



METROBUS

REQUEST FOR QUOTATION (RFQ)

RFQ Number	HO1195/2022
Description: Request for a fire forensic investigator.	

Date of advertisement:	22/07/2022
Closing date:	29/07/2022
Closing time:	11:00
Compulsory briefing meeting date (if applicable)	N/A
Quotations must be deposited in bid box at: Transportation House 1 Raikes road Braamfontein, 2001 or Via email	Email: gkabe@mbus.joburg.org.za scm@mbus.joburg.org.za.
Procurement Enquiries	Glenda Kabe Tel:011-745-1830
Technical Enquiries	John Gamede Tel:011-745-1830

NAME of Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor	Legal Name: _____ Trading as: _____
Registration Number	
Metrobus Vendor Registration Number (if already have)	
National Treasury Central Supplier Database number: (Compulsory)	
Company i.e. Proprietor/ Close Corporation/ Partnership/ Sole Proprietor Street Address	Postal Code _____
Contact Details of the Person Representing the Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor Registration Number	Name: _____ Telephone: _____ Cell phone: _____ E-mail address: _____
Income Tax Number	
VAT Reference Number (if applicable)	



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PRICING SCHEDULE – FIRM PRICES

Bidder's Name: _____

- Metrobus is not bound to accept the lowest or any quotation and reserves the right to accept the whole or any part of a quotation and to award the bid to more than one bidder.
- Offers to be valid for 60 days from the closing date of bid and no second-hand/refurbished materials/parts may be used in the final goods to be delivered by the bidder.
- 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.
- Do you intend to subcontract more than 25% of the work?

(Tick applicable box)

YES	NO

- If the answer is **YES**, indicate the name of the subcontractor _____, the percentage to be sub-contracted _____% and attach the BBBEE certificate of the subcontractor.
- The quotation will be evaluated on 80/20 preference point system in line with PPPFA Regulations, 2017.
- A bidder must submit proof of its B-BBEE status level of contributor to be awarded preference points, attach original or certified certificate (not older than 3 months) or sworn affidavit.
- For quotations above R30 000, the bidder should submit the municipal account for the company and all directors or lease agreement or an affidavit if they do not own or lease a property.
- B-BBEE Status Level of Contribution _____ (preference points, maximum 20) _____
- **Other than completing the pricing schedule below, a bidder should submit the quotation on their company's letterhead or logos.**

SCHEDULE OF PRICES/ RATES:

Quotation Description:	
Sub Total Price	R
Vat 15% (if applicable)	R
Total Quoted Price (Inclusive of Vat)	R



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MBD 4 DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of Owner of the Bidding Entity:

3.2 Identity Number if applicable:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors/ trustees/ shareholders' members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below

3.8 Are you presently in the service of the state?

(Tick applicable box)

YES	NO

3.8.1 If yes, furnish particulars.

3.9 Have you been in the service of the state for the past twelve months?

(Tick applicable box)

YES	NO

3.9.1 If yes, furnish particulars

3.10 Do you have any relationship (close family member, partner or associate) with persons in the

YES	NO
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service of the state and who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

3.10.1 If yes, furnish particulars

3.11 Are you aware of any relationship (close family member, partner or associate) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

(Tick applicable box)

YES	NO

3.11.1 If yes, furnish particulars.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in the service of the state?

(Tick applicable box)

YES	NO

3.12.1 If yes, furnish particulars

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state?

(Tick applicable box)

YES	NO

3.13.1 If yes, furnish particulars

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

(Tick applicable box)

YES	NO

3.14.1 If yes, furnish particulars:
.....

4. Full details of directors / trustees / members / shareholders. (Attach for additional members)

Full Name	Identity Number	State Employee Number (If applicable)

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces;



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- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD8)

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (tick applicable box).**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		



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4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE AND/OR THE EMM MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.



