TERMS OF REFERENCE

25 Thornhill Office Park, 84 Bekker Rd, Vorna Valley, Midrand, 1686 (Head Office) 88 Loop Street, Cape Town, 8001 or PO Box 15223, Vlaeberg, 8018 (Regional Office) T: 021 426 0577 • F: 021-426 2598 • E-mail: contacts@sheriffs.org.za

COURIER SERVICES

Reference Number: SABFS019/2025
Advertisement Date: 09 July 2025
Closing Date: 22 July 2025
Closing time: 17:00
Tender Type: Public
Mandatory Briefing Session: 17 July 2025

1. BACKGROUND

The South African Board for Sheriffs ("SABFS") is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS' objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriffs' profession; and
- To provide overall Policy directives.

3. OBJECTIVES

The SABFS invites qualified and experienced service providers with full capacity to offer courier services to the organisation between its head office in Gauteng and regional office in Western Cape. The preferred service provider will be required to have the capacity to deliver and collect packages across the country proficiently.

4. SCOPE OF WORK

The preferred service provider will be responsible to provide the following services expertly and timeously:

4.1. DELIVERABLES

4.1.1. SERVICE CATEGORIES

a. Ensure timely collection and delivery of documents.
b. Provide secure, professional, and accountable services.
c. Offer a flexible, client-centric service model tailored to the Board's operational requirements.
d. Collect and deliver official documents and packages within agreed timelines, including after-hours and weekends where necessary.
e. Provide services across all nine (9) provinces and remote areas of South Africa.
f. Utilise personnel with no criminal record.
g. Utilise personnel with valid driver's licenses.
h. Utilise personnel with sober habits.
i. Able to collecting documents after and before business hours.
j. Prepare to provide a service that will meet the Boards business needs and personalized service whenever required.
k. Provide for a personal accounts manager for the SABFS account.
l. Have a good business functional relationship.
m. Have the capacity to provide delivery services in all 9 South African provinces including reaching remote areas in the country.
n. Have an electronic platform for transacting/requesting parcel pickup, generating documents.
o. Provide insurance for each package in transit.
p. GPS Tracking to monitor the location of packages throughout the delivery process.

4.1.2. NOTES

a. The service provider will render the required services to the SABFS on a 3-year fixed term contract.
b. A dedicated staff member should be allocated to the SABFS account.
c. The service provider to present an Induction Workshop to all the SABFS staff to familiarise staff with procedures.
d. Management reports must be produced monthly for all transactions processed per account (to be advised by the SABFS). travel by type, amount, number of changes and/or amendments made.
e. The successful bidder will enter into a Service Level Agreement with the SABFS to which the General Conditions of Contract will be applicable and regular service evaluations will be contacted by the Project Manager.
f. A transaction cancelation approach that allows for cancelation without cost should be made clear between the SABFS and the successful service provider.
g. The price list and any relevant charges should be clearly quoted per line item.
h. A Mandatory Briefing Session will take place on the 17 July 2025 on a link which interested bidders should request though the following email: proposals@sheriffs.org.za

5. EVALUATION CRITERIA

5.1.Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the candidate's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

Criteria	Points
Technical Approach of the bidder	50
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	30
Qualifications and experience of team members	20
TOTAL	**100**

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

a. Pricing 80 points
b. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Finance Manager whenever applicable.

5.2.2. Completion Criteria and Payment

Payment will be made based on an agreement between the SABFS and the successful bidder.

5.2.3. Pricing Schedule

The following cost table should be utilized to submit the cost proposal:

Item	Quantity	Unit Price in (R)	Total Price in (R)
Additional Costs			
VAT			**R**
TOTAL AMOUNT			**R**

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

a. Company profile
b. Certificate of Registration
c. Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
d. Valid and certified B-BBEE certificate/Sworn Affidavit (Not Compulsory – only used for claiming B-BBEE Points)
e. List of two referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
f. Proof of banking details.
g. Pricing Schedule
h. Declaration of Interest

NB:

· *Please note that the above requirements are mandatory and MUST accompany the proposal.*
· *Non-compliance with the above mandatory submissions will lead to disqualification.*
· *Proposals must be properly indexed.*

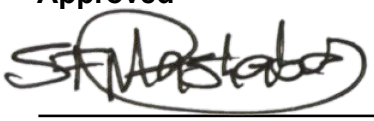
7. All inquiries relating to the tender must be communicated in writing only by no later than 12h00 on the 22 July 2025. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: SABFS019/2025 – Courier Services.

8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and

9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.

10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs

Required Documents Arrangement

The required documents are expected to be submitted in folders according to the following order:

a. Signed Copy Of TOR
b. Proposal with technical approach
c. Company Registration Documents
d. Staf Resource and Professional Certificates
e. Company Profile
f. Price Schedule
g. 2x Written Reference Letters
h. Other Value Added Services
i. Tax Clearance Certificate
j. BEE Certificate
k. Signed Declaration Of Interest