



**Road Traffic**  
Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE  
PROVIDERS TO SUPPLY CLEANING MATERIAL,  
LINEN AND RELATED ITEMS TO RTMC FOR A  
PERIOD OF THREE (3) YEARS**

**RTMC BID NO: 16/2020/21**

## SECTION: 1

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

## 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 to 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 December 2020**

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

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

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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 16/2020/21: Appointment of a panel of service providers to supply cleaning material, linen and related items to 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 22 December 2020**

5.4 **Compulsory Briefing session:** compulsory briefing session will be held on **07 December 2020** starting from 09:00 am

Due to Covid-19 regulations, the 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:

<b>SESSIONS</b>	<b>MAXIMUM NUMBER OF ATTENDEES</b>	<b>TIME SLOT</b>
Session 1	35 Attendees	09h00-11h00
Session 2	35 Attendees	11h30-13h30
Session 3	35 Attendees	14h00-16h00

Bidders are required to register for a session by submitting necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by not later than **03 December 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

**NB: Bidder/s who fail to comply with the above registration requirement will not be allowed in the briefing session.**

- 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 offers 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 accepts 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 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**

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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. **SPECIAL INSTRUCTIONS TO BIDDERS**

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- 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 The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents
- 9.5 The bidder/s who scores the highest points will be appointed
- 9.6 RTMC reserves the right to determine the number of service providers who will be appointed per category.
- 9.7 In the event more than one bidder is appointed, a flat rate will be negotiated



## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

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

### **1. PURPOSE**

1.2 The purpose of this bid is to appoint a panel of service providers to supply cleaning material, linen and related items to RTMC for a period of three (3) years.

### **2. BACKGROUND**

2.1 The Corporation had a contract of linen and cleaning consumables which was used to procure cleaning items, crockery, cutlery and linen, which has since expired. Therefore, the new bid will ensure that the requirements as listed on scope of work are rendered.

2.2 It is of utmost importance that the Corporation has a contract in place so that when there is a need for cleaning items, linen, protective gear, safety essentials, maintenance equipment and tools and crockery and related items it is easier to source and procure.

**SECTION: 3**

**EVALUATION CRITERIA**

## 1. EVALUATION CRITERIA

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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 (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 bid will have two separate evaluation criteria, namely: -

- **Category A** - Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)

AND

- **Category B** - Businesses owned by people with disabilities

This process comprises of written responses/ proposals which consists of **100 points**.

Bidders will be required to score a minimum of **70 points for Category A** and **50 points for Category B** 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: Stage 4 will be applied once the panel has been approved.**

**STAGE 1 – STANDARD COMPLIANCE REQUIREMENT**

<p><b>NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION. STANDARD COMPLIANCE REQUIREMENTS</b></p>	<p><b>Comply (Yes / No)</b></p>
<p><b>ENVELOPE ONE (1)</b></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 (CSD Number or Report) Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a>)</p>	
<p>Compulsory briefing session certificate.</p>	
<p>SBD1: Invitation to bid and company information</p>	
<p>SBD4: Declaration of interest</p>	
<p>SBD8: Declaration of bidder’s past supply chain management practice</p>	
<p>SBD9: Certificate of independent bid determination</p>	

## 1.1 STAGE 2 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p><b>Exempted Micro Enterprise (EME) CATEGORY</b></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><a href="https://legal-dictionary.thefreedictionary.com/Affadavit">https://legal-dictionary.thefreedictionary.com/Affadavit</a>  <a href="http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp">http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp</a>  <a href="https://www.bbbee.commission.co.za/">https://www.bbbee.commission.co.za/</a></p> <p>Only bidders that are within EME 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;"><b>OR</b></p> <p>(ii) Fully completed affidavit by Commissioner of Oaths</p> <p><b>NB:</b> Bidders are required to provide information relating to their latest financial statements or management of accounts or business bank statement on their fully completed affidavit (i.e. 2019/2020)</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) DTI BEE Certificate</p> <p><b>NB:</b> Bidders are required to provide information relating to their latest financial statements, management of accounts or business bank statement (i.e. 2019/2020)</p> <p><b>NB:</b> 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 THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

## 1.2 STAGE THREE – FUNCTIONALITY CRITERIA

### CATEGORY A - Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)

Functionality shall be evaluated based on the following parameters:

Requirements	Score
<p><b>A. Financial Capacity</b></p> <p>Bidders must demonstrate financial capacity to provide or deliver items/commodities as reflected in the scope of work. The purpose of this requirement is to assess financial capability to deliver items/commodities as reflected in the scope of work.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> <li>• A bank statement not older than three months showing availability of funds not less than R50 000.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder in relation to this bid should they be successful. The letter should be accompanied with a bank statement not older than three months showing availability of funds not less than R50 000.</li> </ul>	<p><b>30</b></p>
<p><b>B. References of Similar Work Done</b></p> <p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work (supply and delivery of items/commodities as reflected in the scope of work)</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> <li>• 1 - 2 references = 10</li> <li>• 3 - 4 references = 20</li> <li>• 5 references or more = 30</li> </ul> <p><b>Compliance requirement</b></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"> <li>• Name of the institution/entity where similar service was rendered successfully</li> </ul>	<p><b>30</b></p>

