



**Road Traffic**  
Management Corporation



**REQUEST FOR PROPOSAL FOR THE  
PROVISION OF ENTERPRISE RESOURCE  
PLANNING (ERP) TO THE RTMC FOR A  
PERIOD OF THREE (3) YEARS**

**RTMC BID 15/2015/16**

# **SECTION: 1**

## **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

**Road Traffic**  
Management Corporation

## **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

### **1. Proprietary Information:**

1.1 Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the respondent to be proprietary to RTMC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

### **2. Enquiries**

2.1 All communication and attempts to solicit information of any kind relative to this should be in writing, on the below details:

Name	RTMC
Email Address	<a href="mailto:ERP@rtmc.co.za">ERP@rtmc.co.za</a>

2.2 All the documentation submitted in response to this tender must be in English.

2.3 No enquiries will be entertained for this bid post the compulsory briefing session. All enquiries will be consolidated and posted to the RTMC website under tenders next to the same bid.

2.4 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

### **3. Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

### **4. Supplier Performance Management**

4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.

4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of

the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

- 4.3 Successful bidder(s) are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

## **5. Instructions on submission of Bids**

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- 5.1 Bids should be submitted in **Five (5) copies** and one electronic copy (on CD in PDF format) all bound in a sealed envelope endorsed, **RTMC BID 15/2015/16: Appointment of a Service Provider for the provision of Enterprise Resource Planning (ERP) services for a period of three years.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Boardwalk Office Park, Boardwalk Boulevard, Phase 5, Faerie Glen, Pretoria East by no later than **11:00 AM on 26 October 2015.**
- 5.3 Compulsory briefing session will be held on the **12 October 2015, at 10H00** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.  
**NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**
- 5.4 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.6 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that

documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

- 5.8 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. Late bids will not be considered.
- 5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.
- 5.11 Where a bid has a **compulsory briefing session** as a condition, bidders who do not attend or send a representative **will be automatically disqualified** and bid responses will not be accepted/evaluated.
- 5.12 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

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- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.

- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

## **7. RTMC's Rights**

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- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

## **8. Supplier Development and Promotion of Emerging Black Owned Service Provider**

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- 8.1 The RTMC promotes enterprise development. In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

**8.3** To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

**9. Bidders Details and Contact Person**

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DETAILS OF BIDDERS			
<b>Name of your Company (in block letters)</b>			
<b>Signature(s) of the Bidder or assignee(s)</b>		<b>Date</b>	
<b>Name of person signing (in block letters)</b>			
<b>Capacity</b>			
<b>Are you duly authorized to sign this Bid?</b>			
<b>Company Registration Number</b>			
<b>VAT Registration Number</b>			
<b>Postal address (in block letters)</b>			
<b>Physical address (in block letters)</b>			
<b>Domicilium citandi et executandi in the RSA (full street address) (in block letters)</b>			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

## 10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

### 10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

### 10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation.

10.2.2 **Annexure 2** of this RFP document (Duly completed and Signed)

### 10.3 Schedule 2:

10.3.1 Original and Valid Tax clearance certificate(s); please refer to annexure below:  
**Annexure 3** Tax Clearance Certificate Requirements

10.3.2 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.3 BEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor (option only for Exempted Micro Enterprises with annual turnover less than R5 million)

10.3.4 **Annexure 4** Declaration of Interest (SDB 4)

**Note: Bidders must not declare their pricing on SBD 4 document**

10.3.5 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.6 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

**Note:** If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor.

**10.4 Schedule 3:**

10.4.1 Responses to Section two of this document, in line with the format indicated in this bid document.

**10.5 Schedule 4:**

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. The price schedule must be submitted on a separate sealed envelope.

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1)

**11. SPECIAL INSTRUCTIONS TO BIDDERS**

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**11.1** Bidders shall provide full and accurate answers to the questions posed in this document. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

**11.2** The contract of the ERP Partner for RTMC will be effective from the date of signing of the contract. The appointed partner will provide post implementation support for a period of 3 years subject to an annual performance review.

**11.3** Should additional needs arise that are related to the provisioning of ERP Systems and are currently excluded, RTMC reserves the right to contact the service provider and negotiate its inclusion in the contract.

**11.4** The Bidder is required to submit a Compact Disk (CD) which must contain:

- PDF copy of the Technical Proposal.
- Overall Bid response
- The proposed project plan.
- A PowerPoint of the Technical Architecture as required (in relation to the Technical Proposal).

- A PowerPoint or Visio diagram of the Information Architecture as required (in relation to the Technical Proposal).
- The completed copy of the ERP Software and Implementation Services - Specifications.xlsx file as required (in relation to the Technical Proposal)

## 12. EVALUATION CRITERIA

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The bid will be evaluated in three stage's.

(a) Stage 1 will be Mandatory requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.

(b) Stage 2 will be on Functionality and Technical requirements. A two (2) step process will be used which will include the Functional Evaluation AND a Technical Evaluation. Each phase will have an evaluation criteria that will apply. Bidders who fail to meet the minimum requirement (threshold) of the functional evaluation phase will be disqualified from being evaluated in the Technical Evaluation phase. Only bidders that meet the minimum requirements for Stage 2 (Functional and Technical Evaluation) will be eligible for consideration in Stage 3.

(c) Stage 3 will be on 90/10 Preference Point System (i.e. Price and B-BBEE).

### 12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p><b>System Implementation</b> The core business of the bidder must include development and system implementation</p> <p><b>Compliance Requirement</b> Bidder to provide their company profile that outlines their core business and include the bidder's website URL.</p>	
MANDATORY REQUIREMENT (2)	Comply (Yes / No)

<p><b>Certification</b></p> <p>The Prime bidder should be certified by the Original Software Provider</p> <p><b>Compliance Requirement</b></p> <p>Bidder to provide current valid certification to install, configure and maintain the proposed Enterprise System</p>	
<p><b>MANDATORY REQUIREMENT (3)</b></p>	<p><b>Comply (Yes / No)</b></p>
<p><b>Project Management Track record</b></p> <p>The Bidder must have substantial experience in the provision of project management of large scale projects (minimum of 300 user's) that involve development, integration and maintenance of computer application systems</p> <p><b>Compliance Requirement</b></p> <p>Bidder should provide information of at least two (2) projects with at least a duration of a minimum of 6 man-months undertaken within South Africa in which the bidder applied its project management expertise</p>	
<p><b>MANDATORY REQUIREMENT (4)</b></p>	<p><b>Comply (Yes / No)</b></p>
<p><b>Project Management Skills</b></p> <p>The Project Manager that will be used for this project must have PRINCE 2 Project Management Certification. They must have at least 5 years' project management experience in delivering development and integration services in computer application systems</p> <p><b>Compliance Requirement</b></p> <p>Attach the Project Manager profile with certified qualifications that will be leading this project. The profile should include the nature of the projects that the PM was working on, size, client and contact details.</p>	
<p><b>MANDATORY REQUIREMENT (5)</b></p>	<p><b>Comply (Yes / No)</b></p>
<p><b>Software Development Skills</b></p> <p>The lead Software Developer that will be used for this project must have a minimum of 5 years software development experience and must be certified in the applicable ERP environment proposed</p> <p><b>Compliance Requirement</b></p> <p>Attach the Software Developer's profile with certified qualifications.</p>	
<p><b>MANDATORY REQUIREMENT (6)</b></p>	<p><b>Comply (Yes / No)</b></p>

<p><b>Financial Sustainability</b></p> <p>The bidder must have the financial ability to carry 25% of the bid price in order to ensure the sustainability of the project to conclusion.</p> <p><b>Compliance Requirement</b></p> <p>The bidder must attach their financial statements or any bridging finance notary that confirms that the bidder has access to financial support equal to 25% of the bid price offered.</p>	
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**NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

**12.2 STAGE 2 – FUNCTIONALITY and TECHNICAL CRITERIA**

Stage 2 will be conducted in two steps with each step having its own functional evaluation criteria.

