



ITEM TITLE	RFP FOR FREIGHT FORWARDING AND CUSTOMS CLEARANCE SERVICES FOR A 3 YEAR PERIOD
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1. INTRODUCTION

As a vibrant, multicultural and dynamic institution, the University of Johannesburg (UJ) shares the pace and energy of cosmopolitan Johannesburg, the city whose name it carries. Proudly South African, the university is alive down to its African roots, and well-prepared for its role in actualising the potential that higher education holds for the continent's development. UJ has transformed into a diverse, inclusive, transformational, and collegial institution, with a student population of over 50 000, of which more than 3 000 are international students from 80 countries. This makes UJ one of the largest contact universities in South Africa.

UJ offers world-class, internationally recognised academic programmes based on curricula informed by cutting-edge developments in both undergraduate and postgraduate education and are designed to prepare students for the world of work and for global citizenship. Our curriculum is increasingly reflective of previously marginalised scholarship that talks to a transformation and decolonisation agenda, with Africa as its core.

The University has 4 campuses and houses 7 faculties and a college namely, Education, Law, Humanities, Art, Design and Architecture, Health Sciences, Science, Engineering and the Built Environment as well as the College of Business and Economics, and the newly established Johannesburg Business School. The staff compliment is approximately 8 650.

Being an institution that prides itself in its accessible excellence, UJ has established itself as an institution of global excellence and world-class stature.

In the next ten years, UJ has set six strategic goals, namely:

- i. Excellence in Research and Innovation.
- ii. Excellence in Teaching and Learning.
- iii. An International Profile for Global Excellence and Stature.
- iv. Enriching Student-Friendly Learning and Living Experience.
- v. Active National and Global Reputation Management; and
- vi. Fitness for Global Excellence and Stature.

The University is committed to:

- Complying with the Higher Education Act, 1997 (Act No.101 of 1997, as amended) which includes the reporting requirements stipulated by the Department of Higher Education and Training.

- Complying with the International Standards for the Professional Practice of Internal Auditing (Standards) and Code of Ethics and the requirements of the Public Audit Act where applicable.
- Complying with the King Report on Corporate Governance (King IV) where applicable.
- Effective management and leadership, transparency, accountability, responsibility, accuracy and mitigating exposure to losses by responsible risk taking and well-defined risk strategies; and
- Adhering to ethical values and standards in all aspects of business.

2. PURPOSE OF THE RFP

The University of Johannesburg seeks to appoint a suitable service provider that can provide Freight Forwarding and Customs Clearance Services in an open and competitive process so that the university can realise the benefits of the strategic sourcing which includes, amongst others:

- Reducing the cost of effort and administration
- Minimising price inconsistencies
- Improving quality control and lead-times

The service provider will assist the Supply Chain Management Unit with coordinating and managing all customs clearance of goods from point of origin to point of delivery for road, sea and air shipments including managing the warehousing, cargo handling and freight forwarding services.

The purpose of this RFP is to invite proposals for the appointment of a service provider to render freight forwarding and customs clearance services as and when required at University of Johannesburg over a period of three (3) years. The successful service provider shall provide the necessary equipment and resources (Trucks, cranes, forklifts including qualified personnel), facilities, expertise, and other means necessary to perform the customs clearance, freight forwarding, transportation, insurance and other related services in accordance with the best commercial practice.

This RFP is intended to allow the successful bidder to specify and present their skills, expertise, and cost for the above-mentioned services to University of Johannesburg. The service provider must ensure that all work performed and/or equipment used on site complies with the Occupational Health and Safety Act (OHS Act No 85 of 1993 and its Regulations).

3. MANAGEMENT ARRANGEMENT AND SCOPE OF WORKS

The Supply Chain Management Department will liaise with the appointed service provider for procurement, freight forwarding, customs clearing, exports, imports, distribution, and logistics services on behalf of the University.

Customs Clearance:

The successful supplier shall provide full customs clearing and freight forwarding services as and when requested by the University of Johannesburg in its capacity as an accredited clearing and forwarding service provider. The scope of such services shall include the following:

a) Air Freight Imports and Exports

- Airfreight clearance on tax free basis.
- Provisional clearance pending perfection of documents (undertaking).
- Arrangement of proper warehousing facilities and delivery to the final destinations.
- Arrangement of required transit insurance up to the place of final delivery.

b) Surface Imports and Exports

- Surface imports clearance, mostly containerized cargo.
- Administrative payments at border points for all applicable expenses.
- Arrangement of proper warehousing facilities and delivery to the final destinations.
- Arrangement of required transit insurance up to the place of final delivery.

c) Deliverables

Freight Forwarding and Customs Clearance

The service provider shall manage customs clearance of goods from point of entry for road and sea surface shipments and air shipments. The service provider will also manage warehousing, cargo handling and freight forwarding services.

