



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS FOR DRIVER TRAINING CODE
A AND CODE EC DRIVER LICENSE TO THE
RTMC**

RTMC BID NO: 10/2020/21

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. Proprietary Information

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary of RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder 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 bid should be channelled to the email below, however the cut-off date will be on the 27th October 2020

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

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

2.3 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 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.

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- Five (5) copies for technical responses/functional evaluation (1 Original and 4 copies)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes – Not applicable

5.2 All envelopes to be sealed and endorsed, **RTMC BID 10/2020/21: Appointment of a panel of service providers for driver training code A and code EC driver license to the RTMC for a period of three (3) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157 by no later than 11:00 am on 02 November 2020**

5.4 **Briefing session:** non-compulsory briefing session will be held on **16 October 2020** starting from 09:00 am

Due to Covid-19 regulations, the non-compulsory briefing session will be held through different sessions in order to comply with regulations of social distancing. The session will be held as follows:

SESSIONS	MAXIMUM NUMBER OF ATTENDEES	TIME SLOT
Session 1	40 Attendees	09h00-11h00
Session 2	40 Attendees	11h30-13h30
Session 3	40 Attendees	14h00-16h00

Bidders are required to register for a session by submitting necessary information to bidadmin@rtmc.co.za by not later than **13 October 2020**. In case a session is over-subscribed, the RTMC reserves the right to reallocate potential bidders to different session at its own discretion. The following information is required to register for a briefing session:

- Company Name
- CSD Registration Number
- Name and Surname of the Representative

- 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 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 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

- 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

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 of the offices 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

- 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. SPECIAL INSTRUCTIONS TO BIDDERS

- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** 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.
- 9.3** RTMC reserves the right to determine the number of service providers to be allocated in each category and their utilization thereof.
- 9.4** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.5** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.6** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents
- 9.7** The bidder/s who scores the highest points will be appointed (Will be applicable at the panel stage)

9.8 RTMC reserves the right to determine the number of suppliers who will be appointed

9.9 In the event more than one bidder is appointed, a flat rate will be negotiated

9.10 Due to unforeseen circumstances or events such as (COVID-19), National suppliers may submit their bids, however they must note that the service will be as and when required.

9.11 The bidder/s must indicate, in the table below, with a tick (√) the relevant item/s they are willing to bid for

ITEMS	TYPE OF LICENCE	Total hours	tick (√)
Item 1	Code 1 learners license (motor cycle)		
	Code A Motor cycles	Minimum of 15 lessons per person	
Item 2	Code 3 learners license (heavy motor vehicle)		
	Code EC heavy motor vehicles	Minimum of 10 lessons per person	

Bidders to indicate their province/s and district/s of choice where they will be able to render services as and when required. If space provided below is not adequate, bidder/s may add by providing an annexure.

Province e.g Gauteng	District e.g. Sedibeng	tick (√)

NB: RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1.PURPOSE

The purpose of this bid is to invite potential service provider/s with relevant expertise to provide driver training in either Code A (Driving licence for Motorcycle exceeding 125CC) or Code EC (Articulated vehicle with the Gross Combination Mass exceeding 16000KG) driver license or both categories depending on the option selected under item 9.11 of the special instructions to bidders to the RTMC for a period of three (3) years.

2.PROBLEM STATEMENT

- 2.1 The Corporation has undertaken to train traffic trainee and officers as examiners of vehicles as an application of the National Traffic Act No. 93 of 1996, section 3G which states that: “An examiner of vehicles may inspect ,examine, or test any vehicle in order to determine whether it is roadworthy or not and for that purpose may dismantle the vehicle or any part thereof or its equipment or accessories: provided that the examiner shall reassemble any vehicle so dismantled, or shall cause any vehicle so dismantled to be reassembled”.
- 2.2 Entry requirements to the above courses will require officers to be in possession of Code A and Code EC driving licences.

3.BACKGROUND

- 3.1 The Corporation took a strategic decision during the 2014/15 Financial Year to develop the 21st Century Cadre through the introduction of the NQF Level 6 Traffic Officer Qualification as a replacement of the NQF Level 4 Traffic Officer Qualification. The introduction of this qualification was aimed at improving traffic officers’ skills and increase human resource capacity within the road traffic fraternity.
- 3.2 The driver training is aimed at traffic trainees and officers to obtain driving license code A and driving license code EC.

