



community safety, roads & transport

Department of
Community Safety, Roads & Transport
FREE STATE PROVINCE

CSRT/BID03/2025/26

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND
ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF
THREE (3) YEARS**

Name of Tenderer:

MAAA:

**This tender closes at 11h00 on 07 October 2025, at the SCM offices
Department of Community Safety, Roads and Transport at 45 Charlotte Maxeke
Street, Bloemfontein, 9300**

LATE SUBMISSIONS WILL NOT BE CONSIDERED

Issued by:

**The Department of Community Safety, Roads and
Transport**

45 Charlotte Maxeke Street

Perm building

Bloemfontein

3201

Contact Name: MS. M. Hlatywayo

Email: hlatywayom@freetrans.gov.za

Telephone: 079 694 0590

Prepared by:

**The Department of Community Safety, Roads and
Transport**

Regional Roads Office in

Hamilton Office 26

Hartley Street Bloemfontein on

Contact Name: Ms. M Mokhele

E-mail: mokhelem@freetrans.gov.za

Telephone: 067 422 2222



CONTENTS

THE TENDER

T1 TENDERING PROCEDURES

T1.1 Tender Notice and Invitation to Tender

T1.2 Tender Data

T1.3 Standard Conditions of Tender

T2 RETURNABLE DOCUMENTS

T2.1 List of Returnable Documents

T2.2 Returnable Schedules and Certificates

THE CONTRACT

C1 AGREEMENT AND CONTRACT DATA

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

C1.3 Standard Conditions of Contract

C2 PRICING DATA

C2.1 Pricing Instructions

C2.2 Pricing Schedules

C3 SCOPE OF WORK

C3.1 Project Description

C3.2 Project Specification

T1.1 TENDER NOTICE AND INVITATION TO TENDER

T1.1.1 The Department of Community Safety, Roads and Transport, Free State Provincial Government, invites tenders for the “TENDER No. CSRT/BID03/2025/26 **REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT.**

T1.1.2 Tenderers must be registered with the relevant Professional bodies as per the Functionality.

T1.1.3 Preferences

The Tender will be subjected to Specific goals preferential procurement policy framework as amended.

30% sub-consulting must be included in the bids and must contain at least one (1) or more Free State based EME Company with HDI director/s either being female or youth.

Evaluation and Adjudication of bids: bids will be evaluated and adjudicated in terms of the Department of Community Safety, Roads and Transport Supply Chain Management Policy and Preferential Procurement Framework Act No. 5 of 2010. The 80/20 in preferential procurement points system as outlined in the bid document will apply. Preferential points will be given in terms of the Preferential Procurement Regulations, 2022.

T1.1.4 Tender Documents

Tender documents can be downloaded from the following: - DCSR&T website: www.policeroadstransport.fs.gov.za and www.etenders.gov.za.

The tender documents will also be available for purchase to the respective consultants on or before the day of the tender briefing session.

Queries relating to the issues of these documents may be addressed to:

Ms. M Mokhele

Tel no: 067 422 2222

E-mail: mokhelem@freetrans.gov.za

MS. M. Hlatywayo

Tel no. 079 694 0590

E-mail : Hlatywayom@freetrans.gov.za

Mr. KJ Koenane

Tel no. 068 510 8703

E-mail : KoenaneK@freetrans.gov.za

T1.1.5 A compulsory clarification meeting with representatives of the Employer will take place at the **Regional Roads Office in Hamilton Office 26 Hartley Street Bloemfontein** on the **30TH of September 2025** at **12H00pm**

T1.1.6 The closing time, date and venue for receipt of tenders will be **11h00am** on the **07TH of OCTOBER 2025** at the Ground Floor of Perm Building, 45 Charlotte Maxeke, Bloemfontein **NO LATE TENDERS WILL BE ACCEPTED.**

T1.1.7 Telegraphic, telephonic, telex, facsimile and late tenders will not be accepted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Tenders, completed as prescribed, shall be sealed in an envelope marked “**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT.**”, and deposited in the box located in the entrance foyer (ground floor) of 45 Charlotte Maxeke St, Bloemfontein Central, Bloemfontein, 9301

T1.2 TENDER DATA

T1.2.1 GENERAL

The Conditions of Tender in Section T1.2 are the Standard Conditions of Tender as contained in Annex F of SANS 294 – *Construction Procurement Processes, Methods and Procedures* which contain references to the Tender Data for details that apply specifically to this tender. The Tender Data in this Section T.1.3 shall be read with the Standard Conditions of Tender in order to expand on the Tenderer's obligations and the Employer's undertakings in administering the tender process in respect of the project under consideration. The Tender Data hereafter shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender. Each item of Tender Data given below is cross-referenced to the relevant clause in the Standard Conditions of Tender.

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

The Standard Conditions of Tender make several references to the tender data for details that apply specifically to this tender. The tender data shall have precedence in the interpretation of any ambiguity of inconsistency between it and the Standard Conditions of Tender.

