLAR TRANSPORT IN THE FOLLOWING DISTRICTS**: • **XHARIEP,** • **MANGAUNG METROPOLITAN,** • **LEJWELEPUTSWA,** • **THABO MOFUTSANYANA AND** • **FEZILE DABI**
PERIOD	**FIVE YEARS FROM DATE OF APPOINTMENT**
PRICE	❖ Please take note that the prices for routes which you want to bid on should be captured and submitted digitally/electronically – the process will be explained during the briefing session.)

Does offer comply with specification? *YES/NO ***(Make an x on your answer)***

If not to specification, indicate deviation(s) ……. ……

……..

Is price Firm for contract period *YES/NO (*Make an x on your answer)*

Delivery basis (all delivery costs **must** be included in the bid price) ……

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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest[1] in the enterprise,
employed by the state?

YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

[1] the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:
……
……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:
……
……

3 DECLARATION

I, the undersigned, (name)…… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;
3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium[2] will not be construed as collusive bidding.
3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

[2] Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	**Date**
.....	.....
Position	**Name of bidder**

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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

The applicable preference point system for this tender is the **90/10** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	**90**
SPECIFIC GOALS	**10**
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of

state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt\ \ Pmin}{Pmin}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt\ \ Pmin}{Pmin}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps - 80\left(1 + \frac{Pt - Pmax}{Pmax}\right) \text{ or } \quad Ps - 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply

and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	**Number of points allocated (90/10 system) (To be completed by the organ of state)**	**Number of points claimed (90/10 system) (To be completed by the tenderer)**
HDI: Race: Black owned:	**Maximum 3 points** (1%-25% black owned= 1 point 26%-50% black owned= 2 points 51% - 100% black owned = 3 points)	
The promotion of enterprises located in a specific province **(Free State based**) for work to be done or services to be rendered in that province.	**7 points**	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm……

4.4. Company registration number: ……...

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the

organ of state that the claims are correct;

(a) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –disqualify the person from the tendering process;

(b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

(c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

(d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME: ……
DATE: ……
ADDRESS: ……

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SECTION 2

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STANDARD BID CONDITIONS

1. SBD 3.1

1.1 Please take note that the prices for routes which you want to bid on should be captured and submitted digitally/electronically – the process will be explained during the briefing session.)

1.2 Bid prices **must** be all inclusive and no additional and hidden cost will be paid for e.g. VAT etc.

1.3 Should funds no longer be available to pay for the execution of the services, the Free State Department of Education may terminate this Agreement in its own discretion or temporarily suspend all or part of the services by notice to the SERVICE PROVIDER who shall immediately make arrangements to stop the performance of the services and minimize further expenditure: Provided that the SERVICE PROVIDER shall thereupon be entitled to payment in full for the services delivered, up to the date of cancellation or suspension.

1.4 No hand written prices will be accepted. Your offer will be disqualified if prices are hand written and not digitally/electronically captured and submitted as requested.

2. COMPLETION AND SUBMITTING OF BID DOCUMENT

A. **STANDARD BID DOCUMENTATION FORMS (SBD) TO BE COMPLETED AND SIGNED**

2.1 **SBD 1:**
The **SBD 1** (Bid Invitation Form) to be completed in full and signed.

2.2 **SBD 4:**
The declaration of interest form (SBD 4) to be completed at all times (if applicable or not) and signed by the bidder. The service providers must declare any relationship with any person employed by the Department as contemplated in the SBD 4.

2.3 **SBD 6.1:**
The Preference Point Claim form in terms of the Preferential Procurement Regulations 2022: Should be completed and signed by service provider if points are claimed. Failure to do so will result in zero points.

B. CORRECTION FLUID AND CORRECTIONS TO SBD FORMS AND PRICES

2.4 Correction fluid (e.g. Tippex) must not be used in bid documents in order to correct mistakes. **Uses of correction fluid (tippex) in the bid document and on the prices are not acceptable** and **will invalidate your bid.**

2.5 Where a bidder wishes to correct a mistake, a single line must be drawn through it and the bidder must place his/her signature and date next to the correction, so that the original entry is still visible and legible.

2.6 In the case of alterations/corrections a full signature must be attached above, next to or below the said alteration or correction

C. BID FORMS

2.7 The bid forms should not be redrafted.

2.8 Only the bid documents issued by the Department of Education Free State must be used.

2.9 Bid documents to be completed in full.

2.10 Bidders shall check the numbers of the pages and satisfy themselves that none are missing, duplicated or misprinted. No liability shall be accepted in regard to claims arising from the fact that pages are missing, duplicated or misprinted.

D. SUBMITTING OF BID DOCUMENTATION (PART ONE OF BID DOCUMENT)

2.11 Unless specifically provided for in the bid document, no bid transmitted by telegram, telex, facsimile or similar apparatus shall be considered.

2.12 The bid must be submitted in a **sealed envelope** before the closing date and time and deposited in the bid-box at:

Department of Education
Acquisition Management Sub-Directorate
N8 Gateway Office Park
Plot 22
C/O Rudolf Greyling & AW Louw Avenue
Estoire
BLOEMFONTEIN
9301

THE BID BOX IS ON THE OUTSIDE AND LEFT FROM THE DOORS IN ENTRANCE 3

The bid number and closing date must be clearly indicated on the sealed envelope.

2.13 Bidders must ensure that bids are delivered timeously to the **correct address**.

2.14 Companies must ensure that their bid documentation is thoroughly binded. The Department cannot be held responsible for missing pages if your document is not binded.

3. LATE BIDS

Bids received after the closing date and time, at the address indicated in the bid document, will not be accepted for consideration and where practicable, be returned unopened to the bidder.

