



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS FOR ELECTRICAL SERVICES
NATIONALLY TO THE RTMC**

RTMC BID NO: 18/2020/21

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 **14 January 2021**

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 18/2020/21: Appointment of a panel of service providers for electrical services nationally to the RTMC**

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 21 January 2021**

5.4 **Briefing session:** Not Applicable

5.5 All bids submitted must be signed by a person or persons duly authorised thereto.

5.6 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.

5.7 Bid received by email, facsimile or similar medium will not be considered.

5.8 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.**

5.9 Amended bids may be sent in an envelope marked **“Amendment to Bid”** and should be placed in the bid box before the closing time.

5.10 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 and/or commission the bidder to work after business hours (8h00am -5h00pm), public holidays and weekends should a need arise.
- 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, a flat rate will be negotiated
- 9.8 RTMC reserves the right to determine the number of suppliers who will be appointed
- 9.9 Bidders to indicate their province/s and district/s of choice where they will be able to render electrical services as and when required. If space provided below is not adequate, bidder/s may add by providing an additional template/table.

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

See annexure A for more details

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 electrical services to RTMC (Nationally) for a contract period of three (3) years.

2.BACKGROUND

2.1 RTMC has various sites nationally and regional offices which from time to time may require electrical maintenance and wiring.

2.2 In order to ensure that the sites operate optimally, a need exists to appoint or procure the services from service providers who are within close proximity of the sites whenever a need arises.

3.SPECIFICATIONS / SCOPE OF WORK

3.1 The RTMC requires electrical wiring and maintenance services in these offices and centers.

3.2 Wiring will be conducted from an existing Distribution Board to areas where the RTMC will advise.

3.3 Successful bidders are expected to provide wiring material, tools and labour.

3.4 Amongst other things RTMC will be deploying Computerised Learner License Testing Centers (CLLT) nationally, a project which require electrical wiring for computers to be installed in the classrooms as well as the wiring of the Uninterrupted Power Supply (UPS) linked to these computers.

3.5 The RTMC will conduct site inspections and the successful bidders may accompany the RTMC on such visits. The site inspections produce site plans which will inform the wiring requirements amongst other things.

3.6 The RTMC technicians will be on site to manage the wiring work and receive a Certificate of Completion once the work is completed.

3.7 The services will be required in all the nine provinces on as and when required basis.

3.8 The bidder must be able to provide own transport to the sites.

3.9 Travel claims must be in line with the applicable Department of Transport Tariffs for the use of motor transport. Accommodation should not be more than three-star rating.

3.10 The bidders are expected to be have operational presence as close as possible to the sites. This is intended to manage driving distances to and from sites for installation and maintenance purposes.

3.11 The annexures indicating the sites where electrical services may be required is enclosed.

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 four (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.

(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).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

<p>NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION. STANDARD COMPLIANCE REQUIREMENTS</p>	<p>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>SBD8: Declaration of bidder’s past supply chain management practice</p>	
<p>SBD9: Certificate of independent bid determination</p>	
<p>ENVELOPE TWO (2)</p>	
<p>Total Number of copies submitted – Five (5) (1 original and 4 copies)</p>	
<p>Pricing schedule: Annexure B</p>	
<p>SBD6.1: Preference points claim form</p>	

1.2 STAGE 2 – MANDATORY REQUIREMENTS

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

MANDATORY REQUIREMENTS	Comply (Yes / No)
<p>Bidders must be registered with CIDB (Construction industry development board)</p> <p>Compliance requirement:</p> <p>(i) Minimum Valid CIDB Certificate Grade EB1 or above</p>	

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
A. References of Similar Work Done	30
<p>Bidders must provide references of similar work done</p> <p>1 to 3 references = 15 points</p> <p>4 to 6 references = 20 points</p> <p>7 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 of the Institution/Entity • Period 	

<ul style="list-style-type: none"> • Value of contract • Contactable references <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct.</p>	
<p>B. FINANCIAL CAPACITY</p>	20
<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 R60 000. <p style="text-align: center;">OR</p> <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 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 R60 000. 	
<p>C. RELEVANT SKILLS AND QUALIFICATIONS</p>	20
<p>C 1 Bidders must demonstrate expertise in executing the tasks in terms of the scope of work</p> <p>Qualifications and skills of team members.</p> <p>(a) Electrician</p> <ul style="list-style-type: none"> • 3 to 5 years as an electrician = 10 points • 6 years and more as an electrician = 20 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> ➤ Attach valid proof of registration as an electrical contractor in terms of regulation 6(4) of the Electrical Installation Regulations issued by the Department of Labour. ➤ Detailed CV's of Electrician responding fully to the above should be submitted. 	
<p>TOTAL</p>	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

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.