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.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidding Entity

MBD 9 CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This Form "I" must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This Form "I" serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

in response to the invitation for the bid made by:

Metrobus

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;



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2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) geographical area where product or service will be rendered (market allocation)
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a bid;
 - e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Full Names of Person Representing Company

.....
Position in Company



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FORM "E"

SPECIFICATION /SCOPE OF WORK/TERMS OF REFERENCE

TERMS OF REFERENCE (TOR) for

THE APPOINTMENT OF A FIRE FORENSIC INVESTIGATOR

1. INTRODUCTION

The Integrated Business Operations (IBO) Department is a core department to the delivery of Metrobus Services. The Department include the Operations and the Technical Services

The services are been rendered from the various depots, namely Roodepoort, Milpark and Village Main Depots.

2. OBJECTIVE(S)

The main objective of this RFQ is to appoint a qualified and experienced service provider to carry out comprehensive fire forensic investigation, by investigating the cause of the fire, identify possible potential risks, and mitigate the potential risks of other buses catching fire. It is expected that the service provider should further provide professional advice and implementation of the appropriate intervention actions to avoid a similar action. The service provider shall comply with all relevant government legislation as well as comply with Metrobus terms and conditions.

3. SCOPE OF WORK

Metrobus purchased one hundred and fifty hundred (150) dual fuel Euro V buses in 2015 to replace the old Volvo B7TL buses and old Volvo B10M buses. These buses were bought with the aim of reducing the carbon footprint



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of Metrobus and the City of Johannesburg. These dual fuel buses were and are first of its kind in South Africa and has placed the city in a very good position with regards to the emissions standards of the country.

Metrobus have been experiencing challenges with fleet since inception. During the period under warranty where the buses were still under maintenance contract, a number of buses had alternator problems causing overcharging and battery explosions. Mercedes Benz remedied the problem by removing and replacing all faulty alternators. This resolved the overcharging problem.

In 2016, one of the buses caught fire and burnt to the ground in Auckland Park near the SABC. Mercedes Benz conducted an investigation as to the cause of the fire, and concluded that it was an electrical fault with the alternator.

In 2020, another bus caught fire whilst in motion and the cause there of as reported by the driver was that the flames started in front in the electrical compartment. The cause of the fire was the electrical system on the charging side (alternators over charging).

In 2021, two buses at Roodepoort depot caught fire at approximately 2:00 am and burnt to ashes with no apparent cause of the fire.

On 04 April 2022, a EuroV bus travelling from Northgate to Gandhi Square caught fire in Hillbrow. The bus was carrying sixty (60) passengers and the driver managed to evacuate the all the passengers before the fire started. The driver attempted to extinguish but due to the overwhelming heat and the size of the fire, and he could not succeed. He reported that this bus started experiencing problems in Corner Pretoria and Claim Streets, Hillbrow area and when he stopped to inspect the bus he discovered that there were fire sparks coming from under the bus. The bus was burnt beyond repairs.

The most heat that was visible on the bus was coming from the left rear side of the bus.

Due to the specialised nature of the forensic investigation and the fact that there are limited number of such specialist in the market, Metrobus is looking at bringing in expertise to further capacitate the technical team in the long term. In the short term Metrobus is head hunting a Forensic Specialist to attend to the investigation of the three buses that caught burnt.

The primary purposes of a fire forensic investigation is to establish:

- the origin (seat) of the fire,
- Determine the likely cause, and thus conclude whether the incident was accidental, natural or deliberate.

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- It is vital to establish the cause to ensure similar events do not occur (in the case of natural or accidental) or to allow a legal investigation to be conducted (in the case of deliberate fires)

The forensic investigation will be limited to the two (2) buses that burnt in Roodepoort Depot and the one (1) that burnt in Hillbrow.

4. DELIVERABLES

The appointed service provider shall produce a Fire Forensic Investigation Report and in both electronic and hard copy forms. The information provided shall be adequately detailed to enable an informed decision by Metrobus and the City. The report shall include the following, as a minimum:

- Brief project background,
- Outline of the activities undertaken
- Methodology followed for the Fire forensic investigation
- Findings
- Documentation on tests undertaken and test results
- Photo records on all field tests, Information on all data collected from site, test results / reports, data analysis etc.
- Capacitation of the technical team
- Ways of avoiding similar events from occurring (in the case of natural or accidental) or to allow a legal investigation to be conducted (in the case of deliberate fires)
- Recommendation actions
- Conclusions
- Evaluation criteria

5. PROJECT DURATION

The expected completion period shall be **30 days** from the date of appointment.