12.2.1 The first stage will be based on written proposals and shall be evaluated based on the following parameters for functionality:

**FUNCTIONAL EVALUATION (PROPOSAL RESPONSES)**

Requirements	Score
<b>A. Compliance to outlined response format and quality of the proposal</b>	<b>5</b>
A1 The section relates to responses received according to the specified format and the quality of the bid proposal content.	5
<b>B. Bidding Structure</b>	<b>20</b>
B1 The bidding structure should include at least 30% allocation to SMMEs (Previously Disadvantaged Youth OR Women ownership) who must be included in the deliverables envisaged in the scope of work. The bidder must submit back to back agreements with their SMME partner(s) and indicate the role, bid price allocation and conditions of engagement that must be signed by all parties involved	20
<b>C. Overall Work Plan</b>	<b>20</b>
<b>Methodology and capability</b>	
C1 Provide an overall description of the Bidder’s project management approach towards this type of engagement and projected timing for major phases. Provide a high-level work plan for achieving the successful deployment of your proposed system. The RTMC expects the Bidder to provide project management resources leading to the successful deployment of the system. This project manager will work as a team member with RTMC’s project management team. This project manager can be an employee of the Bidder or a partner of the Bidder	10
C2 The RTMC recognizes that a movement from the current environment to a	

new solution will present change management challenges. The Bidder should clearly identify their approach towards Change Management including any unique approaches, processes, or tools that will be used.	10
<b>D. Functional System Requirements</b>	<b>15</b>
D1 Attached to this bid is an Excel spreadsheet “ERP SYSTEM Software and Implementation Services – Specifications.xls” which details a number of requirements that must be addressed by the Bidder’s proposal. The Bidder is expected to complete the excel spread sheet having followed the applicable instructions. These requirements set out in the excel spreadsheet are considered mandatory in implementing the complete solution as defined in section 5 – Application Software. Together they define a system that will operate efficiently in the proposed computer environment while providing a high level of flexibility in meeting the RTMC’s current and future data needs. Below are the minimum requirements (though not exhaustive) of the key system capabilities that will be assessed for functional compliance.	Refer below
<b>Financial management</b>	<b>3</b>
Accounts payable / Accounts receivable	
Planning and budgeting	
Fixed assets	
General Ledger	
Payroll management	
Revenue Management	
<b>Procurement or Supply Chain Management</b>	<b>2</b>
Purchasing	
Supply chain management	
<b>Human Resources Management</b>	<b>2</b>
HR Administration	
Leave management	
Performance Management	
Training management	
<b>Fleet Management</b>	<b>2</b>
Vehicle details and Updates	
Driver Management /Vehicle allocation	
Maintenance, Fuel, and usage management	
Insurance & Accidents Management	
<b>Customer Relation Management</b>	<b>2</b>
Events, Training and Case management	
Electronic Surveys / Questionnaires	
Communication platform & Social Media integration	
CRM reporting Functionality	
<b>Business Intelligent</b>	<b>2</b>
Financial Pack & Board Pack	
Strategic workflow ( Reporting on RTMC Objectives)	
Standard and customized reporting	
Data warehousing and data mining	
<b>Travel Management</b>	<b>2</b>
Trip management	
Reporting and exception Management	
<b>E. Qualifications , Skills &amp; Experience of the Team</b>	<b>25</b>

E1	The Bidder must detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Include profiles for <b>all personnel</b> that will be assigned to the project. If the Bidder is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project.	5
E2	The bidder must provide CVs of at least the following key resources that would form part of the Project Team: (1) Project Manager (2) Software Developer (3) Database Administrator (4) Business Analyst (5) Solution Designer	15
E3	Please provide an overall project organizational structure for both RTMC and Bidder's staff involvement during the project (for both an RTMC-hosted and vendor-hosted solution). Identify the roles and responsibilities of each component of this structure. This includes an appropriate governance structure in which to manage the project	5
<b>F. Training and skills transfer</b>		<b>15</b>
F1	The Bidder should describe their process for ensuring that a transfer of knowledge occurs back to RTMC such that staff is capable of supporting and maintaining the application in the most proficient manner once the implementation engagement is complete.	
F2	The Bidder should provide an overall description of training methods to be applied with the following issue's highlighted: <ul style="list-style-type: none"> <li>• General time-frames in which both types of training will be conducted.</li> <li>• The Bidder must list the nature, level, and amount of training to be provided for both options in each of the following areas: <ul style="list-style-type: none"> <li>○ Technical training (e.g., programming, operations, etc.).</li> <li>○ User training.</li> <li>○ Other staff (e.g., executive level administrative staff).</li> </ul> </li> </ul>	
<b>Total</b>		<b>100</b>
<b>Threshold (minimum score required)</b>		<b>70</b>

**NOTE (1) ONLY BIDDER'S THAT SCORE A MINIMUM OF 70 POINTS ON THE ABOVE EVALUATION CRITERIA WILL BE CONSIDERED FOR THE TECHNICAL AND RISK ASSESSMENT EVALUATION**

**NOTE (2) PLEASE SEE SECTION TWO OF THIS BID DOCUMENT FOR A DETAILED DESCRIPTION ON FUNCTIONALITY ASSESSMENT CRITERIA REQUIREMENTS**

12.2.2 The first stage will be based on written proposals and shall be evaluated based on the evaluation criteria applicable below:

**EACH PANEL MEMBER WILL RATE EACH INDIVIDUAL CRITERION ON THE SCORE SHEET USING THE FOLLOWING SCALE:**

Value	Description
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements

**12.3 TECHNICAL AND RISK ASSESSMENT EVALUATION**

The second part of the functional evaluation stage will be based on written proposals and shall be evaluated based on the following parameters for Technical and Risk assessment compliance

**TECHNICAL AND RISK ASSESSMENT EVALUATION STAGE**

<b>G. Application Software</b>	<b>10</b>
<p>G1 The Bidder is required to provide a general description of the application program product and how it will meet requirements of this bid. This section must address, at a minimum, the following items:</p> <ul style="list-style-type: none"> <li>• Describe your overall proposed technology solution.</li> <li>• Describe the product direction for the company, including time frames.</li> <li>• Describe unique aspects of the Bidder's solution in the marketplace.</li> <li>• Describe components of the solution that are industry standards versus being proprietary to the Bidder.</li> <li>• For third party products proposed that are integrated with the Bidder's solution provide the following for each product:               <ul style="list-style-type: none"> <li>○ Reason that this product is a third-party product versus being part of the software Bidder's solution.</li> <li>○ Extent to which this third-party product is integrated with the Bidder's solution.</li> </ul> </li> </ul>	

