



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand | P O Box 6341, Halfway House, 1685
Tel: +27 87 285 0500 | Fax: 086 263 6504 | www.rtia.co.za

Request Quotation

For

**Request for quotations to appoint an external
service provider to conduct the 2022/2023 Board
& Committees'
Appraisal**

Date: 27/06/2023

Index

Section	Topic	Page
1.	Purpose	3
2.	Requirements	3
3.	Closing date & submission of quotes	4

Subject: Request for Quotation Board Appraisals for 2020/2022 Financial Year

1. Purpose

- 1.1 The Road Traffic Infringement Agency (RTIA) herewith invites quotes from selected service providers to engage the Agency with expert services of Accounting Authority and committee Appraisals which meets the provisions of its founding statutes and best practices in Corporate Governance.

2. Requirements

- 2.1 The Governance Unit, requests a comprehensive Board and Committees appraisal services for the financial year 2022/23. The board appraisal services should be specifically tailored to the needs of the Agency and to examine the most crucial element of maintaining an effective board.

- 2.2 The comprehensive appraisal should include the following:-

- (i) The assessment of the Accounting Authority and its committees of as a collective, the effectiveness in delivering on the mandate when measured by the realised performance of the Agency;
- (ii) The assessment of the effectiveness of the specific oversight committees which include the Audit Committee, HR & Remuneration Committee, Technical Committee, Social, Ethics and Transformation Committee and Executive Committee;
- (iii) To conduct an assessment of the Accounting Authority and its committees which will enable each director to make assessment of the board effectiveness against set criteria such as: -
 - Benchmark Board and Committee performance against established best practice;
 - Each Committee's understanding of its mandate (mission/purpose), objectives and efficacy;
 - Evaluate the Agency's actual performance against the Strategic plans and Annual Performance Plans;
 - The understanding of the concept of effective oversight;
 - Stakeholder relations;
 - Executive performance;
 - Effectiveness of the induction of new committee members;
 - Identify future development needs and create the opportunity to enhance Board effectiveness.
 - Integration of Accounting Authority appraisal with any area of director development and action plans based on the Accounting Authority appraisal.
 - Compilation of the individual committee reports as well as the one in relation to the Accounting Authority.

3. Commitment Period

The commitment period will be for six (06) weeks from the date of engagement and or award or a specified in the methodology the service provider will use, subject to signing of a Service Level Agreement (SLA).

4. Required expertise and skills

The Service Provider should:

- Demonstrate working knowledge and experience of Board Appraisals.
- At least 5 - 10 years' experience Board Appraisals.
- Have at least three (3) references with details of the nature of the contract and contact details.

5. Evaluation Criteria

- Service Providers will be evaluated on delivery expertise, approach and methodology, price as well as equity ownership in accordance with the RTIA's supply chain management policies which are in line with the Preferential Procurement Policy Framework Act 5 of 2000 (80/20) PPPFA scoring principles); and
- The contract will be awarded to the service provider obtaining the highest number of points as per the 80/20 preference points system.

Description of functions criteria	Points
Company Delivery Expertise and Relevant Experience	20 points
Experience, Qualifications and Skills of Resources of Project Staff (Attach CVs and certified copies of qualifications of at least three (3) staff members)	20 points
Have at least three (3) contactable references where similar services where previously provided detailing the nature of the contract and provide contact details.	20 points
Methodology and Approach	30 points
Cost and Fee Structure	10 points
TOTAL	100 points
Minimum required score	80 points

NB: The below criteria will be used to evaluate per work stream.

APPLICABLE VALUES FOR SCORING: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent

Evaluation Criteria	Guidelines for Criteria Application	Weight
Company Delivery Expertise and Relevant Experience	5 – 10 years’ of Board Appraisals 9 – 10 years of experience = 5 8 – 9 years of experience = 4 7 – 8 years’ experience = 3 6 – 7 years’ experience = 2 5 – 6 years’ experience = 1	20
Experience, Qualifications and Skills of Resources of Project Staff: Summarised CV’s of the proposed team members/consultants which should highlight the relevant experience in similar project and qualifications.	5 to 10 years of experience for key project staff members. (Attach CVs and certified copies of qualifications of at least three (3) staff members). 9 – 10 years of experience = 5 8 – 9 years of experience = 4 7 – 8 years’ experience = 3 6 – 7 years’ experience = 2 5 – 6 years’ experience = 1	20
Have at least three (3) contactable references where similar services were previously provided detailing the nature of the contract and provide contact details.	A least three (3) reference letters from different organisations as evidence of similar work conducted previously. The letter should indicate the quality of service rendered. 5 letters attached = 5 4 letters attached = 3 3 letters attached = 1	20
Methodology and Approach	A comprehensive schedule of how the services are to be provided as per the terms of reference.	30

Cost and Fee Structure	- Fees structure and quotation aligned to project methodology and cover all aspects of the project. All associated costs must reflect on the quotation. - Fees must be quoted in South African rands and must be VAT exclusive. The service provider is responsible for any costs associated with this contract.	10
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100
MINIMUM REQUIRED SCORE		80

NB.: The Bids that fail to achieve a minimum of **80** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated further on Price and Special goals.

INSTRUCTION AND EVALUATION CRITERIA:

- (1) The bidder **must complete in full all of the TECHNICAL FUNCTIONALITY requirements.**
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, RTIA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (3) **Evaluation per requirement.** The evaluation (scoring) of bidders’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (4) **Minimum threshold.** To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of **80** points.
 - Pricing and Special Goals:** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

Table 1: Specific goals for the tender and points claimed are indicated as per the table below: **(Note to organs of state:** Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must be indicated as such. **Note to tenders:** The tender must indicate how they claim points for each preference point system).

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	10		
II. Who is female			
III. Who has a disability	2		
IV. Specific goal: Youth	3		

6. Submission of proposals

Bidders must furnish the following information as part of the bid response:

- An original and valid tax clearance certificate (TCC), not to be faxed and or emailed but delivered at the Agency as part of the bid document;
- A company profile that highlight previous relevant experience;
- A detailed list of at least three (3) current and completed contracts/projects with references that specify the institution name, contact details and nature of the contract;
- Summarised CV's of the proposed team member(s) which should highlight the relevant experience in similar projects and qualifications;
- Proposals to be addressed and delivered to the Agency;
- The following conditions will be applied;
- This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- All price(s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately. Price(s) quoted must be valid for the at least thirty (30) days from the closing date of the quotation and a firm delivery period must be indicated; and
- All quotes should be submitted within 4-days after receiving the terms of reference on the letterhead of your business and prices must be indicated as a monthly fee.

Please note that failure to complete and sign all bids documentation and or to submit all of the above mentioned documentation as requested will result in bidder's bid being automatically disqualified.

7. Closing Date & submission of quotes

7.1 Quotes are expected to be submitted no later than 16h00 on Friday, 30th June 2023.

7.2 Quotes may be submitted electronically by e-mail to Daphney.Matlhoko@rtia.co.za or Quotes@rtia.co.za telephone no: 087 285 0500.

8. Enquiries and more information

All enquiries and requests for more information should be directed to by e-mail to Daphney.Matlhoko@rtia.co.za. The response will be distributed to all the prospective bidders by e-mail so that every bidder has the same information.