Clause Number	Description / Comment
F.1.1	The Employer is the DEPARTMENT OF COMMUNITY SAFETY, ROADS & TRANSPORT
F.1.2	<p>The Project Documentation issued by the Employer comprises the following</p> <p><u>Part T1 Tendering Procedures:</u> T1.1 Tender Notice and Invitation to Tender T1.2 Tender Data T1.3 Standard Conditions of Tender</p> <p><u>Part T2 Returnable Documents</u> T2.1 List of Returnable Documents T2.3 Returnable documents that will be incorporated into the contract</p> <p><u>Part C1 Agreements and Contract Data</u> C1.2 Contract Data C1.3 Conditions of Contract</p> <p><u>Part C3 Scope of Works</u> C3.1 Project Description</p>
F.2.1	Only those tenderers who satisfy the minimum functionality criteria detailed elsewhere in the tender data will be considered responsive:
F.2.7	The clarification briefing meeting is compulsory.
F.2.9	The employer does not provide insurance of any kind
F.2.13.1	<p>Only one (1) tender per tender or involvement in one (1) joint venture is permitted. Should an entity appear in more than one joint venture, each tender in which the entity appears will be deemed non-responsive!</p> <p>Submit one tender offer only, either as a single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the contract data and described in the scope of works, unless stated otherwise in the tender data.</p>
F.2.13.3	<p>a) Submit one bound tender document, (no emailed tenders will be accepted)</p> <p>b) Additional documentation, including certificates shall be submitted as a properly bound document.</p>
F.2.13.5	<p>The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:</p> <p>Location of tender box: In the entrance foyer (ground floor) of the 45 Charlotte Maxeke St, Perm Building ,Bloemfontein Central,</p> <p>Identification details: REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT</p>

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

	As well as the Tenderer's Name.
F.2.13 and F.3.5	A two-envelope process will be followed.
F.2.15	Closing time for submission of tender offers is: 11H00 on Friday the 02ND of OCTOBER 2025 . Telephonic, telegraphic, facsimile, electronic, e-mailed or postal tender offers will not be accepted.
F.2.16	<p>TENDER OFFER VALIDITY</p> <p>2. 16.1a) Tenders shall remain valid for a period of 90 days from the time set for the closing of Tenders and no Tender may be withdrawn during this period.</p> <p>2.16.1b) Should a Tenderer amend (other than according to F 3.9) or withdraw his Tender after the time set for the receipt and opening of Tenders and during the period of its validity, but prior to his being notified of the acceptance of his original Tender, or should a Tenderer, after having been notified that his Tender has been accepted</p> <p>i) give notice of his inability to execute the Agreement / Contract in terms of his tender; or</p> <p>ii) failure to sign an Agreement / Contract or furnish the security within the period fixed in the conditions reflected in the form of Tender or any extended period fixed by the Employer; or</p> <p>iii) failure to execute the Agreement / Contract according to the documents. He shall pay either the difference between his Tender and a less favorable Tender accepted in terms of the provisions of Tender sub-condition</p> <p>iv), or if the Employer decides to invite fresh Tenders, all additional expenses which the Employer has to incur in this regard, as well as any difference between his Tender and the accepted new Tender; provided that the Employer may fully or partly exempt a Tenderer from the provisions of this sub-condition if he/she is of the opinion that the circumstances justify the exemption.</p> <p>2.16.1c) When, in the circumstances mentioned in Tender sub-Condition 3.10(c) it is not deemed desirable to invite fresh Tenders, the Employer may accept another Tender from those already received.</p>
F.2.24	<p>TENDER WITHDRAWAL OR MODIFICATION PRIOR TO CLOSING DATE</p> <p>Any Tenderer has the right to withdraw, modify or correct his Tender after it has been delivered, provided that written request for such withdrawal, modification or correction, together with full details of such modification or correction is received at the address given for the submission of Tenders before the closing date and set for the receipt of Tenders. The original Tender as amended by such written or facsimile communication shall be considered Tenderer's offer</p>
F.3.4	<p>The time, date and location for the submission of tender documents is:</p> <p>Time: 11H00 Date: 07 October 2025 Location: Perm Building, 45 Charlotte Maxeke Street</p>
F.3.11	<p>Evaluation Methodology</p> <p>Tenders will be evaluated based on</p> <p>a) Mandatory Requirements</p> <p>b) Functionality</p> <p>c) Specific Goals</p>

a) **Compliance**

Tenders will be evaluated for compliance and functionality. It is important that the relevant information is included to enable the Technical Proposal to be evaluated in accordance with the procedure outlined below. All supporting documents must be submitted in a separate file. Tampering with the original tender document will render the tender non-responsive. Failure to comply with the above requirements will result in the Tender being disqualified

The Tender evaluation will be conducted as follows:

1(a) First

Tender documents shall be submitted as downloaded and printed from the website without any alterations. Any alterations will render your tender null and void and will be disqualified outright. All forms, certificates and schedules shall be completed and signed. Mistakes made by tenderers shall not be removed by using correcting fluid or similar but shall be cancelled by drawing a line through the incorrect entry and initial each correction or amendment. Failure to comply will be a disqualification.

Tenders will be checked for compliance with Mandatory requirements and Tender Conditions. Non-compliance with any of the requirements will render the tender non-responsive and it will not be carried forward to the next stage. Tenders will be checked for compliance with conditions contained in SBD1 form, T2.1 and T2.2 (list of returnable documents) and other parts of this document. Non-compliance with Mandatory requirements will render the tender non-responsive

1(b) Second

The Tenderer's company and staff experience will be evaluated. Each tender will be assessed and awarded points for Functionality. Failure to achieve **24 points** out of the **40** points for Functionality will render the tender non-responsive.