<b>H. General Implementation Approach</b>	<b>5</b>
<p>H1 Provide a general overview of the implementation approach you plan to use for the RTMC that includes addressing the following items:</p> <ul style="list-style-type: none"> <li>• Describe how you transition from the sales cycle to the implementation phase of the project.</li> <li>• Describe key differentiators of the approach as it relates to implementing a solution on time, within budget and with the ability to meet the needs of a diverse client like RTMC.</li> <li>• Describe how you conclude on a preferred implementation phasing of software modules. What is your recommended approach for this implementation?</li> </ul> <p>Describe your approach towards running parallel systems for a period of time</p>	
<b>I. Technical and Hardware Requirements</b>	<b>10</b>
<p><b>I1 The Bidder shall provide the following information:</b></p> <p><b>Hardware and Storage Environment</b></p> <ul style="list-style-type: none"> <li>○ Describe the proposed computer hardware and storage environment to support the system. In the event that there are multiple computer systems available, list all options. Indicate which is the preferred hardware platform and why. List the conditions in which the preferred hardware platform would change. A hardware configuration, which takes into account the size of the RTMC, application modules, database size, and anticipated growth, must be provided.</li> <li>○ What system architecture do you propose? Describe the number and type of: application servers, database server(s), and development and test environments. Describe your proposal's technical architecture (preferably using a PowerPoint or Visio diagram). This should show components such as the database server, applications server, reporting server, test/training server, firewall(s), web server(s), web browser, minimum workstation requirements, remote access, wireless connectivity, network connectivity to LAN and WAN, etc. Describe any potential use of virtual server technologies and application accelerators and note what Vendors you partner with or</li> </ul>	

<p>recommend and/or support.</p> <p>Describe your proposed information architecture/model (preferably using a PowerPoint or Visio diagram). This should depict data models, taxonomy, data elements, coding structures, a process for standardizing on a particular coding structure, data definitions (employees, Vendors, invoices, etc..</p>	
<p><b>J. Hardware, Software and Storage Design and Installation Consulting</b></p>	<p><b>10</b></p>
<p>J1 The Bidder is expected to specify, furnish, deliver, install and support all application and system software that may include pre-installing or equipment staging. What do you propose for the most effective deployment of hardware, communications and related equipment? Please provide System deployment options and their costs as well as the Disaster Recovery plan for the organization</p>	
<p><b>K. Data Conversion and Migration Plan</b></p>	<p><b>10</b></p>
<p>K1 It is anticipated that data conversion will occur when migrating to the new application. The Bidder is expected to assist the RTMC in the conversion of both electronic and manual data to the new system. It is expected that the RTMC will be responsible for data extraction from current systems and data scrubbing and data pre-processing and that the Bidder will be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new ERP AND FMS. <b>Please provide pricing for data conversions as a separate line item in the pricing spreadsheet to be submitted as part of the electronic copy of the Price Proposal.</b></p> <ul style="list-style-type: none"> <li>Describe your general approach towards data conversion and how you would work with the RTMC to conclude on what should be converted.</li> </ul> <p>Please describe your organization's recommended approach toward retention of legacy data</p>	
<p><b>L. Report Development</b></p>	<p><b>10</b></p>
<p>L1 For specific reporting requirements, it is anticipated that the Bidder will take the lead on developing any reports required as part of the initial deployment of the system. The Bidder is expected to provide</p>	

<p>specialized knowledge and information to the RTMC staff during the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc.</p> <p>Provide information on your reporting approach including:</p> <ul style="list-style-type: none"> <li>•Description of various methods of reporting including Business Intelligence.</li> <li>•Methods for the RTMC to identify, specify, and develop required custom reports during the implementation.</li> </ul>	
<b>M. Implementation</b>	<b>5</b>
<p>M1 The RTMC intends to explore the advantages, disadvantages and related costs of two implementation training approaches:</p> <ul style="list-style-type: none"> <li>• End User Training Approach: All end-user and technical training will be performed on-site through implementation and be performed by the Bidder.</li> <li>• End user implementation training will be provided by the Bidder and include joint participation by the relevant RTMC process owner team lead supporting the process area in the new software system.</li> <li>• Technical Implementation training will include training for RTMC IT staff on the technologies required to support the new ERP system. <ul style="list-style-type: none"> <li>○ Train the Trainer Approach: The Vendor will adopt a “train the trainer” approach where only key <b>RTMC</b> team leaders will be trained through implementation on their modules and then they will train the remainder of the <b>RTMC</b> staff in their respective areas.</li> </ul> </li> <li>• There would be roughly 1-2 subject matter experts (SME's) for each module including one team leader. This training would be provided at RTMC facility.</li> <li>• Training materials supplied by the Bidder would be used by SME's and team leaders for training their staff.</li> <li>• Web conference or remote online tutorial sessions would be available to SME and team lead staff to participate in after initial training was completed in their module.</li> </ul> <p>Technical implementation training will include training only key IT staff</p>	

to support	
<b>N. System Documentation, Manuals</b>	<b>10</b>
<p>N1 The Bidder is expected to provide user manuals and online help for use by the RTMC as part of the initial training and on-going operational support. Additionally, the RTMC is expected to provide technical documentation.</p> <ul style="list-style-type: none"> <li>• Describe what documentation (user guide, technical guide, training materials, etc.) is available on the system proposed and any related costs.</li> <li>• Describe what types of documentation you anticipate developing during the course of the project.</li> </ul> <p>The Bidder should also describe their recommended approach to the following types of testing that are anticipated to be performed on the project and the type of assistance they anticipate providing to the RTMC related to such testing:</p> <ul style="list-style-type: none"> <li>• System testing.</li> <li>• Integration testing (in relation to the ERP modules).</li> <li>• Stress/performance testing.</li> <li>• User acceptance testing (UAT).</li> </ul>	
<b>O. Process Re-engineering Assistance</b>	<b>10</b>
<p>O1 With the deployment of a new application, the RTMC wishes to take advantage of capabilities within the software that provide support for operational improvements. Bidders are requested to describe their approach towards process redesign including discussion on the optimal time in which to conduct redesign as it relates to implementation of the new software.</p> <p>In addition, please describe your organization’s capabilities to assist in a RTMC wide redesign of the chart of accounts to best leverage the capabilities of the system in order to meet the RTMC’s overall financial tracking and reporting objectives</p>	
<b>P. Ongoing Support Services</b>	<b>10</b>