4. COMPULSORY BRIEFING SESSIONS WILL BE CONDUCTED

See details on page 1.

5. FUNCTIONALITY

The Department reserves the right to request a presentation should the need arise for this bid.

Functionality Evaluation criteria and details of documentation to be submitted is outlined in the functionality criteria document.

A bidder who scored less than **30 OUT OF 50 POINTS on the total functionality points will not qualify to be evaluated further on specific goals and price.

6. EVALUATION ON PRICE AND PREFERENCE (90/10 preference point system)

6.1 Bids will be evaluated in terms of the new Preferential Procurement Regulation, 2022 Regulation 3.1 (a) and (b).

6.2 Points will be allocated to a Bidder for specific goals as stipulated in the SBD 6.1 form.

6.3 Bidders are required to complete the preference claim form (SBD 6.1), and submit the proof as required for specific goals.

6.4 Only Bidders who have completed and signed SBD 6.1 **AND** who submitted the relevant proof for specific goals will be considered for preference points.

6.5 Failure on the part of the tenderer to submit proof of documentation required in terms of the tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed and will therefore be allocated zero points.

6.6 Criteria for breaking deadlock in scoring: If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals. If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

7. SPECIFIC GOALS

Where points are claimed for specific goals the SBD 6.1 form should be completed and signed and the following documentation should be attached as proof that bidder qualify for the points for specific goals:

The specific goals allocated points in terms of this tender	Number of points allocated (90/10)	Documentary evidence to claim the points for specific goals
HDI: Race: Black owned:	**Maximum 3 points** (1%-25% black owned= 1 point 26%-50% black owned= 2 points 51% - 100% black owned = 3 points)	Valid and original/original certified copy of accredited BBBEE certificate or valid and original/original certified copy of sworn affidavit.
The promotion of enterprises located in a specific province **(Free State based**) for work to be done or services to be rendered in that province	**7 points** Registering authority town in Free State = 7 points Registering authority town in other Provinces = 0 points	Original certified copy of vehicle registration form (eNATIS form)
TOTAL POINTS FOR SPECIFIC GOALS	**10 POINTS**	

8. JOINT VENTURE AGREEMENT (NOT RECOMMENDED/NOT PREFERRED)

8.1 Where an entity forms a Joint Venture or a Consortium with another entity and/or other entities, such parties must express in the bid proposal and a joint venture agreement should be submitted together with the bid.

8.2 Failure to submit a Joint Venture agreement that are signed by all the parties in the Joint Venture/Consortium will render the bid non-responsive and your offer will be disqualified.

8.3 Individual entity/ies must be registered on the CSD and after closing/awarding, register a Joint Venture or a Consortium on the CSD.

8.4 It is recommended that a joint venture/consortium should open a joint bank account .Proof of the bank

account should be submitted within 30 days after the awarding of the contract.

8.5 A Joint Venture or consortium must submit an original/original certified copy of a **consolidated** accredited B-BBEE certificate/sworn affidavit in order to claim points for specific goals.

9. PAYMENT TO SUPPLIERS

Payments will be handled as prescribed by the PFMA and will normally be effected within 30 days of receipt of all the required documentation, which should be correct in every respect.

10. LEGISLATION / LAWS

Bidders must comply with the provisions of Labour Legislation as well as any other relevant legislation or legal requirement.

11. VALIDITY PERIOD OF BID

The period for which offers are to remain valid and binding (in order for the Department to finalize it), is indicated in the bid documents **(120 DAYS**) and is calculated from the closing time on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.

12. QUANTITIES

Where quantities are specified in the bid documents the Department cannot guarantee that they will be ordered as such, as it depends on Departmental needs and availabiltity of funds. The Department is not liable for any damages the contractor might suffer for not ordering specific quantities.
Where quantities are specified, “as required” the quantities will be ordered as and when needed.

13. SPECIFICATION – BIDDERS RESPONSE

Where a specification provides for the bidders response to the different points of specification, the form must be properly completed. Where items deviate from the requirement, the deviation must be indicated.

14. QUALIFICATIONS OF BIDDERS

14.1 The Accounting Officer does not bind himself/herself to accept either the offer scoring the highest point or any bid and reserves the right to accept or cancel the bid which he/she deems to be in the best interest of the Department even if it implies a waiver by the Accounting Officer of certain bid requirements which the Accounting Officer considers to be of minor importance and not complied with by a bidder.

14.2 The department **will disqualify** any bid from a bidder whose **name appears on the national list of restricted bidders/suppliers/persons.**

14.3 The department may terminate the contract in whole or in part if the supplier and/or representatives of the department, in the judgement of the department, committed or have engaged in corrupt or fraudulent practices during the bidding process or the execution of that contract that benefited that supplier.

14.4 The Department reserves the right to allocate a bid to different service providers to ensure the empowering of as many companies as possible.

14.5 The department reserves the right to use other companies (bidders) in the event when the appointed bidder is defaulting to render the required service.

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15. COMPLIANCE TO CONTRACT

15.1 The Department may monitor compliance to the contract after adjudication of the bid that include, but need not be limited to, site inspections and the request for documentary proof of compliance with the PFMA and relevant legislation.

15.2 Where services are rendered, which involves minimum wages for employees in terms of the sectoral wage determination, the Department reserves the right to request copies of payslips of employees during the period of the contract.

16. JOB CREATION

16.1 The bid aims to meet the needs of the Department, while also contributing to, amongst other, economic development and job creation.