Only tenders that score the specified minimum number of points for Functionality will be deemed to be acceptable and be evaluated further for specific goals. The rest will be disqualified.

1(c) Third

Tenderer's that scored the minimum 24 points out of the 40 points for Functionality will be assessed further for 80/20 Preference Points System (Specific goals)

2(a) Compliance with Tender Conditions and other Requirements

The tender will be checked to ensure that they comply with the Tender Conditions and all other requirements of the project document. In particular, the following documentation must be included in the tender:

Mandatory Requirements

1. Attendance of briefing session

Briefing session will be held as per the details below and in addition the purpose is to give Professional Service Providers clear requirements of the bid. Furthermore, it must be noted that bidders who will not attend the briefing session as requested will be disqualified.

Completed and signed attendance registers will be used to verify attendance of each bidder.

Date: **30TH of SEPTEMBER 2025**

Venue: **HAMILTON ROADS OFFICE**

Time: **12:00**

Technical enquiries: Ms. M. Mokhele: 067 422 2222

Email address: mokhelem@freetrans.gov.za

SCM enquiries: Mr. K.J. Koenane @ 068 510 8703/ Ms. M. Hlatywayo @ 079 694 0590

Email address: Koenanek@freetrans.gov.za, Hlatywayom@freetrans.gov.za

NB: Bidders who did not attend the compulsory briefing session will be disqualified.

2. A valid unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-Consultants are involved, each party to the association must submit a separate valid unique security personal Identification number).
3. Bidders must return all fully completed and duly signed standard bidding documents (SBD), returnable schedules and Contract Data forms. These forms must be completed with a black ink non-erasable and attach all returnable documents.
4. Bidders must be registered on the centralised supplier database-CSD print out must be attached or must provide a CSD registration number (MAAA.....).
5. Bidders must attach the company shareholding (CIPC certificate of ownership not older than 3 months and certified by SAPS).
6. In the case of a Joint Venture/ Consortium (any form of partnership) the Bidder must attach the following:
 - *A joint venture agreement duly signed by both parties, and*
 - *Certificate of Authority for Signature (Power of Attorney).*
 - *CSD print out and in the name of the Joint Venture*

NB! Failure to comply with the mandatory requirements will lead to disqualification.

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Proof of Registration on the National Treasury Central Supplier Database (CSD)	CSD report		
2.	Proof of JV or partnership agreements (if applicable)	Signed and submitted		

#	Description	Minimum Proof required	Tick	
			Yes	No
1.	Invitation to Bid (SBD 1)	Completed, signed and submitted		
2.	Bidder's Disclosure (SBD 4)	Completed, signed and submitted		
3.	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)	Completed, signed and submitted		
4.	Compulsory Enterprise Questionnaire	Completed, signed and submitted		
5.	Certificate of Authority	Fully completed, signed and submitted, signed letter/board resolution attached		
6.	Record of Addenda to Tender Documents (if applicable)	Attachment and implementation of issued addenda. Form signed.		
7.	Certificate of Non-Collusive Tender	Fully completed, signed and submitted		
8.	Valid certificate of compliance With compensation for occupational injuries and disease Act (COIDA)	Form signed, Valid COIDA certificate attached		
9.	Proof of professional Indemnity (PI)	Professional Indemnity submitted and form signed.		
10	Proof of professional Indemnity (PI) for each company in case of JV	Professional indemnity for each company submitted.		

Failure to comply with the Tender Conditions or to supply the necessary information at tender closure will result in the tender being rejected. Non submission of any of the forms listed above or not completing the documents fully will result in the Tender being rejected as non-responsive.

(b) Functionality

All bids that comply with the administrative and mandatory requirements of the bid, will be evaluated on Functionality.

2(b) Second Stage in Evaluation: Quality or Functionality: Points System

A brief description of the scoring system is given below. A tabulated score sheet which will be used in the evaluation is as provided below.

Bidder's submissions will be evaluated based on compliance with the following criteria to determine the responsiveness to the bid requirements:

I. Curriculum Vitae of the proposed project team highlights qualifications and relevant experience of each team member with a particular reference to the specifications of this bid.

II. Capability statement of the company regarding this type of work in general and the specifications of this bid in particular. Provide project descriptions of roads completed projects, highlighting similarities in design, project management, and implementation between the completed projects and the specifications of this bid. Highlight experience with similar roads projects in South Africa in the past 10 years. Provide contact details of employers for these projects.

It is important that the tenderer provides information as requested, as it will be used for functionality in which a minimum of **24 points out of 40 points** must be scored. The scoring of the points will be according to the table below:

T1.3 STANDARD CONDITIONS OF TENDER

The Conditions of Tender are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard for Uniformity in Construction Procurement.

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

T2.1: E CERTIFICATE OF NON-COLLUSIVE TENDER

1 IN THE CASE OF A SINGLE CONSULTING COMPANY:

I/We certify that this is a bona fide tender.

I/We also certify that I/We have not done, and I/We undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract.

