



Road Traffic Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER
FOR LEASING OF OFFICE SPACE IN
MBOMBELA (NELSPRUIT) REGIONAL
OFFICE FOR THE RTMC**

RTMC BID NO: 15/2020/21

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 the 11 November 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

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

5.2 All envelopes to be sealed and endorsed, **RTMC BID 15/2020/21: Appointment of a service provider for leasing of office space in Mbombela (Nelspruit) regional office for a period of three (3) years for the RTMC**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Mpumalanga Regional Office, 44 Murray Street, Nelspruit, 1200 by no later than 11:00 am on 18 November 2020**

5.4 Compulsory briefing session:

The compulsory briefing session will be held on **30 October 2020 at 10:00 am** at the venue and address indicated in 5.3 above.

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** 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.
- 9.4** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents
- 9.6** The bidder/s who scores the highest points will be appointed

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 suitable qualified service providers for the leasing of office space for Mpumalanga: Mbombela (Nelspruit) Regional Office for a period of three (3) years

2. BACKGROUND

The Corporation has an existing lease agreement for office space in Mpumalanga: (Mbombela) Nelspruit Region, which is coming to an end in December 2020. The required office space should be 200 - 250m². The occupation date should be 01 January 2021 with beneficial occupation from 17 December 2020.

The Road Traffic Management Corporation is preparing this competitive bidding process to acquire office space for its operations in Nelspruit Region for a period of three (3) years. The Corporation requires a facility that meets the special requirements such as strong room for safe keeping of firearms and face value documents.

Furthermore, the facility must have security measures such as alarm system and armed response to secure the Corporation's assets.

3. DETAILED SPECIFICATION AND SCOPE OF WORK

3.1 Project Brief and Deliverables of the leasing of office are as follows: -

- 1x office to accommodate the Regional Manager
- 1 x office to accommodate the Superintendent
- 1 x open plan office to accommodate eleven Road Transport Inspectors.
- 1 x open office to accommodate the Office Administrator
- 1 x office open plan for IT Technicians
- 1 x secured office with bullet proof glass with drop safe for cash collection/ cashier office to accommodate the two Banking officers close to the main entrance of the office
- 1 x Storeroom for IT equipment
- A strong room for safe keeping of ammunition and sensitive documents

- 1 x 10-seater boardroom
- 1 x kitchen
- 2 x toilets (male and female) including hygienic services i.e. she bin for female and automated air fresheners for both toilets
- Armed response for the leasing period (alarm system already available for installation)
- Relocation of office furniture and equipment from the old office (44 Murray Street, Nelspruit) to the new office
- Grade B office

3.2 Size of required office space

- The Corporation requires office premise of between 200m² - 250m²

3.3 Parking requirements

- Secure 10 parking bays for RTMC fleet vehicles.

3.4 Location

- The anticipated office accommodation must be around Mbombela (Nelspruit) town.

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; bidders will be disqualified from evaluation. Below are Standard Mandatory requirements

- Bidders are required to submit 5 copies [One (1) Original plus one (4) Copies] and PDF soft copy in a memory stick.
- All standard bidding documents must be duly completed and signed by authorised official. 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.
- Compulsory briefing session certificate.

(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 will have two steps.

Step 1 will be assessed on written proposals and bidders are expected to score at least a minimum of 40 points to qualify for the next step.

Step 2 will be site inspection and bidders are expected to score minimum of 30 points.

NB: Only bidders that meet the minimum of seventy **(70) points** will be eligible for consideration 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).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENT

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION. STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)
ENVELOPE ONE (1)	
Total Number of copies submitted – Five (5) (1 original and 4 copies) PDF soft copy in a memory stick	
Compulsory Briefing Session Certificate	
Proof of CSD Registration (CSD Number or Report) Registration on CSD (available on www.csd.gov.za)	
SBD1: Invitation to bid and company information	
SBD4: Declaration of interest	
SBD8: Declaration of bidder’s past supply chain management practice	
SBD9: Certificate of independent bid determination	
ENVELOPE TWO (2)	
Total Number of copies submitted – Five (5) (1 original and 4 copies) PDF soft copy in a memory stick	
Pricing Schedule	
SBD6.1: Preference points claim form	