16.1.1 Indicate how many additional permanent staff members will be employed as a result of winning the bid: _____

16.1.2 Indicate how many temporary staff members will be employed as a result of winning the bid: _____

16.1.3 Indicate whether the service of Free State Citizens will be utilized:

YES ☐ **NO** ☐ **[TICK APPLICABLE BOX)**

17. CENTRAL SUPPLIER DATABASE (COMPULSORY)

Please note that bidders should be registered on the Central Supplier Database.

18. LOCAL CONTENT

Service providers are being encouraged to make use of local production and local content.

19. MAXIMUM DELIVERY PERIOD

As indicated in specification.

20. PENALTIES

If detected that a preference had been obtained on a fraudulent basis or any specified goals are not attained in the performance of the contract, an organ of state may:

- Recover all costs, losses or damages resulting from the above-mentioned contract.
- Cancel the contract and claim damages.
- Impose a financial penalty, more severe than the theoretical financial preference associated with the claim which was made.
- Restrict the contractor, its shareholders and directors from obtaining business from any organ of state for a period not exceeding 10 years.

21. SUCCESSFUL BIDDERS

- The successful bidder/s will be obliged to sign a contract with the Department.
- Companies that are awarded bids must ensured that the income tax number and VAT number (where applicable) are indicated on the Invoice.

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22. AWARDING CONTRACTS TO GOVERNMENT OFFICIALS IS NOT ALLOWED
A GOVERNMENT EMPLOYEE MAY NOT HAVE A BUSINESS INTEREST IN ANY ENTITY CONDUCTING BUSINESS WITH THE PROVINCIAL GOVERNMENT.

In accordance with Treasury Instruction Note 17 of 2012, an employee of the Free State Provincial Government or a provincial public entity may not have a business interest in any entity conducting business with the Provincial Government.

Acccording to the Public Service Regulations, 2016, an employee may not do business with any organ of state.

The Provincial Government may not award any tender or enter into any contract with an employee in the employment of the State.
All bids received contrary to Treasury Instruction Note 17 of 2012 and the Public Service Regulations, 2016 (Regulation 13) shall be disqualified.

23. VALID TAX MATTERS

It is a condition that the Tax matters of the successful bidder/s are in order at time of awarding.

24. SUPPLIER DUE DIILIGENCE

The State reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period and this may include pre-announced/non announced site visits. During the due diligence process the information submitted by the bidder will be verified and any misreprensentation thereof may disqualify the bid in whole or parts thereof.

25. DECLARATIONS

A bidder must declare that:

- Information provided is true and correct.
- The signatory to the bid document is duly authorized.
- Documentary proof regarding any bid issue will, when required, be submitted to the satisfaction of the State.

26. THE BIDDER MUST COMPLETE THE FOLLOWING:

This is to certify that the above standard conditions have been read and the bidder undertakes to comply herewith for the full duration of the contract/bid. It is further accepted that any deviation from the bid conditions, requirements and specifications as well as false information provided on any form/document may result in the termination of contract prior to expiry.

I _____in my capacity as _____ of _____(Company), hereby certifies that I take note and accept the above-mentioned Standard Conditions, Special Conditions of the Contract and the General Conditions of a Contract. I further declare that the information submitted is correct.

_____

SIGNATURE

Contact person of company: _____

Tel. of company: (____)_____ Fax of company: (____)_____

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SECTION 3

SPECIFICATION/ TERMS OF REFERENCE FUNCTIONALITY

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SPECIFICATIONS FOR THE SCHOLAR TRANSPORT BID

1. LEGAL REQUIREMENTS

1.1 Government Gazette, 8 April 2009, Act No. 5, National Land Transport Act, 2009

56. (1) Where a contracting authority has concluded a negotiated contract, subsidized service contract or commercial service contract with an operator, the relevant regulatory entity, must issue to the operator an operating license for each vehicle involved, or where the operator already has an operating license for such a vehicle, such entity must amend the operating licenses if necessary to accommodate the services in the contract.

1.2 National Road Traffic Act, 1996 (South Africa):

1.2.1 Section 42(1):
"No person shall operate a motor vehicle which is not in a roadworthy condition on a public road."

1.2.2 Section 42(2):
"No person shall operate a motor vehicle on a public road unless the requirements in respect of roadworthiness certification … are complied with, and except in accordance with the conditions of a roadworthy certificate."

1.2.3 Section 42A:
"No person shall operate a motor vehicle … unless a valid roadworthy certificate disc … is displayed on such motor vehicle in the prescribed manner."

1.3 Regulation 142 of the National Road Traffic Regulations, 2000:

(1) A roadworthy certificate shall be required for —
(a) a goods vehicle, the gross vehicle mass of which exceeds 3 500 kilograms;
(b) a breakdown vehicle;
(c) a bus;
(d) a minibus —
(i) the gross vehicle mass of which exceeds 3 500 kilograms; or
(ii) which is designed or adapted for the conveyance of 12 or more persons, including the driver; or
(e) a motor vehicle used for the conveyance of persons for reward.

1.4 National Land Transport Regulations, 2009, Chapter 6, Transporting of scholars, students, teachers and lecturer's

(2) As from a date to be published by the Minister in the *Gazette,* operators of scholar transport must comply with the following and submit proof thereof to the relevant regulatory entity within the time stipulated in the notice:
(a) submit drivers being employed for the service for eye or medical tests in addition to the tests required for a professional driving permit;
(b) ensure that such drivers obtain the following qualifications as prescribed or described in that notice:
(i) basic first-aid;
(ii) defensive driving; or
(iii) advanced driving;
(c) obtain qualifications as prescribed in customer service or basic business management;
(d) install a tracking system device in the vehicle as prescribed or required by the regulatory authority;
(e) have vehicles fitted with soft seats.