- 3.3 It is a training that is meant to prepare the traffic trainees and officers to be Examiners of Vehicles (EOV) and Examiner for Driving Licenses (EDL).
- 3.4 The Driver training will contribute to the development of technical and specialist skills of traffic officers. The training will produce the skills and expertise that is necessary for a capable state to deliver quality services to members of the public.
- 3.5 The successful learners will contribute in the reduction of road crashes through the reduction of unlicensed drivers, unroadworthy and unlicensed vehicles.

4. SPECIFICATIONS / SCOPE OF WORK

- 4.1 Driver training is required in either Code 1 and Code A (Learners licence and driving licence for Motorcycle exceeding 125CC) and/or Code 3 and Code EC (Learners licence and articulated vehicle with the Gross Combination Mass exceeding 16000KG driver license) or both categories depending on the option selected under item 9.11 of the special instructions to bidders. Code A and Code EC driving licenses will require training of minimum 10 and 15 lessons, respectively. In the event RTMC is unable to facilitate the bookings and issuing of learners and driving licenses, the bidder maybe required to assist or perform this function including the fees at the Driving License Testing Centre.
- 4.2 The bidder is be required to source additional training facility that is in compliance with the relevant K53 test tracks as per National Road Traffic Act (93 of 1996) to augment the current limited site.
- 4.3 The services will be required in all the nine provinces on as and when required basis.
- 4.4 The bidder must provide either motorcycles or heavy motor vehicles for the training depending on the chosen option in item 9.11 under special instructions to bidders. The training must include both Yard and Road test training and the number of traffic trainees and officers will increase as subsequent intakes will follow (the minimum of trainees will range from 300).

4.5 The following are the deliverables for the immediate or present needs.

ITEMS	TYPE OF LICENCE	Total hours	tick (✓)
Item 1	Code 1 learners licence (motor cycle)		
	Code A Motor cycles	Minimum of 15 lessons per person	
Item 2	Code 3 learners license (heavy motor vehicle)		
	Code EC heavy motor vehicles	Minimum of 10 lessons per person	

4.6 The successful bidder/s is/are expected to fully comply with the following conditions:

- Provide either motorcycle and/or heavy motor vehicle for training that complies with the requirements of roadworthiness as stipulated in the National Road Traffic Act, 1996 (Act No. 93 of 1996).
- Undertake the yard training and road driver training for either motorcycle and/or heavy motor vehicle.
- Period of training shall be determined by RTMC (Date, Times and Place)
- Prior to the commencement of training, the appointed service provider/s will be expected to present a project plan, training programme and methodology to RTMC for approval.
- The service provider/s is/are expected to ensure that instructors in this project are in good standing in accordance with the traffic law enforcement requirements.
- The bidder/s must ensure that the training site/facility to be utilized make provision or have access to the following basic requirements ie.
 - ✓ Availability of ablution facilities (permanent or mobile)
 - ✓ Test tracks (heavy motor vehicles and motorcycles)
 - ✓ Proper shelter (waiting area, minimum of 15 persons)

5. Reporting Framework and Scheduling

5.1 Regular reports will be presented by the appointed service providers to RTMC.

5.2 The successful bidders will liaise with the RTMC's Management: Training Provisioning, as per the agreed timeframes in terms of the delivery schedule for the project and is also expected to attend the project steering committee meetings.

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements, will lead to bidders being disqualified from evaluation. Below are Standard Mandatory requirements

- Bidders are required to submit 5 copies [One (1) Original plus four (4) Copies] and PDF soft copy in a memory stick.
- All standard bidding documents must be duly completed and signed by authorised person. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.

(b) Stage 2 – Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(c) Stage 3 – Functionality Evaluation

This process comprises of written responses/ proposals which consists of **70 points**.

NB: Bidders will be required to score a minimum of **50 points** in order to qualify for stage 4.

(d) Stage 4 – Price and Preference Points Evaluation Bidders will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

NB: THIS WILL BE DONE ONCE THE PANEL IS IN PLACE TO THE APPOINTED BIDDERS.