- a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any other person.
- b) communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain the insurance-premium quotations required for preparation of the tender.
- c) cause or induce any other person to communicate to me/us the amount or approximate amount of any rival tender for this contract;
- d) enter into any agreement or arrangement with any other person to induce him to refrain from tendering for this contract, or to influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any other person to enter into any such agreement or arrangement.
- e) offer or pay or give or agree to pay or to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term “person” includes juristic or natural persons, body of persons or association, whether corporate or not, and the term "agreement or arrangement" includes any agreement or arrangement, whether formal or informal and whether legally binding or not.

SIGNED ON BEHALF OF TENDERER:

2 IN THE CASE OF A CONSORTIUM OF CONSULTING CONCERNS:

We certify that this is a bona fide tender.

We also certify that we have not done, and we undertake not to do any of the following at any time before the hour and date specified for the closure of submission of tenders for this contract:

- a) Fix or adjust the amount of this tender by or under or in accordance with any agreement or arrangement with any person outside this consortium.
- b) communicate to a person outside this consortium other than the person calling for these tenders, the amount or approximate amount of the proposed tender, except when the confidential disclosure of the approximate amount of the tender is necessary to obtain insurance premium quotations required for preparation of the tender.
- c) cause or induce any person outside this consortium to communicate to us the amount or approximate amount of any rival tender for this contract.
- d) enter into any agreement or arrangement with any person outside this consortium to induce him to refrain from tendering for this contract, or to influence the amount of any tender or the conditions of any tender to be submitted, nor cause or induce any person outside this consortium to enter into any such agreement or arrangement.
- e) offer or pay or give or agree to give any sum of money or valuable consideration directly or indirectly to any person outside this consortium for doing or having done or causing or having caused to be done in relation to any tender or proposed tender for this contract, any action similar to those described above.

In this certificate the term “person” includes juristic or natural persons , body of persons or association, whether corporate or not, the term “agreement or arrangement” includes any agreement or arrangement, whether formal or informal and whether legally binding or not, and the term “person outside this consortium” means, when the consortium is a partnership, a person other than a partner or an employee of a partner or the partnership, or when the consortium is a company, a person other than a person or company holdings shares in the consortium, or any employee of such a person, company or the consortium.

SIGNED ON BEHALF OF TENDERER:

T2.1: G COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 AND CONSTRUCTION REGULATIONS, 2003

The tenderer shall attach evidence that he is registered and in good standing with a compensation insurer who is approved by Department of Labour in terms of section 80 of the Compensation for Injury and Disease Act (COIDA) (Act 130 of 1993).

The tenderer is required to disclose, by also attaching documentary evidence, all inspections, investigations and their outcomes conducted by the Department of Labour into the conduct of the tenderer at any time during the 36 months preceding the date of this tender.

Attach a valid letter of good standing from the Compensation Commissioner or FEMA

SIGNED ON BEHALF OF THE TENDERER:

.....

Note to tenderer:

Discovery that the tenderer has failed to make proper disclosure may result in DCSR&T terminating a contract that flows from this tender on the ground that it has been rendered invalid by the tenderer's misrepresentation.

T2.1: H COMPULSORY ENTERPRISE QUESTIONNAIRE

THE FOLLOWING PARTICULARS **MUST** BE FURNISHED IN THE CASE OF A JOINT VENTURE, SEPARATE ENTERPRISE QUESTIONNAIRES IN RESPECT OF EACH PARTNER **MUST** BE COMPLETED AND SUBMITTED OTHERWISE THE TENDER WILL BE DECLARED NON-RESPONSIVE

Section 1: Name of enterprise:
.....

Section 2: VAT registration number, if any:
.....

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity Number *	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number
.....

Close corporation number
.....

Tax reference number
.....

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stake holder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|--|--|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> An employee of any provincial department, national or provincial public entity or constitutional institution within the meeting of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> A member of any provincial legislature | <input type="checkbox"/> A member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> A member of the National Assembly or the National Council of Province | <input type="checkbox"/> An employee of Parliament or a provincial legislature |
| <input type="checkbox"/> A member of the board of directors of any municipal entity | |
| <input type="checkbox"/> An official of any municipal or municipal entity | |

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months
* Insert separate page if necessary			

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stake holder in a company or close corporation is currently or has been within the last 2 months in the service of any of the following:

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months
* Insert separate page if necessary			

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my/our tax matters are in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises or may exercise, control over the enterprise appears on the

Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;

iii)

confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;

iv)

confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and

v)

confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

.....

Date

.....

Name

.....

Position

.....

Enterprise name.....

T2.1: K EXPERIENCE OF THE KEY PERSONNEL

Tenderers shall enter the table below information in respect of the key personnel who will be engaged on the project. Curricula Vitae, including the relevant certificates, to support the stated information must be included in the Technical Proposal together with a copy of this form. Only one person may be entered against each category. No person may fill two categories. Key staff must be in the direct employ of the Tenderer.

A detailed CV of each key staff member and an indication of respective discipline as well as certified Professional Registration and Qualification should be appended.

Each CV should be structured under the following headings:

Personal particulars (name, date and place of birth, place (s) of tertiary education and dates associated therewith, professional awards).

Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations) – attach certified copies of professional registrations and qualification.