Expected Types of Consignments

The main commodities to be customs cleared, warehoused, and transported are, but will not be limited to, the following:

- Drugs, laboratory equipment and medical supplies.
- Various Machinery equipment.
- Samples for research and analysis purposes.
- Re-importation of research equipment after repairs have been done by manufacturer under warranty.
- Temporary/Loaned research equipment for experiment purposes.
- Educational and printed materials.
- Chemicals and Dangerous Goods.
- Other items that are not listed above but are necessary for the activities of University of Johannesburg.

Service Level Agreement (SLA)

- The awarded service provider will sign a service level agreement (SLA) with UJ.
- The annual escalation will be negotiated by UJ.
- Pre-payments will not be made by the institution.
- Invoicing will only be accepted from the successful bidder.
- Service provider will be paid 30 days from date of statement.
- Service provider must complete the pricing schedule.

Delivery of Items

The Main University of Johannesburg Warehousing and Distribution Offices are located at Auckland Park and Doornfontein Campus. However, the delivery site/address will not be limited to the warehouses in Auckland Park and Doornfontein Campus. Purchase Order/s will state the delivery or collection information.

Additional Information for Deliveries

- Hazardous Items/goods must be properly labelled and packaged.
- Chemicals and Hazardous Goods should be transported in different containers/pallets, to avoid cross contamination.
- Package sizes and storage temperature requirements must be specified and clearly visible on the package.
- Items must be stored correctly according to/ or as per specified temperature.
- Labelling and packaging of items must allow accessibility to product code for traceability purposes in an event of recalls (where applicable).
- The best before dates should be visible on the package for storage and rotation purpose.
- Products that are damaged must be recorded and investigated for insurance purposes.
- Deliveries must be accompanied by all the commercial documents required.
- The applicable incoterms will be confirmed by the University.
- The list of items is not limited to the above.

d) Insurance

The service provider must provide full insurance cover for all in-transit and stored goods from point of origin to the designated destination specified by the University as and when required. The insurance cover should provide coverage against any and/ or all types of risk and dangers related or incidental to the goods in-transit. The service provider shall include a clear briefing with relevant information regarding insurance policy conditions and wording.

4. PRICING SCHEDULE

The bidder must complete the below pricing schedule:

Pricing Schedule:

Item	Unit Price (ZAR) Year 1	Unit Price (ZAR) Year 2	Unit Price (ZAR) Year 3	Lead-times
Total Disbursement (VAT & Customs)	R	R	R	
Agency Fees	R	R	R	
Airline Disbursements	R	R	R	
Airline Handling	R	R	R	
Airline Split Fee	R	R	R	
Breakbulk Fee	R	R	R	
Delivery Fees (by Weight and Area - i.e Dimensions, Location, Country etc):				
• Same Day Express Delivery	R	R	R	
• Next Day Delivery	R	R	R	
• Road Freight (Economy)	R	R	R	
• After Hours Service	R	R	R	
FSC (Fuel Surcharge) on Delivery	R	R	R	
Insurance	R	R	R	
Communication	R	R	R	
Admin Fee	R	R	R	
Other Specify	R	R	R	
Subtotal (VAT Exclusive)	R	R	R	
VAT @ 15%	R	R	R	
Total (VAT Inclusive)	R	R	R	

The bidder may use the UJ-provided quotation format or their own format without changing the UJ standards; instead, add on the current options.

The Bidder's Quotation format must be clear, and words or similar must be used as per our requirements. Please be aware of industry terminology so that we can comprehend your offers/quoted items.

5. EVALUATION CRITERIA

The following standard evaluation criteria will be utilised in the evaluation process:

5.1 Phase 1: Mandatory Requirements (Evaluation Criteria)

5.2 Phase 2: Functional/Technical (Evaluation Criteria)

5.3 Phase 3: Price & B-BBEE Points Scoring (Evaluation Criteria)

Only proposals received within the proper time frame and composition from bidders, who, in the University of Johannesburg's sole discretion, are competent and have the necessary facilities, experience, organization, and financial capacity to fulfil the requirements of University of Johannesburg will be considered. Any acceptance of a response to this Request for Proposal will be subject to the negotiation of agreed costs/fees and service levels.

The University of Johannesburg, at its sole discretion, reserves the right to:

- Request additional information from all or any respondent.
- Reject or accept any RFP without disclosing the reason thereof.

5.1 Phase 1: Mandatory Requirements (Evaluation Criteria)

All mandatory documents as per the SCM Mandatory requirements in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent, or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract.