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

<p style="text-align: center;">NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS</p>	<p style="text-align: center;">Comply (Yes / No)</p>
<p>ENVELOPE ONE (1)</p>	
<p>Total Number of copies submitted – Five (5) (1 original and 4 copies) PDF soft copy in a memory stick</p>	
<p>Proof of CSD Registration. Registration on CSD (available on www.csd.gov.za)</p>	
<p>SBD1: Invitation to bid and company information</p>	
<p>SBD4: Declaration of interest</p>	
<p>SBD6.1: Preference points claim form</p>	
<p>SBD8: Declaration of bidder’s past supply chain management practice</p>	
<p>SBD9: Certificate of independent bid determination</p>	

1.2 STAGE 2 – MANDATORY REQUIREMENTS

NOTE: A BIDDER WHO FAILS TO MEET THE BELOW MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION

MANDATORY REQUIREMENTS	Comply (Yes / No)
<p>Exempted Micro Enterprise and Qualifying Small Enterprise (EME and QSE) CATEGORY</p> <p>Bidders to ensure validity of their certificates or affidavit as prescribed in the B-BBEE Practice Guide 01 of 2018 in determining the validity of B-BBEE verification certificate, B-BBEE certificate and Sworn Affidavit and the following links can be visited in order to access the guide.</p> <p>https://legal-dictionary.thefreedictionary.com/Affadavit http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp https://www.bbbee.commission.co.za/</p> <p>Only bidders that are within EME and QSE category which are at least 51% black people owned as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid</p> <p>Compliance requirement:</p> <p>(i) SANAS accredited BBEE certificate</p> <p style="text-align: center;">OR</p> <p>(ii) Fully completed affidavit by Commissioner of Oaths</p> <p>NB: Bidders are required to complete information relating to their latest financial statements or management of accounts on their fully completed affidavit</p> <p style="text-align: center;">OR</p> <p>(iii) DTI BEE Certificate</p> <p>Any certificates and/or affidavit submitted must fully comply with the requirements stated in the B-BBEE practice guide 01 of 2018 in order to be considered</p>	

NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

1.3 STAGE 3 – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WIL BE ON WRITTEN RESPONSE

This process will be used which comprises of written responses/ proposals.

Bidders will be required to score at least **50 points** on functional evaluation.

STEP1- WRITTEN RESPONSES/PROPOSALS

DESCRIPTION	POINTS
<p>A. References of Similar Work Done</p> <p>Bidders must give an indication of number of learners trained in the previous three (3) years in any of the following Codes. i.e. Code 1 or Code A or Code 3 or Code EC</p> <p>Trained 50 individual learners = 15 points</p> <p>Trained 100 individual learners = 20 points</p> <p>Trained 101 individual learners and more = 30 points</p> <p>Compliance requirement:</p> <p>Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> • Name and Surname of the learner • Period trained (Month and Year) • Name of DLTC where learner was tested (where practical) <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct.</p>	30
<p>B. FINANCIAL CAPACITY</p> <p>The bidder/s is required to demonstrate financial ability to execute the contract to ensure prompt delivery for the Corporation to meet its operational requirement.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • A bank statement not older than three months showing availability of funds not less than R50 000. <p style="text-align: center;">OR</p>	20

<ul style="list-style-type: none"> Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be awarded the contract/order. (Third-party must provide proof of availability of funds) 	
C. RELEVANT SKILLS AND QUALIFICATIONS	20
<p>C 1 Bidders must demonstrate expertise to conduct training</p> <p>Qualifications and skills of team members.</p> <p>(a) Instructor/s</p> <ul style="list-style-type: none"> 5 to 7 years as an instructor = 10 points 8 years and more as an instructor = 20 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> ➤ Registration certificates specifying the grade or the class of vehicle in which they are qualified to instruct learners ➤ Detailed CV's of Instructor/s responding fully to the above should be submitted. 	
TOTAL	70

NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 50 POINTS IN ORDER TO QUALIFY FOR STAGE 4.

1.4 STAGE FOUR – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

NB: THIS WILL BE DONE ONCE THE PANEL IS IN PLACE TO THE APPOINTED BIDDERS.

SECTION: 3
ANNEXURE AND
STANDARD BIDDING
DOCUMENTS

See the attached SBD forms
(All SBD forms must be
signed)

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 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.