(4) All vehicles used for scholar transport must-
(a) be marked in the manner prescribed or required by the relevant regulatory entity to indicate that scholars or students are being carried;
(b) have a first-aid kit in the vehicle at all times that complies with prescribed requirements or those stipulated by the regulatory entity.

1.5 Free State Public Transport Act, No. 4 of 2005 (Province of Free State, South Africa):
Section 110 under *Part 15 – General Provisions* - Compulsory insurance for operators
1. The MEC may make regulations that holders of permits or operating licenses for specified types of public transport services must provide for public liability insurance for passengers (or other types of insurance as stipulated) in amounts determined in the regulations.
2. The Board may impose conditions on operating licenses regarding the requirements for such insurance (as per the regulations). Proof of such insurance may need to be submitted to the Board or persons specified, within prescribed times.
3. The insurance must, among other things, provide cover for loss or damage suffered through damage to property, or death of or injury to any person, resulting from an intentional or negligent act or omission by the operator or their agents or servants, in connection with the provision of public transport services.

2. COMPULSORY DOCUMENTATION

To ensure compliance with the legal requirements, the following documents and certificates must be submitted for every vehicle listed in the fleet. **The submission of any vehicle with expired, outstanding, or missing documentation or certification shall constitute a material deviation from the bid requirements. As a result, the tenderer will be disqualified, and the entire fleet submitted under the bid will not be considered for further evaluation.**

2.1 Certificate of Roadworthiness

All vehicles offered for scholar transport services must be licensed and possess a valid Certificate of Roadworthiness issued by an accredited testing authority. Proof of valid roadworthy certificates for each quoted vehicle must be submitted with the bid. Vehicles without valid roadworthy certificates at the time of submission will be deemed non-compliant. **If a tenderer submits a fleet list where some vehicles have expired or missing roadworthy certificates, this is a material non-compliance and the tenderer will be disqualified in respect of all vehicles submitted under the bid.** The Department will verify all submitted vehicle details on eNatis. **Any falsification or omission of information will result in immediate disqualification and blacklisting of the tenderer.**

2.2 Tracking Devices

Operators must submit a valid letter, subscription agreement, or service contract issued by an accredited GPS tracking service provider confirming that each vehicle quoted in the bid is fitted with an active GPS tracking system linked to the service provider. **Failure to provide proof of an active GPS tracking system for every vehicle listed in the fleet will constitute a material non-compliance, and the tenderer will be disqualified in respect of all vehicles submitted under the bid.**

2.3 Compulsory insurance

All vehicles offered for scholar transport must have public liability insurance for passengers. Proof of such valid insurance must be submitted to the Department with the bid. **If a tenderer submits a fleet list where some vehicles have missing passenger liability, this is a material non-compliance and the tenderer will be disqualified in respect of all vehicles submitted under the bid.**

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2.4 Vehicle registration

Original certified copy of vehicle registration form for every vehicle registered. **If a tenderer submits a fleet list where some vehicles have expired or missing roadworthy certificates, this is a material non-compliance and the tenderer will be disqualified in respect of all vehicles submitted under the bid.** The Department will verify all submitted vehicle details on eNatis. **Any falsification or omission of information will result in immediate disqualification and blacklisting of the tenderer.**

3. APPOINTMENT ON ROUTES

The appointment of operators to scholar transport routes will be for a period of five (5) years, subject to the availability of funding and annual budget allocations. Operators with additional compliant vehicles that are not allocated to routes at the time of the award will be placed on the Provincial Scholar Transport Database. These operators may be considered and contacted should routes become available during the contract period. Any appointment from the database will be subject to the availability of budget and the prevailing operational requirements of the Department.

4. BRIEFING SESSIONS

Compulsory briefing sessions will be conducted as follows:

District	Venue	Date	Time
Xhariep	Edenhoogte Primary School, Edenburg	30/11/2026	10:00
Lejweleputswa	Unitas Combined School, Welkom	01/12/2026	10:00
Mangaung Metropolitan	Bainsvlei Combined School, Bloemfontein	02/12/2026	10:00
Thabo Mofutsanyana	Mehopung Primary School, Ficksburg	03/12/2026	10:00
Fezile Dabi	Phomolong Primary, Kroonstad	07/12/2026	10:00

Attendance of one briefing session in one of the districts is compulsory for all prospective transport operators wishing to participate in the tender process. Operators who do not attend these sessions will not be eligible to submit a tender. These sessions are designed to ensure that all participants are fully informed and equipped to engage with the new electronic submission system. During the briefing, an information session will be held on how to complete and submit tender documents electronically, ensuring a smooth and transparent process for all stakeholders.

5. ELECTRONIC SUBMISSION OF SCHOLAR TRANSPORT TENDER DOCUMENTS

In a groundbreaking move for public procurement in South Africa, the upcoming scholar transport tender will be submitted electronically — a first for the country. This digital submission process marks a major step forward in modernizing government operations, promoting transparency, and improving efficiency. By eliminating manual paperwork and enabling secure online submissions, the department is setting a new benchmark for innovation in the public sector. This pioneering initiative is expected to streamline the tendering process, reduce administrative delays, and encourage broader participation from service providers across the country.

5.1 Process flow of electronic submission of tender documents

5.1.1 Compulsory briefing sessions

- Operators must attend one of the compulsory briefing sessions of the Scholar Transport Bid at one of the districts.
- **Operators must attend the briefing sessions with a smartphone**, as information will be provided on the electronic submission of tender documents. In addition, operators must **bring a copy of the Vehicle Registration Certificate which displays the bar code for at least one of their vehicles**.
- Operators are required to bring original certified copies of South African ID document as well as a CSD printout report to the briefing session. Failure to produce these documents will result in the operator not being permitted to attend the briefing session.
- Operators are registered electronically during the compulsory briefing sessions.
- The MAAA number of each operator will be used to register them on ArcGIS Survey 123. A link will be sent to operators who attended the briefing sessions after they were registered.
- Only operators who have signed the attendance register and received the registration link at the briefing session will be eligible to participate in the tender process. Failure to meet these requirements will result in disqualification.