1.2 STAGE 2 – MANDATORY REQUIREMENTS

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

MANDATORY REQUIREMENTS	Comply (Yes / No)
<p>PROPERTY OWNERSHIP</p> <p>Bidder must be the owner of the property being leased. If the owner provides the power of attorney to act on his/her behalf a copy of the power of attorney must be included in the submission of the bid.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Certified copy of the Title deed if owner is directly bidding or confirmation letter from the bank that the bidder is a bond holder or • If acting on behalf of the owner attach both certified copy of title deed or confirmation letter from the bank that the bidder is a bond holder and copy of power of attorney 	
<p>PROPERTY SIZE</p> <p>Gross Leasable Area (GLA) of a minimum of 200 - 250m² for occupation.</p> <p>Compliance Requirement</p> <p>Property prospectus to be attached which must highlight the following:</p> <ul style="list-style-type: none"> • schematic drawings • GPS location • Physical address • Stand number 	
<p>AVAILABILITY OF PARKING</p> <p>Parking ratio must be in line with Gross Lettable Area</p> <p>Compliance Requirement</p> <p>Property prospectus or full property description to be attached with schematic drawings.</p>	

MANDATORY REQUIREMENTS	Comply (Yes / No)
(attach proof of agreement if parking is not within the same premises as office space)	
LOCATION OF PREMISES Required building must be located around Nelspruit (Mbombela) CBD Compliance requirements: Physical address and GPS coordinates	

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 **points** on functional evaluation.

<u>PARKING FACILITIES</u> <ul style="list-style-type: none"> • 10 Shaded/ Covered parking bays within the premises = 10 points • 10 Basement parking bays within the premises = 15 points Compliance requirements Detailed layout plan	15
<u>SECURITY</u> Bid proposal should clearly outline the provision of security for the building: <ul style="list-style-type: none"> • Access Control system <ul style="list-style-type: none"> ○ Physical recording by security (incoming and outgoing movement of people/vehicles) = 20 points ○ Biometric access = 15 points ○ Access tag system = 10 points ○ Remote controlled access = 5 points 	20

<p>Compliance requirements:</p> <p>Affidavit or declaration by the bidder confirming any of the above availability/existence</p>	
SIMILAR WORK DONE	15
<p>The bidder must be able to demonstrate the following:</p> <p>Experience in facilities management and customer relations</p> <ul style="list-style-type: none"> • 1 or more reference/s of letting or leasing = 15 points <p>Compliance requirements</p> <p>Proof in a form of a letter/s by bidder indicating details of the tenant/s whether current or any previous. (reference letter/s must reflect the duration of each contract, details of occupant and contact details).</p>	
TOTAL	50

NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF FORTY (40) POINTS IN ORDER TO QUALIFY FOR STEP 2.

STEP 2: SITE INSPECTION

A. PROPERTY INFORMATION	
<p>A site inspection will be conducted using a questionnaire based on the following variables:</p> <ul style="list-style-type: none"> • Location: 10 points <ul style="list-style-type: none"> ➢ Accessibility = 5 points ➢ Amenities, etc = 5 points • Secured Parking: = 10 points <ul style="list-style-type: none"> ➢ Basement/Covered/shaded = 10 points • Building features: 20 points 	50

- Ablution facilities = 3 points
- Kitchen = 3 points
- Strong room = 3 points
- Condition of carpets/flooring = 3 points
- Airconditioning = 3 points
- Finishes = 2 points
- Universal access for disability = 3 points

• **Security features: 10 points**

- Burglar doors = 2 points
- Physical security = 3 points
- CCTV = 3 points
- Electronic access = 2 points

Functionality will be evaluated at the following scales:

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
1- Poor	Poor response
0- Non-Compliant	Does not comply to the requirements

TOTAL FOR STEP 2	50
OVERALL TOTAL FOR FUNCTIONALITY	100

BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 30 POINTS FOR SITE INSPECTION

NB: BIDDERS WILL BE REQUIRED TO SCORE AN OVERALL MINIMUM OF 70 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

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.