P1 Please specify the nature and conditions of any post-implementation support options including: <ul style="list-style-type: none"> <li>• Post-go live support that is included in the proposal response.</li> <li>• Onsite support (e.g. system tuning, application configuration, interface issues, report development, network optimization, user training and tips to optimize the user experience).</li> <li>• Telephone support.</li> </ul> Users group (i.e. - information about it, where it is held and when. If no, are you planning one?).	
<b>Q. License and Maintenance Agreements</b>	<b>10</b>
Q1 Sample license and maintenance agreements must be provided in this part of the Bidder's response for all components of the recommended solution (i.e., hardware, software, operating system, database, etc.). Indicate the basis on how licenses are determined.	
<b>Total</b>	<b>100</b>
<b>Threshold (minimum score required)</b>	<b>70</b>

#### 12.4 TECHNICAL EVALUATION SCORING

**THE PANEL WILL RATE EACH INDIVIDUAL CRITERION ON THE SCORE SHEET USING THE FOLLOWING SCALE:**

<b>Value</b>	<b>Description</b>
3 – Low Risk	Compliant and effective and efficient in deliverables to meet the organization`s objectives
2 – Medium Risk	Compliant and partially or more effective and efficient in deliverables to meet the organization`s objectives
1 – High Risk	Not effective and efficient in deliverables to meet the organization`s objectives
0 - Non Compliant	Does not comply to the requirements

**NOTE: ONLY BIDDER'S THAT SCORE A MINIMUM OF 70 POINTS ON THE ABOVE TECHNICAL EVALUATION WILL BE CONSIDERED FOR STAGE 3 OF THE EVALUATION ( PRICE AND BBEE).**

**NOTE: THE EVALUATION WILL TAKE INTO ACCOUNT ISSUES CONCERNING IMPLEMENTATION RISK MITIGATION.**

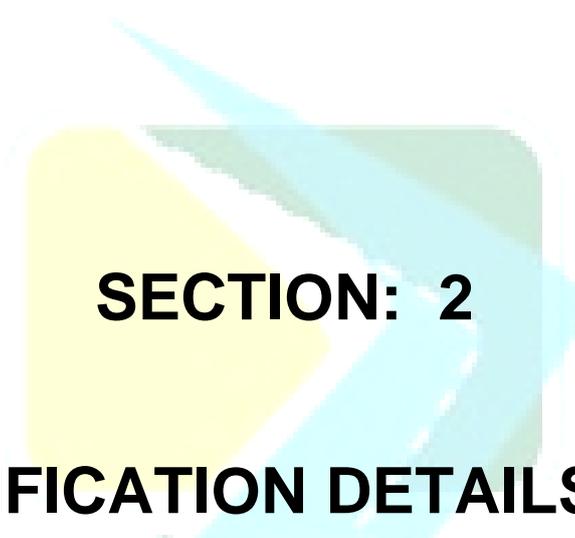
**13     STAGE 3 - PREFERENCE POINT SYSTEM**

All bidders that will achieve the minimum qualifying score (acceptable bids) will be evaluated further in terms of the preference point system as follows:

<b>CRITERIA</b>	<b>POINTS</b>
Price	90
BEE	10
<b>TOTAL</b>	<b>100 points</b>

**NOTE: ALL PRICE PROPOSALS MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.**





**SECTION: 2**

**SPECIFICATION DETAILS AND  
FUNCTIONALITY REQUIREMENTS**

Road Traffic  
Management Corporation

## **SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION**

### **1. PURPOSE OF THE PROJECT**

- 1.1 The Road Traffic Management Corporation (RTMC) invites bidders to submit proposals to be appointed as the supplier, implementation partner and post implementation service provider for an ERP System

### **2. OVERVIEW**

The Road Transport Management Corporation of South Africa (RTMC) was established in terms of Section 3 of the Road Traffic Management Corporation Act, No. 20 of 1999, for co-operative and coordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of government. It is a state-owned entity listed under Schedule 3A of the Public Finance Management Act.

In accordance with the founding legislation of the Road Traffic Management Corporation Act, RTMC is responsible for following 10 functions.

- Road Traffic Law Enforcement.
- Training of Traffic Personnel.
- Vehicle Registrations and Licensing.
- Vehicle and Roadworthiness Testing.
- Testing and Licensing of Drivers.
- Road Traffic Information.
- Accident Investigations and Recording.
- Communication and Education.
- Infrastructure Safety Audits.
- Administrative Adjudication of Road Traffic Offenses.

The RTMC plans to expand to approximately 1800 employees over the next 3-5 years country-wide.

The IT environment within which the RTMC is operating is currently facing a number of challenges as listed below:

- A fragmented application landscape as a result of piecemeal functional inheritance.

- A predominantly manually driven business architecture.
- A costly, inflexible IT architecture, limiting opportunities for improvement.
- Limitations in the ability to govern consistently in service delivery.
- Limited integration and information sharing with other Government entities or citizens.
- Limited in-house IT skills to support an ageing IT architecture.
- Limited operational visibility, real-time reporting architecture.

The RTMC has already defined a draft future IT strategy and roadmap with prioritized initiatives that are linked to the RTMC business strategy. This strategy will be shared with potential service providers on during the briefing session.

One key initiative of the RTMC IT Strategy is to implement an ERP. The objectives of the ERP Solution are to:

- Minimise/eliminate manual transaction processing.
- Enforce internal controls through system security.
- Ease of usage of the system by the client.
- Produce the required management reports.
- Comply with Public Service Procurement Framework and Treasury guidelines.
- Keep easy audit trails, both system and transactional.
- Provide easy interface/ integration to relevant external system databases.

RTMC is currently using Pastel and Sage VIP Payroll as its financial and payroll system; with many other strategic and operational done manually. The RTMC is currently open to consider any suitable ERP solution that would meet its technical and business requirements. This proposal therefore is for consultancy services to supply and implement an ERP solution that would meet RTMC's technical and business requirements.

To this effect, RTMC is looking for a suitable systems implementer that has implemented an ERP solution in an accelerated manner; has extensive public sector experience in providing a solution that adheres to Public Sector regulations and practises (PFMA, PPPFA etc); is deployable with minimal customisation and contains all the security features that are needed to protect the confidentiality, availability, integrity of information and non-denial of the transactions carried out through the system.

### **3. SCOPE OF SERVICES**

The ERP solution will be a single unified business information system for RTMC's Resource Management and the solution should be completely integrated. The ERP system should have the required depth, breadth and flexibility to provide on-line information access to all the designated users who will operate the respective business processes.

The Proposal is for the supply of the software, implementation and support of the ERP solution to standardize and improve processes at RTMC to align with standard business processes and relevant regulations that governs the Corporation.

Currently the scope of the solution will focus on the following summarized Corporation operational business functions and capabilities:

- Human Resources Management and Payroll
- Finance and Asset Management
- Revenue Management
- Procurement and Vendor Management
- Travel Management
- Customer Relationship Management
- Fleet Management
- Records Management
- Business Intelligence/Analytics
- Workflow and escalation
- The platform should provide for future growth requirements

(RTMC may at its discretion extend the scope contracted if mutually agreed).

#### **3.1 Project deliverables:**

- Installation and configuration of the new system according to RTMC's requirements built on business rules.
- Extract, clean, transfer and load data from old system to the new system.
- Implementation of ERP and make it available for use to approximately 80 core users and above 500 clients for the self service functions.
- Training of end users.
- User acceptance testing.