5.1.2 Register available fleet

- When operators complete the ArcGIS Survey 123 electronically on their telephones or computers/laptops, they will type in their MAAA number, and the survey will automatically populate their information according to life Central Suppliers Database (CSD).
- The operators then register their available fleet for the Scholar Transport Bid by scanning the bar codes of the Vehicle Registration Certificate and Road Worthy Certificate for each vehicle.
- Vehicles with a seating capacity that is less than the number of learners allocated to a route will be disqualified from consideration for that specific route during the evaluation process.

5.1.3 Selection of routes interested in

- Operators must indicate the routes for which they wish to submit bids. A single vehicle may only be allocated to a maximum of two routes across the entire province.
- Any vehicle listed as a backup or continuity vehicle is not eligible to be offered for a transport route. These vehicles shall only be used as replacement vehicles and may not be offered as operational vehicles for awarded routes.
- After the operators selected all the routes they want to bid on, they submit the survey electronically.

5.1.4 **Submission of hard copies**:
The following must be submitted on or before the closing date of the tender:

(a) Completed hard copies of the following documents:
  - SBD 1
  - SBD 4
  - SBD 6

(b) **Originally certified copies of the following supporting documents:**
  - Original certified copy of accredited BBBEE certificate or original sworn affidavit (in order to claim points for specific goals).
  - Original certified copy of vehicle registration form for every vehicle registered.
  - Certificate of Roadworthiness for every vehicle registered.
  - Valid letter/subscription agreement/service contract indicating that a tracking device is installed for every vehicle offered to a route.

- Valid letter/subscription agreement/service contract indicating that a public liability assurance is available for every vehicle offered to a route.
- All documents needed for evaluation on Functionality Criteria:
  - ❖ Original certified copy of appointment letter.
  - ❖ Signed reference letter.
  - ❖ For the contingency and emergency response plan:
    - List of additional vehicle/s (that will not be used with this tender) plus originally certified copy of the vehicle registration and road worthy certificates OR
    - Originally certified copy of MOU or partnership agreements with other transport companies proofing a vehicle will be available in case of a breakdown OR
    - Originally certified copy of certificates or contracts of active roadside assistance service agreements (e.g., with AA or a local towing company) OR
    - Insurance policies that cover towing or emergency replacement vehicles.

Important Notice

All tenderers must ensure that the electronic applications for the scholar transport tender are submitted before the official closing date and time. In addition to the electronic submission, operators are also required to ensure that the hard copies of their applications are delivered to the designated office in Bloemfontein prior to the closing deadline.

Late submissions — whether electronic or physical — will not be accepted. This dual submission process is essential to ensure compliance and completeness of all tender applications.

6. MAXIMUM RATES

The scholar transport services will be procured through a competitive bidding process to ensure fairness, transparency, and value for money. While bidders will be afforded the opportunity to compete on price, the rates awarded through the tender will not exceed the maximum rates approved by the Head of Department (HOD). These approved rates will serve as the upper pricing threshold for the duration of the contract, including any future adjustments or increases in departmental rates. This approach ensures compliance with approved financial parameters, promotes fiscal discipline, and aligns the procurement process with applicable public sector supply chain management requirements.

7. INSPECTIONS

a) All pre-bidding testing will be for the account of the bidder.
b) It is a bid condition that all vehicles must be subjected to inspection prior to commencement of service by the Department of Community Safety, Roads and Transport.
c) Continued inspections shall be carried out by the Department of Community Safety, Roads and Transport
d) Where there is non-compliance with the contract requirements, this may lead to the rejection of relevant vehicles.

8. DISQUALIFYING CRITERIA

8.1. <u>Compulsory documents to be submitted.</u>

The following compulsory documents must be submitted and failure to attach will lead to disqualification:

1. Originally certified copy of GPS Tracking System Subscription or Contract for every vehicle.
2. Originally certified copy of Insurance Certificate for every vehicle.
3. Originally certified copy of Road worthy Certificate for every vehicle.
4. Originally certified copy of Vehicle Registration Certificate for every vehicle.

The submission of expired, outstanding, or missing documentation or certification for any vehicle shall constitute a material deviation from the bid requirements. As a result, the tenderer will be disqualified, and the entire fleet submitted under the bid will not be considered for further evaluation.

8.2 Disqualification of a vehicle

1. A vehicle may be allocated to a **maximum of two routes across the province**. Where a bidder offers the same vehicle for more than two routes, only the first two route bids submitted for that vehicle will be considered during evaluation. The vehicle will be disqualified from all additional routes for which it was offered beyond the permitted maximum of two routes.
2. Any vehicle identified as a backup or continuity vehicle shall not be eligible for allocation to any scholar transport route. Such vehicles are reserved exclusively for replacement purposes in the event that an operational vehicle is unavailable and may not be offered as primary vehicles for any route. Where a backup or continuity vehicle is offered for a route, that vehicle will be disqualified from consideration for the relevant route.

8.3 **Compulsory briefing sessions not attended**

Attendance of a briefing session in one of the districts is compulsory. A bidder who did not attend a briefing session, did not sign the attendance register and/or was not electronically registered will be disqualified and will not be considered for further evaluation.

