

SPECIFICATION OF THE COURIER TENDER - DOMESTIC AND INTERNATIONAL

SCOPE

Specification

The service providers were to submit courier services proposals for but not limited to the following:

- Domestic (Main Centres A, Outlying Areas B & Intra Regional C)
- International
- International Re-mail
- An express air/road service is required with guaranteed time deliveries, total reliability, door to door.
- A facility for slower, cheaper service is required for less urgent freight.
- Prices quoted must INCLUDE the following:
 - Fuel surcharge
 - Carriage price
 - Collection at premises
 - Dispatch to nearest airport
 - Air freight
 - Collection at airport
 - Delivery to destination
 - Surcharges for outlay areas
 - Supply of paper for the printing of waybills
 - Online system
 - On the system, it must be able to give an estimate of the cost

Delivery Terms

Preferably daily collection at 14:00 only

Delivery and collection are not exclusive to the four campuses

Main Account and Subaccounts

There should be a main account that the Assessment department will manage.

The various departments are to be linked to subaccounts.

Training of departments, with the installation of the programmes on the departments' computers.

A dedicated representative will be available during peak times (exams).

Terms of Payments

Different subaccounts for the departments and faculties

Invoices to be billed to the various subaccounts

Term of contract

The contract period would be for a period of three years from the date of the appointment of a successful service provider(s).

Insurance

Insurance should be covered 50% by the courier company.

Prices must be VAT exclusive

Tenderers were required to submit VAT exclusive prices.

Import duties