- End user support and warranty period.
- Run proposed ERP System parallel to currently implemented systems for 3 months or as agreed by RTMC.(i.e. Pastel Evolution and VIP HR and Payroll)
- Month-end report comparison.
- Develop and design printable formats of all templates.
- Official project sign off.

### **3.2 System Requirements**

Several operational and management functionalities are required to improve RTMC performance. The scope of this implementation is as follows:

#### **3.2.1 Financial and Asset management**

Sourcing and installation of the Financial Management module with the following functionalities:

- Accounts payable.
- Accounts receivable.
- Planning and budgeting.
- General Ledger (with Cost Centre Management ability).
- Bank reconciliation.
- Revenue Management
- Intergration with eNatis
- Cash management.
- Fixed Asset Management.
- Financial Reporting.
- Payroll Management.
- Revenue Management.

#### **3.2.2 Human Resource Management**

Sourcing and installation of the Human Resource Management module with the following functionalities:

- Organizational Management.
- Performance measurement and management.
- Leave management.
- Personnel management.
- Recruitment Management.
- Remuneration surveys and benchmarking.

- Training/Learning Management.
- Online: eLearning (virtual classroom).

### **3.2.3 Fleet Management**

Sourcing and installation of a Fleet Management module with the following functionalities:

- Fleet Maintenance (Ad-hoc and planned).
- Insurance & Accident management.
- Driver Management / Vehicle Allocation Services.
- Traffic Fines management.
- Vehicle Tracking & Security.

### **3.2.4 Customer Relations Management**

Sourcing and installation of the Customer Relations Management module with the following functionality:

- Stakeholder Details Management
- Events and Campaign management
- Case management.
- Electronic Questionnaires management / Surveys.
- Marketing & integration into social media.
- CRM reporting functionality.
- Call Logging and tracking
- Integration to communication platforms (sms, email and phone).

### **3.2.5 Reporting**

- KPI's management.
- Statistics management.
- Online filling and referencing.
- Electronic document management

### **3.2.6 Procurement & Vendor Management**

Sourcing and installation of the Procurement Management modules with the following functionalities:

- Vendor database management.
- Purchasing management.
- Contract analysis and control.
- Pricing analysis and control.

- PFMA and treasury procurement compliance.
- Request/Quote management.
- Procurement Approvals process.
- Budget position.
- Records management.
- Online filling and referencing.
- Electronic document management.

### **3.2.7 Business Intelligence**

- Data consolidation reports.
- Data warehousing and data mining.
- Dashboard.
- Budget analysis.
- Forecast management.
- Customized reports.

### **3.2.8 Travel Management**

- Trip management
- Workflow and authorization
- Agency performance management
- Budget management
- Employee integration

### **3.2.9 Workflow & Escalations Capabilities**

Sourcing and installation of an ERP system with the following capabilities:

- Notifications and escalations triggers via email or SMS.
- Ability to identify and track delays in the process

## **3.3 Professional service**

Provision of professional services as follows:

- Definition of hardware specification and installations.
- Project management.
- Data conversion and migration.
- Report development.
- Implementation and training services.
- Change management.

- System documentation and Testing.
- Knowledge transfer to RTMC staff.
- On-going support and maintenance of the ERP solution for a minimum period of 3 years.

### **3.4 Deployment Options**

RTMC is open to alternative deployment options.

## **4. DETAILED DESCRIPTION ON FUNCTIONALITY AND TECHNICAL RISK ASSESSMENT CRITERIA REQUIREMENTS**

### **4.1 Application Software**

The Bidder is required to provide a general description of the application program product and how it will meet requirements of this bid. This section must address, at a minimum, the following items:

- Describe your overall proposed technology solution.
- Describe the product direction for the company, including time frames.
- Describe unique aspects of the Bidder's solution in the marketplace.
- Describe components of the solution that are industry standards versus being proprietary to the Bidder.
- For third party products proposed that are integrated with the Bidder's solution provide the following for each product:
  - Reason that this product is a third-party product versus being part of the software Bidder's solution.
  - Extent to which this third-party product is integrated with the Bidder's solution.

### **4.2 Technical and Hardware Requirements**

The Bidder shall provide the information described in this section and complete Section 6 of the technical Proposal in the Bid Response Document. This information will be used in the evaluation process.

- **Hardware and Storage Environment**
  - Describe the proposed computer hardware and storage environment to support the system. In the event that there are multiple computer systems available, list all options. Indicate which is the preferred hardware platform and why. List the conditions in which the preferred hardware platform would change. A hardware configuration, which takes into account the size of the RTMC, application modules, database size, and anticipated growth, must be provided.

- What system architecture do you propose? Describe the number and type of: application servers, database server(s), and development and test environments. Describe your proposal's technical architecture (preferably using a PowerPoint or Visio diagram). This should show components such as the database server, applications server, reporting server, test/training server, firewall(s), web server(s), web browser, minimum workstation requirements, remote access, wireless connectivity, network connectivity to LAN and WAN, etc. Describe any potential use of virtual server technologies and application accelerators and note what Vendors you partner with or recommend and/or support.
- Describe your proposed information architecture/model (preferably using a PowerPoint or Visio diagram). This should depict data models, taxonomy, data elements, coding structures, a process for standardizing on a particular coding structure, data definitions (employees, Vendors, invoices, etc.)

### 4.3 Proposed Implementation Plan

#### 4.3.1 General Implementation Approach

Provide a general overview of the implementation approach you plan to use for the RTMC that includes addressing the following items:

- Describe how you transition from the sales cycle to the implementation phase of the project.
- Describe key differentiators of the approach as it relates to implementing a solution on time, within budget and with the ability to meet the needs of a diverse client like RTMC.
- Describe how you conclude on a preferred implementation phasing of software modules. What is your recommended approach for this implementation?
- Describe your approach towards running parallel systems for a period of time.

#### 4.3.2 Project Management Approach

Provide an overall description of the Bidder's project management approach towards this type of engagement and projected timing for major phases. Provide a high-level work plan for achieving the successful deployment of your proposed system. The RTMC expects the Bidder to provide project management resources leading to the successful deployment of the system. This project manager will work as a team member with RTMC's project management team. This project manager can be an employee of the Bidder or a partner of the Bidder. In either case, **the costs for the project manager should be clearly denoted in the pricing section of the Price Proposal.**

#### **4.4 Hardware, Software and Storage Design and Installation Consulting**

The Bidder is expected to specify, furnish, deliver, install and support all application and system software that may include pre-installing or equipment staging. What do you propose for the most effective deployment of hardware, communications and related equipment? Please provide System deployment options and their costs as well as the Disaster Recovery plan for the organization.

#### **4.5 Data Conversion and Migration Plan**

It is anticipated that data conversion will occur when migrating to the new application. The Bidder is expected to assist the RTMC in the conversion of both electronic and manual data to the new system. It is expected that the RTMC will be responsible for data extraction from current systems and data scrubbing and data pre-processing and that the Bidder will be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new ERP.

**Please provide pricing for data conversions as a separate line item in the pricing spreadsheet to be submitted as part of the electronic copy of the Price Proposal.**

- Describe your general approach towards data conversion and how you would work with the RTMC to conclude on what should be converted.
- Please describe your organization's recommended approach toward retention of legacy data.