Overview of relevant experience (year, organization and role). Outline of recent experience that has a bearing on the required service area).

Designation	Name / Prof. Status	Experience
	Prof. Reg. No. / Date	Initial qualification and year obtained
Project Director		
Traffic Engineer/ Technologist (Data Analyst)		
Field Supervisor		
Data Capturers		

SIGNED ON BEHALF OF THE TENDERER:

T2.1: L COMPANY RELEVANT EXPERIENCE

The Tenderer shall enter in the spaces provided below **A LIST OF TRAFFIC COUNT & ACCIDENT DATA MANAGEMENT PROJECTS COMPLETED IN THE PAST 10 YEARS.**

This information is deemed to be material to the award of the contract and is considered in the calculation of the Tender adjudication points. It is essential that full details of the projects and of the Employer / Engineer references be provided for the projects to be evaluated and points awarded. A letter of completion must be provided for each project.

If necessary, a separate form may be submitted.

Failure to provide the necessary information will compromise the Tender.

	Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year Completed
1				
2				
3				
4				
5				

SIGNED ON BEHALF OF THE TENDERER:

T2.1: M PROOF OF PROFESSIONAL INDEMNITY

The Tenderer shall provide proof of his professional indemnity insurance showing the scope of that insurance upon appointment. The value of the PI should cover the tendered **basic fees*** or more per claim.

In the case of a joint venture or consortium, each party shall provide its professional indemnity insurance. The combined PI’s values should cover the basic fees per claim.

***Basic fees** include fees for scoping, preliminary and detailed design, inclusive of VAT.

SIGNED ON BEHALF OF THE TENDERER:

T2.2: A DEVIATIONS OR QUALIFICATIONS BY THE TENDERER

Note: Tenderers will be declared to be non-responsive should any proposed deviation or qualification, in the employer's opinion:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) change the employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

PAGE	DESCRIPTION

SIGNED ON BEHALF OF TENDERER:

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	CSR&T/BID03/2025/26	CLOSING DATE:	07 OCTOBER 2025	CLOSING TIME:	11:00am
DESCRIPTION	REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
45 PERM BUILDING					
CHARLOTTE MAXEKE STREET					
BLOEMFONTEIN					
9301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. M Hlatywayo Mr. KJ Koenane		CONTACT PERSON	Ms. M Mokhele	
TELEPHONE NUMBER	079 694 0590 068 510 8703		TELEPHONE NUMBER	067 422 2222	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	HlatywayoM@freetrans.gov.za KoenaneK@freetrans.gov.za		E-MAIL ADDRESS	MokheleM@freetrans.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA
COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND
TRANSPORT**

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**Clause
number Wording**

F.1 GENERAL

F.1.1 Actions

The Employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in F.2 and F.3, timeously and with integrity, and behave equitably, honestly and transparently.

F.1.2 Tender documents

The documents issued by the Employer for the purpose of a tender offer are listed in the Tender Data.

F.1.3 Interpretation

F.1.3.1 The Tender Data and additional requirements contained in the Tender Schedules, that are included in the returnable documents, are deemed to be part of these Conditions of Tender.

F.1.3.2 These Conditions of Tender, the Tender Data and Tender Schedules, which are only required for tender evaluation purposes, shall not form part of any contract arising from the invitation to tender.

F.1.3.3 For the purposes of these conditions for the calling for expressions of interest, the following definitions apply:

- a) **comparative offer** means the Tenderer's financial offer after the factors of non-firm prices, all unconditional discounts and any other tendered parameters that will affect the value of the financial offer have been taken into consideration
- b) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the Employer or his staff or agents in the tender process; and
- c) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the Employer, including collusive practices intended to establish prices at artificial levels

F.1.4 Communication and Employer's Agent

Each communication between the Employer and a Tenderer shall be to or from the Employer's Agent only, and in a form that can be read, copied and recorded. Writing shall be in the English language.

The Employer shall not take any responsibility for non-receipt of communications from or by a Tenderer. The name and contact details of the Employer's Agent are stated in the Tender Data.

F.1.5 The Employer's right to accept or reject any tender offer

- F.1.5.1 The Employer may accept or reject any variation, deviation, tender offer, or alternative tender offer, and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The Employer shall not accept or incur any liability to a Tenderer for such cancellation and rejection, but will give reasons for such action upon written request to do so.
- F.1.5.2 The Employer may not, subsequent to the cancellation or abandonment of a tender process or the rejection of all tender offers, re-issue a tender covering substantially the same scope of work within a period of six months unless only one tender was received and such tender was returned unopened to the Tenderer.

F.2 TENDERER'S OBLIGATIONS

F.2.1 Eligibility

Submit a tender offer only if the Tenderer complies with the criteria stated in the Tender Data and the Tenderer, or any of his principals, is not under any restriction to do business with Employer.

F.2.2 Cost of tendering

Accept that the Employer will not compensate the Tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer satisfy requirements.

F.2.3 Check documents

Check the tender documents on receipt for completeness and notify the Employer of any discrepancy or omission.

F.2.4 Confidentiality and copyright of documents

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the Employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

F.2.5 Reference documents

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, Conditions of Contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

F.2.6 Acknowledge addenda

Acknowledge receipt of addenda to the tender documents, which the Employer may issue, and if necessary apply for an extension to the closing time stated in the Tender Data, in order to take the addenda into account.