8.4 Dual submission of tender documents not done

All tenderers must ensure that the electronic applications for the scholar transport tender are submitted before the official closing date and time. In addition to the electronic submission, operators are also required to ensure that the hard copies of their applications are delivered to the designated office prior to the closing deadline. Late/incomplete submissions — whether electronic or physical — will not be accepted.

9. FUNCTIONALITY

- Points will be allocated for functionality. Functionality will count 50 points.
- Bidders must score at least **30 out of 50** points to ensure further evaluation.
- Criteria for functionality are indicated as follows:

CRITERIA	REQUIRED DOCUMENTATION	MAX POINTS
Relevant Experience	• Originally certified copy of appointment letter from Free State Department of Education for Scholar transport = **20** • Originally certified copy of appointment letter from a Provincial Department in another Province for the provisioning of Scholar transport = **10** • No appointment letter = **0**	**20**

CRITERIA	REQUIRED DOCUMENTATION	MAX POINTS
Previous experience of clients	• Signed reference letter commenting on the quality of the service from a school who have used the service of the operator = **20** • Signed reference letter commenting on the quality of service from a local business who have used the service of the operator = **10** • No reference letter = **0**	**20**
Contingency planning in case of breakdowns available	• Contingency plan = **10** ✓ List of additional vehicles (that will not be used with the tender) plus originally certified copy of the vehicle registration and road worthy certificates OR ✓ Originally certified copy of MOU or partnership agreements with other transport companies proofing a vehicle will be available in case of a breakdown OR ✓ Originally certified copy of certificates or contracts of active roadside assistance service agreements (e.g., with AA or a local towing company) OR ✓ Insurance policies that cover towing or emergency replacement vehicles) • No contingency plan = **0**	**10**
TOTAL		**50**

10. SCHOLAR TRANSPORT VEHICLE, DRIVER AND SAFETY COMPLIANCE REQUIREMENTS FOR DURATION OF THE CONTRACT

10.1 Certificate of Roadworthiness

a) All vehicles utilised for scholar transport services must possess a valid Certificate of Roadworthiness, issued by the nearest authorised vehicle testing station applicable to the route on which the vehicle is appointed.
b) Certificates obtained from unauthorized or distant testing stations will not be accepted.
c) The validity of the Certificate of Roadworthiness will be monitored, checked, and verified regularly by the Department of Transport. Failure to maintain a valid Certificate of Roadworthiness or non-compliance with this requirement will constitute a breach of the scholar transport service conditions and may result in the immediate suspension or termination of the vehicle from the allocated route.

10.2 Insurance Requirements

a) Each vehicle must be covered by comprehensive insurance, including passenger liability, in accordance with applicable laws and departmental requirements.
b) Proof of insurance must be submitted monthly with the invoices. Failure to provide such proof will result in the withholding of payment and/or other contractual remedies as determined by the Department.

10.3 GPS Tracking System Subscription or Contract

a) Maintaining an active GPS tracking subscription for each contracted vehicle is a mandatory monthly contractual requirement. Successful operators must submit, together with each monthly invoice, documentary proof from the GPS tracking service provider confirming that the GPS tracking subscription remained active for every contracted vehicle during the relevant invoicing period.

b) Failure to submit the required monthly proof of an active GPS tracking subscription may result in the withholding of payment for the affected invoicing period and/or the implementation of other contractual remedies, including corrective measures or contract sanctions, as determined by the Department.

10.4 Safety Equipment

All vehicles used for scholar transport services shall be equipped with the following safety equipment:

a) A serviceable fire extinguisher of an appropriate type and capacity for the vehicle, mounted in an easily accessible position. The fire extinguishers:
   I. Shall not expire and shall always be within the validity period prescribed by the manufacturer and applicable standards.
   II. Shall be serviced, inspected, and certified by an accredited service provider at the intervals prescribed by the relevant South African standards and regulations.
   III. Proof of service and certification shall be kept in the vehicle and made available upon request by an authorised official.
b) A fully stocked first aid kit in accordance with applicable road transport regulations.
c) Clearly marked and unobstructed emergency exits (applicable to buses and other vehicles designed with emergency exits).
d) Safety equipment shall be inspected regularly to ensure that it is present, functional, and fit for purposes. Inspections may be verified during compliance monitoring and enforcement activities by Traffic Law Enforcement Officers.

10.5 Driver Appointment, Vetting and Compliance Requirements

In accordance with the provisions of the South African Schools Act, 1996 (Act No. 84 of 1996) and all applicable legislation relating to the protection of children, operators shall ensure that all persons who work directly with learners are appropriately vetted and suitable to perform such duties.

10.6 Appointment and Employment of Drivers

- The operator shall appoint each driver on a formal employment contract and shall comply with all applicable labour legislation.
- The operator shall ensure that drivers are remunerated at least in accordance with the prescribed minimum wages and conditions of employment applicable in South Africa.

10.6.1 Drivers

The operator shall ensure that every driver:

- Possesses a valid South African driver's licence appropriate to the class of vehicle being operated (for example, Code 10 for minibuses or Code 14 for buses and heavy vehicles).
- Holds a valid Professional Driving Permit (PrDP/PDP) that is current and has not been suspended, revoked, or expired.
- Has undergone suitable background screening, including verification that the driver is not listed on the National Child Protection Register or any other relevant register that would prohibit the individual from working with children.

The operator shall submit original certified copies of the following to Principals of learners transported by the driver:

- Driver's Licence;
- Professional Driving Permit (PDP/PrDP);
- Employment Contract;
- Police Clearance Certificate or Criminal Record Check;
- Proof that the driver is not listed on the Child Protection Register;

10.6.2 Contingency and Continuity of Service Plan

The Operator shall maintain and implement a comprehensive contingency plan to always ensure the uninterrupted and safe transportation of learners to and from school.