#### **4.5 Report Development**

For specific reporting requirements, it is anticipated that the Bidder will take the lead on developing any reports required as part of the initial deployment of the system. The Bidder is expected to provide specialized knowledge and information to the RTMC staff during the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc.

Provide information on your reporting approach including:

- Description of various methods of reporting including Business Intelligence.
- Methods for the RTMC to identify, specify, and develop required custom reports during the implementation.

#### 4.6 Implementation and Training

The RTMC intends to explore the advantages, disadvantages and related costs of two implementation training approaches:

- End User Training Approach: All end-user and technical training will be performed on-site through implementation and be performed by the Bidder.
- End user implementation training will be provided by the Bidder and include joint participation by the relevant RTMC process owner team lead supporting the process area in the new software system.
- Technical Implementation training will include training for RTMC IT staff on the technologies required to support the new ERP system.
  - Train the Trainer Approach: The Vendor will adopt a “train the trainer” approach where only key **RTMC** team leaders will be trained through implementation on their modules and then they will train the remainder of the **RTMC** staff in their respective areas.
- There would be roughly 1-2 subject matter experts (SME’s) for each module including one team leader. This training would be provided at RTMC facility.
- Training materials supplied by the Bidder would be used by SME’s and team leaders for training their staff.
- Web conference or remote online tutorial sessions would be available to SME and team lead staff to participate in after initial training was completed in their module.
- Technical implementation training will include training only key IT staff to support.

**The Bidder should provide an overall description of both training methods, including the following:**

- General time-frames in which both types of training will be conducted.
- The Bidder must list the nature, level, and amount of training to be provided for both options in each of the following areas:
  - Technical training (e.g., programming, operations, etc.).
  - User training.
  - Other staff (e.g., executive level administrative staff).

#### 4.7 Change Management Approach

The RTMC recognizes that a movement from the current environment to a new solution will present change management challenges. The Bidder should clearly identify their approach towards Change Management including any unique approaches, processes, or tools that will be used.

#### **4.8 System Documentation, Manuals**

The Bidder is expected to provide user manuals and online help for use by the RTMC as part of the initial training and on-going operational support. Additionally, the RTMC is expected to provide technical documentation.

- Describe what documentation (user guide, technical guide, training materials, etc.) is available on the system proposed and any related costs.
- Describe what types of documentation you anticipate developing during the course of the project.

The Bidder should also describe their recommended approach to the following types of testing that are anticipated to be performed on the project and the type of assistance they anticipate providing to the RTMC related to such testing:

- System testing.
- Integration testing (in relation to the ERP and related modules).
- Stress/performance testing.
- User acceptance testing (UAT).

#### **4.9 Process Re-engineering Assistance**

With the deployment of a new application, the RTMC wishes to take advantage of capabilities within the software that provide support for operational improvements. Bidders are requested to describe their approach towards process redesign including discussion on the optimal time in which to conduct redesign as it relates to implementation of the new software.

In addition, please describe your organization's capabilities to assist in a RTMC wide redesign of the chart of accounts to best leverage the capabilities of the system in order to meet the RTMC's overall financial tracking and reporting objectives.

#### **4.10 Knowledge Transfer**

The Bidder should describe their process for ensuring that a transfer of knowledge occurs back to RTMC such that staff is capable of supporting and maintaining the application in the most proficient manner once the implementation engagement is complete.

#### **4.11 Ongoing Support Services**

Please specify the nature and conditions of any post-implementation support options including:

- Post-go live support that is included in the proposal response.

- Onsite support (e.g. system tuning, application configuration, interface issues, report development, network optimization, user training and tips to optimize the user experience).
- Telephone support.
- Users group (i.e. - information about it, where it is held and when. If no, are you planning one?)

#### **4.12 Personnel skill, Experience and Qualifications**

The Bidder must detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Include CVs for all personnel that will be assigned to the project. If the Bidder is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project.

Please provide an overall project organizational structure for both RTMC and Bidder's staff involvement during the project (for both an RTMC-hosted and vendor-hosted solution). Identify the roles and responsibilities of each component of this structure. This includes an appropriate governance structure in which to manage the project.

#### **4.13 Functional System Requirements**

The requirements defined in this section contain the overall general functions of the requested software solution. The primary objective of the RTMC in implementing a new system is to provide a more integrated information system environment that will eliminate the redundant entry of data, provide improved system capabilities, provide improved access to data, and streamline overall operations.

Attached to this bid is an Excel spreadsheet "ERP Software and Implementation Services – Specifications.xls" which details a number of requirements that must be addressed by the Bidder's proposal. The Bidder is expected to complete the excel spread sheet having followed the instructions below.

These requirements set out in the excel spreadsheet are considered mandatory in implementing the complete solution as defined in the Application System requirements section. Together they define a system that will operate efficiently in the proposed computer environment while providing a high level of flexibility in meeting the RTMC's current and future data needs.

#### **4.14 License and Maintenance Agreements**

Sample license and maintenance agreements must be provided in this part of the Bidder's response for all components of the recommended solution (i.e., hardware, software, operating system, database, etc.). Indicate the basis on how licenses are determined.

#### **4.15 Exceptions and Deviations**

If the Bidder finds it impossible or impractical to adhere to any portion of these specifications and all attachments, it shall be so stated in its proposal, with all deviations grouped together in a separate section entitled, "exceptions/deviations from proposal requirements." This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific bid sections.

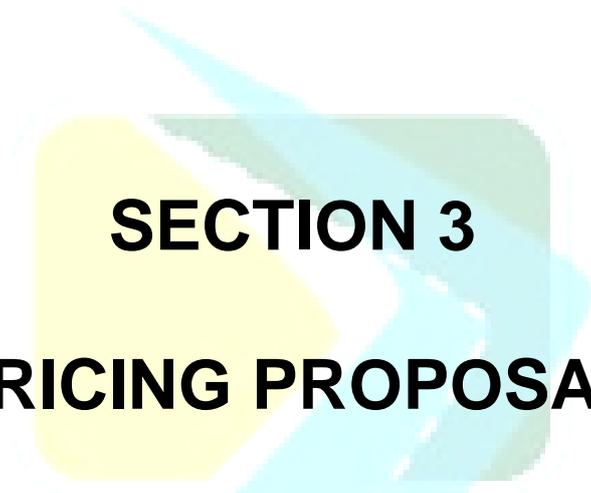
Objections or deviations expressed only in other parts of the proposal, either directly or by implication, will not be accepted as deviations, and the Bidder in submitting a proposal, will accept this stipulation without recourse.