F.2.7 Site visit and clarification meeting

Attend, where required, a site visit and clarification meeting at which Tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the Tender Data.

F.2.8 Seek clarification

Request clarification of the tender documents, if necessary, by notifying the Employer at least five **(5) working days** before the closing time stated in the Tender Data.

F.2.9 Insurance

Be aware that the extent of insurance to be provided by the Employer (if any) may not be for the full cover required in terms of the Conditions of Contract identified in the Contract Data. The Tenderer is advised to seek qualified advice regarding insurance.

F.2.10 Pricing the tender offer

F.2.10.1 Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT), and other levies payable by the successful Tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the Tender Data.

F.2.10.2 Show VAT payable by the Employer separately as an addition to the tendered total of the prices.

F.2.10.3 Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the Conditions of Contract identified in the Contract Data.

F.2.10.4 State the rates and prices in Rand unless instructed otherwise in the Tender Data. The Conditions of Contract identified in the Contract Data may provide for part payment in other currencies.

F.2.11 Alterations to documents

Not make any alterations or additions to the tender documents, except to comply with instructions issued by the Employer, or necessary to correct errors made by the Tenderer. All signatories to the tender offer shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

F.2.12 Alternative tender offers

- F.2.12.1 Submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the Tenderer proposes.
- F.2.12.2 Accept that an alternative tender offer may be based only on the criteria stated in the Tender Data or criteria otherwise acceptable to the Employer.

F.2.13 Submitting a tender offer

- F.2.13.1 Submit a tender offer to provide the whole of the works, services or supply identified in the Scope of Work, unless stated otherwise in the Tender Data.
- F.2.13.2 Return all returnable documents to the Employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing in black ink.
- F.2.13.3 Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the Tender Data, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the Employer.
- F.2.13.4 Sign the original and all copies of the tender offer where required in terms of the Tender Data. The Employer will hold all authorized signatories liable on behalf of the Tenderer. Signatories for Tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the Employer shall hold liable for the purpose of the tender offer.
- F.2.13.5 Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the Employer's address and identification details stated in the Tender Data, as well as the Tenderer's name and contact address.
- F.2.13.6 Where a two-envelope system is required in terms of the Tender Data, place and seal the returnable documents listed in the Tender Data in an envelope marked "Financial Proposal" and place the remaining returnable documents in an envelope marked "Technical Proposal". Each envelope shall state on the outside the Employer's address and identification details stated in the Tender Data, as well as the Tenderer's name and contact address.
- F.2.13.7 Seal the original tender offer and copy packages together in an outer package that states on the outside only the Employer's address and identification details as stated in the Tender Data.
- F.2.13.8 Accept that the Employer shall not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

F.2.14 Information and data to be completed in all respects

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the Employer as non-responsive.

F.2.15 Closing date and time

F.2.15.1 Ensure that the Employer receives the tender offer at the address specified in the Tender Data not later than the closing date and time stated in the Tender Data. Proof of posting shall not be accepted as proof of delivery. The Employer shall not accept tender offers submitted by telegraph, telex, facsimile or e-mail, unless stated otherwise in the Tender Data.

F.2.15.2 Accept that, if the Employer extends the closing date stated in the Tender Data for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

F.2.16 Tender offer validity

F.2.16.1 Hold the tender offer(s) valid for acceptance by the Employer at any time during the validity period stated in the Tender Data after the closing date stated in the Tender Data.

F.2.16.2 If requested by the Employer, consider extending the validity period stated in the Tender Data for an agreed additional period.

F.2.17 Clarification of tender offer after submission

Provide clarification of a tender offer in response to a request to do so from the Employer during the evaluation of tender offers.

This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). **No change in the total of the prices or substance of the tender offer is sought, offered, or permitted.** The total of the prices stated by the Tenderer shall be binding upon the Tenderer.

F.2.18 Provide other material

F.2.18.1 Provide, on request by the Employer, any other material that has a bearing on the tender offer, the Tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the Employer for the purpose of a full and fair risk assessment.

Should the Tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the Employer's request, the Employer may regard the tender offer as non-responsive.

F.2.18.2 Dispose of samples of materials provided for evaluation by the Employer, where required.

F.2.19 Inspections, tests and analysis

Provide access during working hours to premises for inspections, tests and analysis as provided for in the Tender Data.

F.2.20 Submit securities, bonds, policies, etc.

If requested, submit for the Employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the Conditions of Contract identified in the Contract Data.

F.2.21 Check final draft

Check the final draft of the contract provided by the Employer within the time available for the Employer to issue the contract.

F.2.22 Return of other tender documents

If so instructed by the Employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the Tender Data.

F.2.23 Certificates

Include in the tender submission or provide the Employer with any certificates as stated in the Tender Data.

F.3 THE EMPLOYER'S UNDERTAKINGS

F.3.1 Respond to clarification

Respond to a request for clarification received up to **five working days** prior to the tender closing time stated in the Tender Data and notify all Tenderers who drew procurement documents.

F.3.2 Issue addenda

If necessary, issue addenda that may amend or amplify the tender documents to each Tenderer during the period from the date of the Tender Notice until **ten calendar days** before the tender closing date stated in the Tender Data.