The Operator remains fully responsible for the transportation of learners in the event of:

- Vehicle breakdowns;
- Driver or staff illness, absence, or incapacity;
- Vehicle accidents;
- Vehicle impoundment by law enforcement authorities; or
- Any other unforeseen circumstance that may disrupt the normal provision of scholar transport services.

Operators must submit a written Contingency and Emergency Response Plan to the Principal detailing the procedures, replacement resources, contact persons, and response times that will be implemented to ensure uninterrupted scholar transport services.

Failure to comply with the above requirements may result in the suspension, termination, or non-renewal of the scholar transport contract and any other action deemed appropriate by the Department.

11. MONITORING OF SCHOLAR TRANSPORT OPERATIONS

11.1 Meeting with Operators and Principals

Meetings to introduce the Operators and drivers to Principals and parents will take place after operators are appointed. During this meeting, parents will be afforded an opportunity to inspect the appointed vehicle and will be informed of the responsibilities and expected conduct of both the driver and the operator. Parents will also receive guidance on the procedures for reporting any instances of non-compliance or concerns relating to the scholar transport service. Furthermore, drivers will be required to sign the prescribed Code of Conduct and will be thoroughly briefed on their roles, responsibilities, and the standards of behaviour expected while transporting learners.

11.2 Monitoring of performance

As part of the department's continued drive toward digital transformation, all monitoring related to the transport tender will now be conducted electronically. This progressive shift ensures real-time oversight, improved data accuracy, and enhanced accountability throughout the implementation phase. By leveraging secure digital platforms, the department can track performance, compliance, and service delivery more efficiently than ever before. This marks a significant advancement in how public contracts are managed, reinforcing the commitment to transparency and innovation in service delivery.

Performance of operators will be monitored as follows:

- Monthly tracking device reports attached to invoices
- Weekly KPI assessments done by schools
- Monitoring by district officials and Circuit Managers
- Inspections by Law Enforcement Officials
- Reports received from schools regarding non-compliance
- Attendance registers signed by drivers

11.3 Variations

The Department may, after consultation with the Operator, make the following variations to the services within the service area:

(a) to increase or decrease the number of scheduled trips on any route or routes;
(b) to increase or decrease the number of learners transported.
(c) to omit any route or add a new route;

(c) to lengthen, shorten or alter an existing route, where "alter" means to change the route without necessarily increasing or decreasing the kilometre length thereof;
(d) to alter the number or location of authorised stops, in consultation with the relevant local authority and/or traffic authority where applicable;
(e) to change the timetable of any portion of the services;
(f) to make alterations in connection with vehicle capacities in consultation with PRE

The variations must be recorded by means of an updated appointment letter, signed by the HOD: Education.

Where it is established that an operator has claimed payment for kilometers not actually travelled, the Department will recover the value of the excess kilometers claimed from the operator. Operators will not be compensated for any kilometers travelled in excess of those stipulated in their approved contracts. Any increase in learner numbers or route kilometers must be reported to the school concerned. The matter will then be investigated by the District Office, which may recommend an amendment to the contract where a genuine operational need is identified. Such amendments are subject to formal approval by the Department. Operators may only commence transporting additional learners or servicing additional kilometers after written approval has been granted and the contract has been formally amended. No retrospective payment will be made for additional kilometers travelled, increased learner numbers, or the use of a larger vehicle without prior approval and an amended contract.

12. **SUSPENSION FROM A ROUTE**

Where the Operator has breached or failed to comply with any term of the scholar transport contract the Operator will be suspended from the route and be given 14 days' notice to rectify the matter. If the Operator has not remedied the breach within the said 14 days, the Department may terminate the appointment on the route.

13. **TERMINATION OF CONTRACT FOR APPOINTMENT**

The HOD: Education may terminate the contract for appointment on one months' written notice of such termination being given to the Operator, where–

(a) there has been some defect, error or failure to comply with applicable laws or rules in the tender process or in awarding the contract that requires the contract to be terminated; or
(b) the operator consistently fails to comply with the conditions of the contract
(c) applicable transport planning shows that the services are no longer required or are no longer required in their present form or that another transport mode will be more suitable; or
(d) national, provincial or local transport policy requires it.

14. **PAYMENT FOR SERVICES AND SUPPORTING DOCUMENTATION**

a) The Operator shall be paid monthly for providing the services in an amount calculated for kilometres per day operated less any penalties.
b) Operators must submit their invoices before the 7th of every month to the relevant district office
c) Operators may not accumulate invoices before submitting them to the District Office.
d) Operators must be paid within 30 days after receiving correct invoices with all the prescribed documents.

15. **ADVERTISING ON VEHICLES**

Advertising on vehicles is allowed only with the written consent of the Department.

16. **IMAGE AND MARKETING**

The Operator must contribute to and conform to the style guide provided which will define the use of graphics, information signage, timetables, advertising material and vehicle livery.

17 **FARES**

No fares may be charged by the Operator on all routes described in the Specifications.

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PRICING SCHEDULE

PLEASE ENSURE THAT YOU CAPTURE AND SUBMIT YOUR PRICES DIGITALLY/ELECTRONICALLY

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SECTION 4

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SPECIFIC GOALS

ATTACH:

1)Proof of HDI status: Black owned by submitting:

- Valid and original/original certified copy of accredited **BBBEE certificate** or valid and original/original certified copy of **sworn affidavit.**

2)Proof of Free State based company by submitting:

Original certified copy of vehicle registration form (eNATIS form)

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ATTACH:

1) CERTIFIED COPY OF COMPANY REGISTRATION CERTIFICATE REFLECTING ACTIVE MEMBERS

(CK1/CK2)/TRUST DEED/PTY LTD MEMORANDUM OF INCORPORATION/
CERTIFICATE OF INCORPORATION/ PARTNERSHIP AGREEMENT ETC.