<ul style="list-style-type: none"> <li>• Address of the institution/entity where similar items/commodities were delivered</li> <li>• Duration/Period,</li> <li>• Value of the contract/order,</li> <li>• Contactable References.</li> </ul> <p><b>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</b></p>	
<p><b>C. Bidder’s capability to source, supply and deliver items/commodities as reflected in the scope of work</b></p>	<b>10</b>
<p>In order to ensure prompt delivery once a request and order has been issued, the bidders are required to ensure that such items/commodities are delivered within the prescribed timelines so that RTMC complies hygiene and other OHS requirements. As result the bidders must demonstrate ability to supply and deliver. = 10 points</p> <p><b>Compliance requirement</b></p> <p>The bidder must provide proof (letter) from reputable suppliers confirming that they will supply items/commodities as reflected in the scope of work should the bidder be awarded the contract.</p> <p>A letter should be on an official company letterhead from the main supplier/source of supply duly signed and dated confirming the intention to supply the bidder.</p>	
<p><b>D. Logistics support</b></p>	<b>30</b>
<p>D.1 Bidder/s must provide a write up outlining their business logistical approach in ensuring that the RTMC receives the right quality items/commodities as reflected in the scope of work at the right time. The response should cover the following elemnets: = 30 <b>points</b></p> <ul style="list-style-type: none"> <li>• Order manangement : give a detailed discription on activities involved in dealing with the following by indicating the what, how,when and by whom on each variable listed below; <ul style="list-style-type: none"> <li>➤ Request For Quotation(RFQ) from RTMC = 5 points</li> <li>➤ Processes after accepting an RFQ e.g samples etc. = 10 points</li> <li>➤ Despatch and delivery to various delivery points – turnaround times</li> </ul> </li> </ul>	



= 10 points

- Invoicing – critical activities in ensuring that the payment is processed expeditiously. = 5 points

### Compliance requirement

A detailed project proposal to be submitted in response to the above

The proposal will be evaluated using the below matrix

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**

**100**

**NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.**

**CATEGORY B - Businesses owned by people with disabilities** (Only bidders who provide the Medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council will be considered for this category).

Functionality shall be evaluated based on the following parameters:

Requirements	Score
<p><b>A. Financial Capacity</b></p> <p>Bidders must demonstrate financial capacity to provide or deliver items/commodities as reflected in the scope of work. The purpose of this requirement is to assess financial capability to deliver items/commodities as reflected in the scope of work.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> <li>• A bank statement not older than three months showing availability of funds not less than R50 000.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder in relation to this bid should they be successful. The letter should be accompanied with a bank statement not older than three months showing availability of funds not less than R50 000.</li> </ul>	<p><b>30</b></p>
<p><b>B. References of Similar Work Done</b></p> <p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work (supply and delivery of items/commodities as reflected in the scope of work)</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> <li>• 1 - 2 references = 10</li> <li>• 3 - 4 references = 20</li> <li>• 5 references or more = 30</li> </ul> <p><b>Compliance requirement</b></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"> <li>• Name of the institution/entity where similar service was rendered successfully</li> <li>• Address of the institution/entity where similar items/commodities were delivered</li> <li>• Duration/Period,</li> <li>• Value of the contract/order,</li> </ul>	<p><b>30</b></p>

<ul style="list-style-type: none"> <li>Contactable References.</li> </ul> <p><b>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</b></p>	
<p><b>C. Bidder’s capability to source, supply and deliver items/commodities as reflected in the scope of work</b></p>	<b>10</b>
<p>In order to ensure prompt delivery once a request and order has been issued, the bidders are required to ensure that such items/commodities are delivered within the prescribed timelines so that RTMC complies hygiene and other OHS requirements. As result the bidders must demonstrate ability to supply and deliver. = 10 points</p> <p><b>Compliance requirement</b></p> <p>The bidder must provide proof (letter) from reputable suppliers confirming that they will supply items/commodities as reflected in the scope of work should the bidder be awarded the contract.</p> <p>A letter should be on an official company letterhead from the main supplier/source of supply duly signed and dated confirming the intention to supply the bidder.</p>	
<p><b>D. Logistics support</b></p>	<b>30</b>
<p>D.1 Bidder/s must provide a write up outlining their business logistical approach in ensuring that the RTMC receives the right quality items/commodities as reflected in the scope of work at the right time. The response should cover the following elements: = <b>30 points</b></p> <ul style="list-style-type: none"> <li>Order management : give a detailed discription on activities involved in dealing with the following by indicating the what, how,when and by whom on each variable listed below; <ul style="list-style-type: none"> <li>➤ Request For Quotation(RFQ) from RTMC = 5 points</li> <li>➤ Processes after accepting an RFQ e.g samples etc. = 10 points</li> <li>➤ Despatch and delivery to various delivery points – turnaround times = 10 points</li> <li>➤ Invoicing – critical activities in ensuring that the payment is processed expeditiously. = 5 Points</li> </ul> </li> </ul> <p><b>Compliance requirement</b></p>	

A detailed project proposal to be submitted in response to the above

The proposal will be evaluated using the below matrix

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**

**100**

**NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 50 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.**

### 10.3 STAGE FOUR – PRICE AND PREFERENCE POINTS EVALUATION

**NB: Stage 4 will be applied once the panel has been approved.**

**NB: Where practical RTMC will standardise prices.**

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
<b>Grand Total</b>	<b>100</b>

**SECTION: 3**  
**ANNEXURE AND STANDARD**  
**BIDDING DOCUMENTS**  
**BIDDERS MUST ATTACH AND SIGN**  
**ALL ATTACHED SBD FORMS**

## 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 regarding 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.