If, as a result a Tenderer applies for an extension to the closing date stated in the Tender Data, the Employer may grant such extension and, will then notify it to all Tenderers who drew documents.

F.3.3 Return late tender offers

Return tender offers received after the closing date or time stated in the Tender Data, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the Tenderer concerned.

F.3.4 Opening of tender submissions

- F.3.4.1 Unless the two-envelope system is to be followed, open valid tender submissions in the presence of Tenderers' agents who choose to attend at the time and place stated in the Tender Data. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.
- F.3.4.2 Announce at the opening held immediately after the opening of tender submissions, at a venue indicated in the Tender Data, the name of each Tenderer whose tender offer is opened, the total of his prices, preferences claimed and time for completion, if any, for the main tender offer only.
- F.3.4.3 Make available the record outlined in F.3.4.2 to all interested persons upon request.

F.3.5 Two-envelope system

- F.3.5.1 Where stated in the Tender Data that a two-envelope system is to be followed, open only the Technical Proposal of valid tenders in the presence of Tenderers' agents who choose to attend at the time and place stated in the Tender Data and announce the name of each Tenderer whose Technical Proposal is opened.
- F.3.5.2 Evaluate the quality of the Technical Proposals offered by Tenderers, then advise Tenderers, who remain in contention for the award of the contract, of the time and place when the Financial Proposals will be opened. Open only the Financial Proposals of Tenderers, who score in the quality evaluation above the minimum number of points for quality stated in the Tender Data, and announce the score obtained for the Technical Proposals and the total price and any preferences claimed. Return unopened Financial Proposals to Tenderers who's Technical Proposals failed to achieve the minimum number of points for quality.

F.3.6 Non-disclosure

Not disclose to Tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Tenderer.

F.3.7 Grounds for rejection and disqualification

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

F.3.8 Test for responsiveness

- F.3.8.1 Determine, on opening and before detailed evaluation, whether each tender offer properly received:
1. meets the requirements of these Conditions of Tender,
 2. has been properly and fully completed and signed, and

3. is responsive to the other requirements of the tender documents.

F.3.8.2 A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) Detrimentially affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) Change the Employer's or the Tenderer's risks and responsibilities under the contract, or
- c) Affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.

F.3.8.3 Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

F.3.9 Arithmetical errors

F.3.9.1 Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- 1. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- 2. If a Bill of Quantities (or Schedule of Quantities or Schedule of Rates) applies and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected.
- 3. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate will be corrected.
- 4. **Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern and the Tenderer will be asked to revise selected item prices (and their rates if a Bill of Quantities applies) to achieve the tendered total of the prices.**

F.3.9.2 Consider the rejection of a tender offer if the Tenderer does not correct or accept the correction of his arithmetical errors in the manner described above.

F.3.10 Clarification of a tender offer

Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

F.3.11 Evaluation of tender offers

F.3.11.1 General

Appoint an evaluation panel of not less than three persons. Reduce each responsive tender offer to a comparative offer and evaluate it using the tender evaluation method that is indicated in the Tender Data and described below:

<p>Method 1</p> <p>Financial</p>	<ol style="list-style-type: none"> 1) Rank tender offers from the most favourable to the least favourable comparative offer. 2) Recommend highest ranked Tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.
<p>Method 2</p> <p>Financial</p>	<ol style="list-style-type: none"> 1) Score tender evaluation points for financial offer. 2) Confirm that Tenderers are eligible for the preferences claimed and if so, score tender evaluation points for preferencing. 3) Calculate total tender evaluation points. 4) Rank tender offers from the highest number of tender evaluation points to the lowest. 5) Recommend Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
<p>Method 3</p> <p>Financial</p>	<ol style="list-style-type: none"> 1) Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender Data.

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

	2)	Score tender evaluation points for financial offer.
	3)	Calculate total tender evaluation points.
	4)	Rank tender offers from the highest number of tender evaluation points to the lowest.
	5)	Recommend Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
Method 4 Financial	1)	Score quality, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender Data.
	2)	Score tender evaluation points for financial offer.
	3)	Confirm that Tenderers are eligible for the preferences claimed, and if so, score tender evaluation points for preferencing.
	4)	Calculate total tender evaluation points.
	5)	Rank tender offers from the highest number of tender evaluation points to the lowest.
	6)	Recommend Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

Score financial offers, preferences and quality, as relevant, to two decimal places.

F.3.11.2 Evaluation Criteria

F.3.12 Insurance provided by the Employer

If requested by the proposed successful Tenderer, submit for the Tenderer's information the policies and / or certificates of insurance which the Conditions of Contract identified in the Contract Data, require the Employer to provide.

F.3.13 Acceptance of tender offer

F.3.13.1 Accept tender offer only if the Tenderer satisfies the legal requirements stated in the Tender Data.

F.3.13.2 Notify the successful Tenderer of the Employer's acceptance of his tender offer by completing and returning one copy of the Form of Offer and Acceptance before the expiry of the validity period stated in the Tender Data, or agreed additional period. Providing the Form of Offer and Acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the Employer and the successful Tenderer as described in the Form of Offer and Acceptance.