2)ID DOCUMENTS OF DIRECTORS

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ATTACH:

CSD PRINTOUT REPORT

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FUNCTIONALITY

ATTACH:

ANNEXURE A:

Originally certified copy of appointment letter from Free State Department of Education for Scholar transport

or

Originally certified copy of appointment letter from a Provincial Department in another Province for the provisioning of Scholar transport

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FUNCTIONALITY

ATTACH:

ANNEXURE B:

Signed reference letter commenting on the quality of the service from a school who have used the service of the operator

OR

Signed Reference letter commenting on the quality of service from a local business who have used the service of the operator

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FUNCTIONALITY

ATTACH:

ANNEXURE C:

Contingency plan =

- ✓ List of additional vehicles (that will not be used with the tender) plus originally certified copy of the vehicle registration and road worthy certificates
  OR
- ✓ Originally certified copy of MOU or partnership agreements with other transport companies proofing a vehicle will be available in case of a breakdown
  OR
- ✓ Originally certified copy of certificates or contracts of active roadside assistance service agreements (e.g., with AA or a local towing company)
  OR
- ✓ Insurance policies that cover towing or emergency replacement vehicles)

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ATTACH:

ORIGINAL CERTIFIED COPIES OF THE FOLLOWING FOR ALL VEHICLES BIDDED WITH:

Certificate/s of Roadworthiness

AND

GPS Tracking system subscription or Contract

AND

Compulsory insurance

AND

Vehicle registration certificate for every vehicle

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JOINT VENTURE ANNEXURE

ONLY IN CASE OF A CONSORTIUM/JOINT VENTURE/SUB-CONTRACTOR CONCERN THE FOLLOWING SHOULD BE COMPLETED:

I/we certify that this is a bona fide bid.

I/we also certify that I/we have not done and I/we undertake that I/we shall not do any of the following acts at any time before the hour and date specified for the closure of submission of Bid for this Contract.

1. Fixed or adjusted the amount of this bid by, or under, or in accordance with any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting;

2. Communicate to a person outside this consortium/joint venture/sub-contracting other than the person calling for these bids, the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations required for the preparation of the bid;

3. Caused or induced any other person outside this consortium/joint venture/sub-contracting to communicate to me/us the amount or approximate amount of any rival bid for this contract;

4. Entered into any agreement or arrangement with any other person outside this consortium/joint venture/sub-contracting to induce him/her to refrain from bidding for the contract, or as to the amount of any bid to be submitted or the conditions on which a bid is made, nor caused or induced any other person to enter to any sub agreement or arrangement; and

5. Officer or paid or given or agreed to pay or given any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any bid or proposed bid for this contract, any act or thing of the sort described above.

6. Certified that a joint bank account will be open in the name of the Consortium/Joint/Venture/Sub-Contractor's Names.

In this certificate, the term "person" includes any persons, body of persons or association, whether corporate or not; and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not and the term "person outside this consortium/joint venture/sub-contracting means, when the consortium/joint venture/sub-contracting is a partnership, a person other than a partner or an employee of such partnership, or when the consortium/joint venture/sub-contracting is a company, a person other than a person or company holding shares in the consortium/joint venture/sub-contracting, or any employee of such a person, consortium/joint venture/sub-contracting.

_____
SIGNED ON BEHALF OF BIDDER

Date: _____

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CHECK LIST: SUMMARY OF FORMS TO BE COMPLETED AND REQUIREMENTS			
PLEASE ENSURE THAT YOU SIGN AND COMPLETE THE FOLLOWING DOCUMENTS AND SUBMIT THE HARD COPIES THEREOF TOGETHER WITH YOUR SUPPORTING DOCUMENTS BEFORE OR ON THE CLOSING OF THE BID:			
SBD FORM	**DESCRIPTION**	**TO BE COMPLETED BY**	**COMMENTS ON COMPLIANCE BY SERVICE PROVIDER**
STANDARIZED BID FORMS			
SBD 1	Invitation to bid	To be completed and signed by the service provider.	
SBD 4	Declaration of interest	To be completed and signed by the service provider.	
SBD 6.1	Preference points claim form	To be completed and signed by the service provider in order to claim points	
SBD 3.1	Pricing schedule	Service Provider must: • Ensure that you indicate on the SBD 3.1 form if your prices are firm. • Indicate if offer comply with specification .	
PLEASE ENSURE THE SUBMITTING OF THE FOLLOWING DOCUMENT:			
CSD REPORT			
Ensure that it is attached.			
FUNCTIONALITY SUPPORTING DOCUMENTS			
Ensure that all documentation to evaluate functionality criteria is attached.			
SPECIFICATION/TERMS OF REFERENCE/SPECIAL CONDITIONS			
Ensure that all documentation as requested is attached.			
SPECIFIC GOALS			
Ensure that all documentation to claim points for specific goals is attached.			
JOINT VENTURE AGREEMENT (if applicable) – NOT RECOMMENDED/NOT PREFERRED			
Joint Venture agreement *(Compulsory if applicable)*	In the event that a joint venture bid is submitted a **signe**d joint venture agreement, witnessed by a registered Attorney at Law must be submitted with the bidding document. Failure to submit a signed joint venture agreement **(signed by all the parties**) will lead to disqualification of the bid.		

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GENERAL CONDITIONS OF CONTRACT IS APPLICABLE

www.treasury.gov.za

http://www.treasury.gov.za/divisions/ocpo/sc/GeneralConditions/General%20Conditions%20of%20Contract.pdf