Mandatory Requirements:

- **Signed Tender Document, fully completed and signed.**
- **A copy of the certificate of incorporation or summary of proof of registration with National Treasury's CSD with an active status.**
- **A valid SARS Tax Compliance Status (certificate/pin);**
- **A valid B-BBEE Contribution Level Certificate/ Sworn affidavit.**
- **TETA - Transport Education and Training Authority certificate or Similar/Equivalent**
- **Proof of membership with the South African Association of Freight Forwarders or any related professional body for freight forwarders.**
- **Proof of Public Liability Cover (Minimum cover must not be less than R1,5 million).**
- **Proof of Business Insurance Cover A Participant who is required by the Companies Act to have its financial statement audited, must submit its audited financial statements for the last 3 years.**
- **A Participant who is not required by the Companies Act to have its financial statements audited, shall submit independently reviewed statements, and insofar as permitted by the Companies Act, reviewed statements together with a financial accountability supplement for the last 3 years; and**
- **Any additional information required under Annexure A, including but not limited to copies of a letter of good standing in terms of COIDA, quality assurance certificates, SABS certificates and ISO certificates (where applicable).**

Compulsory: (Disqualification Criteria):

- **Proof of membership with the South African Association of Freight Forwarders or any related professional body for freight forwarders.**
- **Proof of Public Liability Cover (Minimum cover must not be less than R1,5 million).**
- **Proof of Business Insurance Cover.**

Failure to provide a valid Certificate or Proof will lead to disqualification. Should a bidder provide an invalid, expired or no proof of required certificates, they will not be evaluated further.

5.2 Phase 2: Functional/Technical (Evaluation Criteria)

Technical Evaluation Criteria Table:

NO.	DESCRIPTION	POINTS ALLOCATED
1	Bidder Experience	
	<p>Service provider must submit a company profile showing the number of years' experience in the Freight Forwarding Clearance field, with written contactable References (on company letterheads) of companies that they have provided similar services to and the value of such contracts, per annum.</p> <p>Number of references submitted (20)</p> <ul style="list-style-type: none"> • 5 Written references = 20 Points • 3 Written references = 15 Points • 2 Written references = 10 Points • 1 Written reference = 5 Points • No written reference = 0 Points <p>Number of years' experience in providing a similar service (20)</p> <ul style="list-style-type: none"> • 7 years or more = 20 Points • 5-6 years = 10 Points • 3-4 years = 5 Points • less than 2 years = 3 Points 	40
2	Staff Capacity	
	<p>Experience of suitably qualified Account Manager.</p> <p>Submit CV and copy of qualifications.</p> <ul style="list-style-type: none"> • Provided with 4 years' experience and NQF 6 or higher in Supply Chain Management or related qualification = 10 Points • Provided with 4 years' experience and without NQF 6 or higher in Supply Chain Management or related qualification = 5 Points • Not Provided or Less than 3 years' experience with/without NQF 6 qualification = 0 Points 	10
3	Methodology	
	<p>Execution plan detailing how the service provider will approach the service delivery as per scope of requirements. Provide a clear presentation and in sequence of activities and the planning logic, pricing, insurance, systems and promise efficient implementation to the project (Attach the Approach and Implementation Plan)</p>	35

	<p>Monitoring Systems and Inventory Management (10)</p> <ul style="list-style-type: none"> • The bidder to present an existing or a proposed monitoring system (an online monitoring system) for tracking orders, deliveries, collection and tracking in-transit goods. • The bidder to present the inventory management system such as bar coding or scanning systems. <p>Standard Project Plan of Initial delivery and lead times for supply and delivery of the goods and services items (20)</p> <p>Bidder to present Fixed Rates (by Weight and Area - i.e. Dimensions, Location, Country etc) for routes and standard lead-times (15).</p> <ul style="list-style-type: none"> • Fixed Local rates with lead-times. • Fixed International rates with lead-times • Insurance coverage against any and/ or all types of risk and dangers related or incidental to the goods in-transit. <p>Customer Service and Technical Support (5).</p> <ul style="list-style-type: none"> • Local Support • Online Support – Email / Web Chat • Helpdesk hours – 8:00am to 16:00pm, Mon to Fri • Additional Support after hours • Cut times for service delivery (e.g. cut off times to request a same day delivery) <p>Expected Types of Consignments (5)</p> <ul style="list-style-type: none"> • The bidder to show pricing that covers Expected Types of Consignments mentioned in the Scope of Requirements. (Add other specifications on the pricing schedule (If applicable)) 	
4	Warehouse Facility	
	<p>Warehouse Facility is based in Gauteng (submit proof of location, e.g. municipality statement, lease)</p> <ul style="list-style-type: none"> • Warehouse Facility based in Gauteng = 15 Points • Warehouse Facility not based in Gauteng = 0 Points 	15
	TOTAL	100

Only Bidders who meet the minimum threshold of 70 points/70% on the **5.2 Phase 2: Functional/Technical (Evaluation Criteria)** will be evaluated further in **5.3 Phase 3: Price & B-BBEE Points Scoring (Evaluation Criteria)**.

5.3 Phase 3: Price & B-BBEE Points Scoring (Evaluation Criteria)

- Price = 80 Points
- BBEE = 20 Points