#### **4.16 Electronic Copy of the Technical Proposal**

The Bidder is required to submit a Compact Disk (CD) which must contain:

- PDF copy of the Technical Proposal.
- The proposed project plan.
- A PowerPoint of the Technical Architecture as required (in relation to the Technical Proposal).
- A PowerPoint or Visio diagram of the Information Architecture as required (in relation to the Technical Proposal).
- The completed copy of the ERP SYSTEMS Software and Implementation Services - Specifications.xlsx file as required (in relation to Technical Proposal)

Road Traffic  
Management Corporation



**SECTION 3**

**PRICING PROPOSAL**

**Road Traffic**  
Management Corporation

# **1 COST PROPOSAL FORMAT**

## **1.1 Electronic copy of the price schedule (section 1 of the price proposal)**

- a) Costs for the Vendor's proposed solution should be submitted on the proposal pricing schedule.
- b) The RTMC will not consider time and materials pricing. Vendors shall provide firm and fixed pricing based on the functionality described. For each item, indicate if the cost is one-time, annual, or other.
  - The Bidder shall provide price information for each separate component of the proposed solution, as well as the costs of any modifications necessary to fully comply with the bid specifications.
  - Pricing should be submitted in an excel format for ease of review
  - In the event the product or service is provided at no additional cost, the item should be noted as "no charge" or words to that effect.
  - In the event the product or service is not being included in the Vendor proposal, the item should be noted as "No Bid".
  - Bidders shall provide all pricing alternatives.
  - Vendor shall provide prices in South African Rand.
  - Vendor shall make clear the rationale and basis of calculation for all fees.
  - Vendors shall show separate subtotals for the required elements of the proposed solution, and for any layers of optional elements.
  - In presenting software license fees, the Bidders shall:
    - Explain all factors that could affect licensing fees.
    - Make clear what type of license is offered for each price (named user, concurrent user, installed copies, processor-based, etc.).
    - Indicate which product versions, operating platform(s), and machine classes are included for each price.
    - Indicate whether a product is for "server" or "client," as applicable.
    - Make clear the extent of any implementation services that are included in the license fees (installation, configuration, training, etc.).
    - To the extent possible, Bidders shall show any applicable discounts separately from the prices for products and services.
    - The RTMC reserves the right to pursue direct purchase of all items and services proposed.

## 1.2 Software pricing

The Bidder is required to provide a software price schedule with the total bid price for the software excluding discounts. The applicable discounts should be indicated separately

## 1.3 Professional services pricing

The Bidder is required to provide a complete professional services price schedule with the total bid price.

## 1.4 Hardware and Infrastructure

The Bidder is required to provide a complete list of required hardware and infrastructure to enable the implementation of this project.

## 1.5 Maintenance and Support

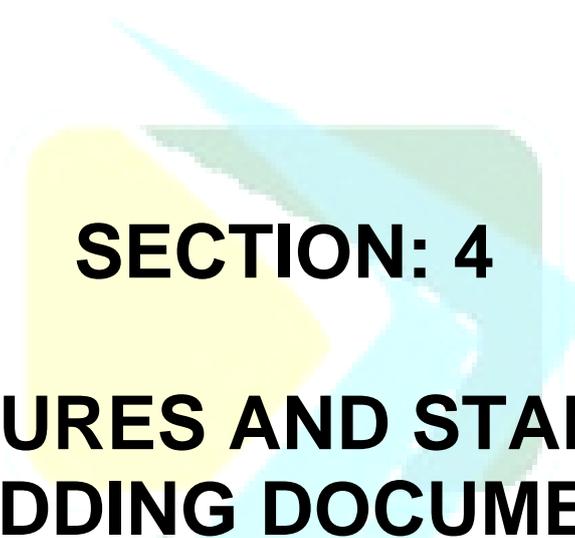
Any applicable maintenance cost must be provided for the three year term broken up annually.

## 1.6 Other Cost

Any other cost contemplated in the Bid Document should be included in the final bid price

Section Number	Title : ENVELOPE TWO - PRICE PROPOSAL
1.	Standard Bidding Documents <ul style="list-style-type: none"><li>• Price Schedule Summary (SBD 3.3)</li><li>• Preferential Point Claim (SBD 6.1)</li></ul>
2.	Electronic Copy of Price Proposal (Excel Spreadsheet)

Road Traffic  
Management Corporation



**SECTION: 4**

**ANNEXURES AND STANDARD  
BIDDING DOCUMENTS**

Road Traffic  
Management Corporation

## ANNEXURE AND STANDARD BIDDING DOCUMENTS

<b>DOCUMENT</b>	<b>DESCRIPTION</b>
<b>BDGI</b>	<b>Bid Documents General Information</b>
<b>Annexure 1</b>	<b>Invitation to Bid (SBD 1)</b>
<b>Annexure 2</b>	<b>Acceptance of Bid Conditions and Bidder's Structure</b>
<b>Annexure 3</b>	<b>Tax Clearance Requirements (SBD 2)</b>
<b>Annexure 4</b>	<b>Declaration of Interest (SBD 4)</b>
<b>Annexure 5</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 6</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 7</b>	<b>Pricing Schedule (SBD 3.3)</b>
<b>Annexure 8</b>	<b>Preference Points Claim Forms (SBD 6.1)</b>
<b>Annexure 9</b>	<b>Template of Contactable References</b>
<b>Annexure 10</b>	<b>Template of a Detailed Price Schedule (To Accompany SBD 3.3)</b>



# Road Traffic Management Corporation

## BIDDING DOCUMENTS : GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".
10. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
11. The bid prices shall be given in the units shown.
12. All prices shall be quoted in South African currency.

13. All delivery costs must be included in the submitted bid prices.
14. Unless specifically provided for in the bidding document, no bids transmitted by telegram, telex, facsimile, e-mail or similar apparatus shall be considered.
15. All forms and tables must be completed as required. Non-submission of some required information will result in the bid declared invalid. In addition to the required information, brief additional information may be appended.
16. Bidders must ensure themselves that all the required forms, certificates and required documents are completed, signed and attached.
17. All bids are subjected to : the Project Specification, Special Provisions, Special Conditions and General Conditions of Contract.
18. Only the successful Bidder will be required to complete and sign a written Contract – Form SBD 7.
19. These conditions and information from part of the bid and failure to comply therewith may invalidate a bid.
20. For completion of SBD 6 Forms see relevant sections in Special Conditions of Contract.
21. Have the company or any of its Directors, Shareholders or Joint Venture Partners in their present or previous capacity ever been restricted from bidding by any organ of the State? **\*Yes / No**

If in the affirmative, please provide full details of restriction:

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.....

.....

( \*Please circle the applicable Yes or No response above clearly )

..... <b>Signature of Declarant</b>	..... <b>Bid Number</b>	..... <b>Date</b>
..... 1.1.1.1.1 Position of Declarant	..... 1.1.1.1.2 Name of Company / Organisation / Enterprise / Bidder	
<b>Witness 1 :</b> .....	<b>Witness 2 :</b> .....	

***IMPORTANT BIDDING CONDITIONS***

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing, or to complete the attached forms, questionnaires and specification in all respects, may invalidate the bid.
2. Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions of bidding. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions on these bid forms are in conflict with any special conditions, stipulations or provisions incorporated in the bidding documents, such special conditions, stipulations or provisions shall apply.
4. Each bid must be submitted in a separate, sealed envelope on which the **bid number, bid description, name and address of the bidder, and the closing date and time** must be clearly endorsed.

