



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS TO PROVIDE ADVANCED
DRIVING SKILLS FOR DEFENSIVE AND
OFFENSIVE DRIVING FOR THE RTMC
NATIONALLY**

RTMC BID NO: 13/2020/21

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 02nd 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 – Not applicable

5.2 All envelopes to be sealed and endorsed, **RTMC BID 13/2020/21: Appointment of a panel of service providers to provide advanced driving skills for defensive and offensive driving for the RTMC nationally**

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 09 November 2020**

5.4 **Briefing session:** non-compulsory briefing session will be held on **23 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 **20 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** 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. Bidders must provide evidence to the RTMC that this requirement has been complied with. Bidders insurance policies must be available for inspection by the RTMC.
- 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

- 9.7** RTMC reserves the right to determine the number of suppliers who will be appointed
- 9.8** In the event more than one bidder is appointed, a flat rate will be negotiated
- 9.9** The bidder will be required to capacitate identified facilitators from RTMC through shadowing with the understanding that skills transfer will take place.
- 9.10** The skills transfer or capacitation process must culminate in the identified facilitators being accredited to roll out training.
- 9.11** 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.
- 9.12** Bidders to indicate their province/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	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 a panel of potential service providers with relevant expertise to provide advanced driving skills for defensive and offensive driving for the RTMC for a period of three (3) years.

2.PROBLEM STATEMENT

- 2.1 The law, as defined in statute by the National Road Traffic Act, (Act No. 63 of 1996) prohibits dangerous and careless driving.
- 2.2 Traffic officers are regularly expected to attend to immediate response calls to help the public or deal with ongoing road related incidents. To do so in line with duty, officers are required to extend their driving skills beyond that of a careful and competent driver. These heightened skill levels are provided through nationally approved driver training standards.
- 2.3 Due to the high-risk environment law enforcement officers operating on the road network should be familiar with and have completed training in advanced defensive and offensive driving skills.
- 2.4 The intricate nature of this particular training including the required resources both human and material necessary to conduct this type of training are currently not available within the Corporation, hence the need to contract a capable service provider to conduct the said training on behalf of RTMC.

3.BACKGROUND

- 3.1 Road traffic law enforcement officers are faced with challenges of road traffic lawlessness by the different categories of road users daily: public passenger, goods and freight transport, taxis and busses ferrying commuters for reward, including the general public which was previously not the case. This matter is exacerbated by the continuously growing vehicle population on South African roads
- 3.2 Furthermore, the number of incidents of road traffic lawlessness has increased in recent months to include road closures, looting, and burning of vehicles on main corridors. This has a negative impact on the country's economy and by attracting criminal elements who render the state dysfunctional. These actions compromise public road safety and safety of officers.

3.3 In response to the above, RTMC has introduced an additional wing of specialised unit to deal with such situations. Amongst these units, there will be sub-units that deal with high speed pursuits, saturation, tracking and tracing of warrants/stolen vehicles/cloned vehicles which require the skills of advanced driving for the officers to perform optimally.

3.4 Over and above the above-highlighted units, there will also be a Unit that is responsible to provide VIP escort services to political and other dignitaries.

3.5 The RTMC will also be subjecting Traffic Trainees to the said training which are currently undergoing training at the academy.

4. SPECIFICATIONS / SCOPE OF WORK

4.1 Training to be in line with Practical Module 04 of the Occupational Certificate: Traffic Officer SAQA ID 97639.

4.1.1 Purpose of the Practical Skill Modules

The focus of the learning is on providing the learner an opportunity to apply advanced driving skills / techniques in defensive and offensive situations.

Guidelines for Practical Skills

4.1.2.1 Scope of Practical Skill

Given a range of instruments, equipment, and emergency conditions the learner must be able to:

- Apply driving skills related to vehicle dynamics to reduce risks
- Position the vehicle in an appropriate manner to prevent further risks

Applied Knowledge

- Driving skills related to Vehicle dynamics
- Positioning of vehicles

Assessment Criteria

- Approved equipment used in line with the approved prosecution guidelines

- Speed measurement conducted with relevant safety
- Appropriate action taken

4.1.3 Apply advanced offensive driving skills

4.1.3.1 Scope of Practical Skill

Given a range of instruments, equipment, and emergency conditions the learner must be able to:

- Apply high speed offensive driving skills when negotiating static and motion hazards
- Apply high speed turning skills safely in dynamic situations

Applied Knowledge

- High speed offensive driving techniques
- Safe high-speed turning techniques

Assessment Criteria

- High speed offensive driving skills are applied when negotiating static and motion hazards
- High speed turning skills are applied safely in dynamic situations
- Apply and complete ramming without loss of own vehicle mobility in various situations
- Apply and complete 180° reverse and turn within a safe time limit
- Apply and complete 90° handbrake turn within a safe time limit

4.1. Indicative numbers to be trained

4.1.1. Currently law Enforcement has about 300 officers that are operational on the ground, all of whom will need to be trained. However, priority will be given to members of the specialised units, as alluded to hereinabove. Depending on the cost implications per individual, a phased-in priority approach would apply in terms of the NTP.