6. EVALUATION CRITERIA

6.1 Functionality

No	Criteria for Quality and Experience Evaluation	WEIGHT ALLOCATION
1	<p>Methodology & Approach</p> <p>The proposed methodology shall illustrate how project management principles are going to be applied.</p> <ul style="list-style-type: none"> - Methodology is Excellent based on the project scope = 5 points - Methodology is Good based on the project scope = 4 Points - Methodology is Average based on the project scope = 3 Points - Methodology is Fair based on the project scope = 2 Points - Non responsive = 0 Points 	20
2	<p>Qualifications + Experience</p> <ul style="list-style-type: none"> - Project Leader – Valid IAAI-FIT (Fire Investigation Technician) Program = 5 Points - Project Leader – with no IAAI-FIT = 0 Points - 	20
3	<p>Qualifications + Experience</p> <ul style="list-style-type: none"> - Team Member – Valid IAAI Expert Witness Courtroom Testimony = 5 Point - Team Member – with no IAAI Expert Witness Testimony = 0 Points 	20
4	<p>Experience</p> <p>Company Experience for a Fire Forensic Investigator or related services. Provide Appointment Letters / Service Level Agreement (SLA) indicating the duration of the project.</p>	20



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	<ul style="list-style-type: none"> - 5 or more years = 5 points - 4 years = 4 points - 3 year = 3 points - 2 Years = 2 point - 1 Year = 1 Point - Less than 1 year = 0 points 	
5	<p>+ Contactable references</p> <p>Company References</p> <p>Bidders are required to provide signed contactable reference letters for a Fire Forensic Investigator or related services. Only reference letters from the client's letterhead or with an official stamp will be accepted. Purchase orders, appointment letters etc. will not be accepted.</p> <p>Reference letters that are not signed and dated will not be considered.</p> <ul style="list-style-type: none"> - 5 or more letters = 5 points - 4 letters = 4 points - 3 letters = 3 points - 2 letters = 2 point - 1 letter = 1 point <p>No letter submitted will result in the bidder being scored a zero (0) points</p>	10
4.	<p>Professional Indemnity Minimum professional indemnity insurance of R1 million or above = 5 Points</p> <p>No Professional Indemnity Minimum professional indemnity insurance of R1 million or above = 0 Point</p>	10
	Total	100
	MINIMUM THRESHOLD	70

Minimum threshold of **70%** is required.

Company i.e. Proprietor /Close Corporation/ Partnership/ Sole Proprietor

7. PRICE

Price Schedule:

No.	Description	UNIT PRICE	SUB TOTAL AMOUNT, R
1	Appointment of service provider to carry out comprehensive forensic fire investigation (on the three (3) buses indicated above and to provide professional advice to enable Metrobus to implement the appropriate intervention actions.	1	
		VAT @15%	
		TOTAL AMOUNT, R	

8. SERVICE LEVEL AGREEMENT

- The successful bidder will be required to enter into to the execution of the Service Level Agreement.
- Performance Measurement processes will form an integral part of the Service Level Agreement to be signed after the successful bidder has been appointed.
- **Metrobus** reserves the right to terminate the contract in accordance with the SLA should the success service provider fail to comply with the above conditions

9. ENQUIRIES

For the duration of this BID until the eventual appointment of the service provider and Contracting, **ALL** enquiries regarding this tender **MUST** be addressed to the following contacts as per below:



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10. CONTACT DETAILS

Name: John Gamede

Designation: Senior Manager – Integrated Business Operations

Tel: 083 702 4236

Email: JGamede@mbus.joburg.org.za

Please send through the quotes together with the following below:

1. CSD Number – MAAA.
2. Tax Clearance Certificate
3. BEEE Certificate
4. Municipal Account for the Company and,
5. Also Municipal Account for Directors