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD TRAFFIC MANAGEMENT CORPORATION**

**BID NUMBER:** ..... **CLOSING DATE:** ..... **CLOSING TIME:** 11:00  
DESCRIPTION.....  
.....

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

BID DOCUMENTS MAY BE POSTED  
TO:.....  
.....

**OR**  
DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)  
.....  
.....

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

*THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)*

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER CODE..... NUMBER.....

FASCIMILE NUMBER CODE..... NUMBER.....

EMAIL ADDRESS .....

VAT REGISTRATION NUMBER .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

**YES or NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

**YES or NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

OR

A REGISTERED AUDITOR

**[TICK APPLICABLE BOX]**

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

**ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?**

**YES or NO**

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS

SIGNED.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED.....



**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Department: .....

Contact Person: .....

Tel: .....

Fax: .....

E-mail address:.....

**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Contact Person: .....

Tel: .....

Fax: .....

E-mail address:.....



**ANNEXURE 2 ACCEPTANCE OF BID CONDITIONS AND BIDDERS STRUCTURE**

**ACCEPTANCE OF BID CONDITIONS**

<b>BID REFERENCE NO.</b>	
<b>NAME OF BIDDER:</b>	
<b>AUTHORISED SIGNATORY:</b>	
<b>NAME OF AUTHORISED SIGNATORY:</b>	
<b>POSITION OF AUTHORISED SIGNATORY:</b>	
<b>BY SIGNING ABOVE, THE BIDDER HEREBY ACCEPT FULL RESPONSIBILITY FOR THE PROPER EXECUTION AND FULLFILMENT OF ALL OBLIGATIONS AND CONDITIONS DEVOLVING ON HIM/HER UNDER THIS BID.</b>	



**BIDDING STRUCTURE**

Indicate the type of bidding structure by marking with "X"	
Individual Bidder	
Joint Venture/Consortium	
Company	
Other	

**BIDDING STRUCTURE INFORMATION**

Bidder Information:	
Name of Company	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

**If Partnership/Joint Venture/Consortium, bidders must provide bidder information for each partner/joint venture member/consortium member.**

<b>APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF TENDERS)</b>	
	<b>IT IS A CONDITION OF TENDER THAT: –</b>
1.	It is an absolute requirement that the taxes of the successful tenderer must be in order or that suitable arrangements have been made with the Receiver of Revenue to satisfy them.
2.	The Application for Tax Clearance Certificate (in respect of tenders), must be completed by the tenderer in all respects and submitted to the Receiver of Revenue where the tenderer is registered for income tax purposes. The Receiver of Revenue will then furnish the tenderer with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This <b>Tax Clearance Certificate must be submitted in the original with the tender under this section</b> , that is before the closing time and date of the tender. Failure to submit an original and valid Tax Clearance Certificate may invalidate your tender.
3.	Each party to a Consortium/Sub-contractors must complete a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

Road Traffic  
Management Corporation



## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number .....

2.5 Tax Reference Number: .....

2.6 VAT Registration Number: .....

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

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

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....
Name of state institution at which you or the person connected to the bidder is employed : .....
Position occupied in the state institution: .....

Any other particulars:
.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.
.....
.....
.....

**ANNEXURE 4**

**2.10** Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

**2.11** Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Number	Employee / Persal

## 4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

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

May 2011



**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

1. This Declaration forms part of the bidding documents and must be completed and submitted by the bidder. Failure to do so may result in the bid being rejected.
2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have:-
  - (a) abused the institution’s supply chain management system;
  - (b) committed fraud or any other improper conduct in relation to such system; or
  - (c) failed to perform on any previous contract.

4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. ( \*Please circle the applicable Yes or No response below clearly )

4.1 ***Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector?*** \*Yes / No

**(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).**

4.1.1 If so, state the particulars:  
 .....

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)? \*Yes / No

To access this Register enter the National Treasury’s website, [www.treasury.gov.za](http://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.

4.1.2 If so, state the particulars:  
 .....

4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? \*Yes / No

4.3.1 If so, state the particulars:  
 .....

4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? \*Yes / No

4.4.1 If so, state the particulars:  
 .....

## DECLARATION

I, THE UNDERSIGNED (FULL NAME) ..... CERTIFY THAT THE INFORMATION FURNISHED IN SECTIONS 4.1, 4.2, 4.3 and 4.4 ABOVE IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO MY/OUR BID BEING REJECTED AND/OR CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME, SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....	.....
2.7.1.1.1 Signature of Declarant	2.7.1.1.2 Bid Number	2.7.1.1.3 Date
.....	.....	
2.7.1.1.4 Position of Declarant	2.7.1.1.5 Name of Company / Organisation / Enterprise / Bidder	
<b>Witness 1 :</b> .....		<b>Witness 2 :</b> .....



**ANNEXURE 6 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 (Page 1)**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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;
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

## ANNEXURE 6 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 (Page 2)

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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.

**ANNEXURE 6 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 (Page 3)**

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

.....  
Position

.....  
Name of Bidder



**PRICING SCHEDULE**  
**(Professional Services)**

NAME OF BIDDER: .....	BID NO.: .....
CLOSING TIME 11:00	CLOSING DATE.....

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

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES)
---------	-------------	---

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION      HOURLY RATE      DAILY RATE

	R-----

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

	R-----days
	R-----days
	R-----days
	R-----days

**ANNEXURE 7 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 3.3 (Page 2)**

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT

TOTAL: R.....

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three Star hotel, bed and breakfast, telephone cost, reproduction cost, Etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project .....

8. Are the rates quoted firm for the full period of contract? \*YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....  
.....  
.....  
.....

**\*[DELETE IF NOT APPLICABLE]**

---

Any enquiries regarding bidding procedures may be directed to the –  
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel



## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 <b>PRICE</b>	.....
1.3.1.2 <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	.....
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- 2.1.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 “**consortium or joint venture**” 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;
- 2.8 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 “**EME**” means any enterprise with an annual total revenue of R5 million or less .
- 2.10 “**Firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 “**functionality**” means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 “**non-firm prices**” means all prices other than “firm” prices;
- 2.13 “**person**” includes a juristic person;
- 2.14 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

### 5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that

such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION**

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

7.1 B-BBEE Status Level of Contribution: ..... = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**8 SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

**9 DECLARATION WITH REGARD TO COMPANY/FIRM**

9.1 Name of company/firm .....

9.2 VAT registration number : .....

9.3 Company registration number .....

:

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....  
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

**WITNESSES:**

1. ....

.....  
SIGNATURE(S) OF BIDDER(S)

3. ....

DATE:.....

**ADDRESS:**.....

.....

.....



<b>PROJECT NAME:</b>					
<b>PROJECT DESCRIPTION</b>					
<b>PROJECT DURATION</b>					
<b>PROJECT VALUE</b>					
<b>ROLE PLAYED</b>					
<b>RELEVENCE TO THIS BID</b>					
<b>KEY LESSONS LEARNT</b>					
<b>REFERENCE CONTACT DETAILS</b>	<b>NAME AND SURNAME</b>	<b>EMAIL ADDRES</b>	<b>BUSINESS ADDRESS</b>	<b>CELL NUMBERS</b>	<b>TELEPHONE NUMBERS</b>



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