4.1.2. There are currently 271 Trainees at Denel and all of them need to be trained in totality prior to the culmination of the current financial year, and to this extent in the case of the Trainees the RTMC will not adopt a phased-in approach. It should be noted that the Trainees will exit the Academy in March 2021, for deployment in various provinces to undergo the workplace experiential learning, therefore the training should be completed by then.

4.3 Scope of the Project

- 4.3.1 The service provider will be expected to distribute the total population into smaller groups for attendance purposes. This is to ensure practicality in terms of ensuring that NTP operations and training for trainees are not adversely affected. The actual numbers per training schedule will be determined once the successful service provider has been appointed in terms of both NTP and the Trainees.

5. Key requirements for the service provider to be appointed.

Table 5.1

Item	Description	Comply (Yes/No)
1	The facilitators must be accredited specialists for Practical Module 04 of the Occupational Certificate; Traffic Officer or registered Assessor and or Moderator for SAQA Id's 377201 Apply advanced driving skills: defensive driving and 377220 Apply advanced driving skills: offensive driving.	
2	The service provider must be able to issue the trainees with accredited certificates after completion of training.	
3	The appointed service provider must provide their own high-performance vehicles for training.	
4	Bidders must, at its own cost, obtain a Broadform liability insurance with a reputable insurer with sufficient cover to enable Bidders to fulfil its obligations in terms of the Contract and to cover the RTMC for any claims, loss, liabilities, including potential liabilities, damage, or expense which the RTMC or a third party may suffer in relation to the Contract. Such insurance shall include cover against public liability and all risks.	
5	The appointed service provider to have EMS on standby during training.	
6	The appointed service provider to abide by OHS regulations at the facility where the training will take place.	
7	The facility must be SASSETA/TETA approved	

Signature

NB: Failure to comply with the above requirements as stated in Table 5.1 will lead to disqualification of the bid.

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).

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

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	
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	
SBD6.1: Preference points claim form	
SBD8: Declaration of bidder's past supply chain management practice	
SBD9: Certificate of independent bid determination	

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)
Bidders are required to be registered with SASSETA/TETA Compliance requirement Valid Accreditation SASSETA/TETA certificate (Advanced driving skills: defensive and offensive driving)	
Bidders are required to complete key requirements table 5.1 Compliance requirement Completed and signed table 5.1	

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 WILL 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.

DESCRIPTION	POINTS
A. References of Similar Work Done	30
Bidders must have experience in offering advanced defensive and offensive driving skills Trained 20 individual learners = 15 points Trained 21 - 30 individual learners = 20 points Trained 31 - 50 individual learners and more = 30 points Compliance requirement: Bidders are required to submit SASSETA/TETA learner record/report	
B. FINANCIAL CAPACITY	20
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. Bidders must provide the following as proof of financial capacity: <ul style="list-style-type: none">• A bank statement not older than three months showing availability of funds not less than R100 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 should they be funded. (Third-party must provide proof of availability of funds)	
C. RELEVANT SKILLS AND QUALIFICATIONS	20
C 1 Bidders must demonstrate expertise to conduct training Qualifications and skills of team members. (a) Assessor/s <ul style="list-style-type: none">• 5 to 7 years as an assessor/s = 5 points	

<ul style="list-style-type: none"> • 8 years and more as an assessor/s = 10 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> ➤ Valid Accredited SASSETA/TETA certificate (In the field of Advanced driving skills: defensive and offensive driving) ➤ Detailed CV's of assessor/s responding fully to the above should be submitted. <p>b) Moderator/s</p> <ul style="list-style-type: none"> • 5 to 7 years as a moderator/s = 5 points • 8 years and more as a moderator/s = 10 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> ➤ Valid Accredited SASSETA/TETA certificate (In the field of Advanced driving skills: defensive and offensive driving) ➤ Detailed CV's of moderator/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.