F.3.14 Notice to unsuccessful Tenderers

After the successful Tenderer has acknowledged the Employer's notice of acceptance, notify other Tenderers that their tender offers have not been accepted.

F.3.15 Prepare contract documents

If necessary, revise documents that shall form part of the contract and that were issued by the Employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents,
- c) other revisions agreed between the Employer and the successful Tenderer, and
- d) the Schedule of Deviations attached to the Form of Offer and Acceptance, if any.

F.3.16 Issue final contract

Prepare and issue the final draft of contract documents to the successful Tenderer for acceptance as soon as possible after the date of the Employer's signing of the Form of Offer and Acceptance (including the Schedule of Deviations, if any).

Only those documents that the conditions of tender require the Tenderer to submit, after acceptance by the Employer, shall be included.

F.3.17 Complete adjudicator's contract

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

F.3.18 Provide copies of the contract

Provide to the successful Tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the Form of Offer and Acceptance.

SPECIAL CONDITIONS OF CONTRACT

- Bidders must be registered on Central Suppliers Database (CSD)
- Bids must be valid for 90 days
- The closing date for the enquiries will be five (05) working days before the closing date of the tender.
- The service providers shall bear the cost associated with the preparation and submission of the bid:
- The Department of Community Safety, Roads and Transport selection of qualifying tenders will be as per Department's Supply Chain Management policy and will be final.
- The Department is not bound to accept any particular bid and reserves the right to annul the selection process at any time prior to contract award, without incurring any liability to the bidders.
- The Department reserves the right to appoint more than one service provider and allocate specific activities to successful bidders. The allocation of activities to bidders will be at the Department's sole discretion and will be final.
- Bidders who falsify any information will be disqualified. If it's discovered during the contract period, the Department reserves the right to terminate the contract immediately.
- 30% sub-consulting must be included in the bids and must contain at least one (1) or more Free State based EME Company with HDI director/s either being female or youth.
- Two (2) Civil Engineering Students shall be appointed for experiential Training with stipend of R10 000.00 each per month, signed off reports must be submitted to respective Departmental Project Managers.

The following information must be attached to the bid document:

- Business profile.
- Certified copy by SAPS of Companies and Intellectual Property Commission (CIPC), not older than 3 months.
- Certified copies of identity documents of all active members/shareholders of the company NOT older than 3 months, with clear dates of certification by SAPS.
- List of proposed team/s to work on the project and their responsibilities as outlined on functionality under capacity.
- NB: All returnable documents such as ID, Certificates of qualifications must be certified by SAPS.
- Valid Original Tax Clearance Certificate or Tax Compliance Status Pin must be attached failure will to disqualification.
- Bidders must return all completed and duly signed standard bidding documents (SBD). All documents must be completed with a black ink non-erasable pen and attached all returnable documents.
- No late/faxed/e-mailed/posted submissions will be accepted or considered.

In the case of a Joint Venture the Bidder must attach:

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

- A joint venture agreement duly signed by both parties, and
- Certificate of Authority for Signature (Power of Attorney)

1. Stage 1 - Mandatory Requirements

Attendance of briefing session

Briefing session will be held as per the details below and in addition the purpose is to give Professional Service Providers clear requirements of the bid. Furthermore, it must be noted that bidders who will not attend the briefing session as requested will be disqualified. Completed and signed attendance registers will be used to verify attendance of each bidder.

Date: **30TH of SEPTEMBER 2025**
Venue: **HAMILTON ROADS OFFICE**
Time: **12:00**

Technical enquiries: Ms. M. Mokhele: 067 422 2222

Email address: mokhelem@freetrans.gov.za

SCM enquiries: Mr. K.J. Koenane @ 068 510 8703/ Ms. M. Hlatywayo @ 079 694 0590

Email address: Koenanek@freetrans.gov.za, Hlatywayom@freetrans.gov.za

NB: Bidders who did not attend the compulsory briefing session will be disqualified.

3. A valid unique security Personal Identification number (PIN) issued by the South African Revenue Services (where Consortium / Joint Venture / Sub-Consultants are involved, each party to the association must submit a separate valid unique security personal Identification number).
4. Bidders must return all fully completed and duly signed standard bidding documents (SBD), returnable schedules and Contract Data forms. These forms must be completed with a black ink non-erasable and attach all returnable documents.
5. Bidders must be registered on the centralised supplier database-CSD print out must be attached or must provide a CSD registration number (MAAA.....).
6. Bidders must attach the company shareholding (CIPC certificate of ownership not older than 3 months and certified by SAPS).
7. In the case of a Joint Venture/ Consortium (any form of partnership) the Bidder must attach the following:
 - *A joint venture agreement duly signed by both parties, and*
 - *Certificate of Authority for Signature (Power of Attorney).*
 - *CSD print out and in the name of the Joint Venture*

NB! Failure to comply with the mandatory requirements will lead to disqualification.

2. Stage 2- SCORING QUALITY (FUNCTIONALITY)

Functionality assessment will be allocated according to the table below:

Criterion	Description of criteria		Scoring	Points	Total Points Allocation
Capacity	Project Director (Registration as a Professional Civil Engineer/ Professional Civil Technologist)	Pr. Eng/Pr Tech Eng (ECSA) [A detailed CV with a copy of certificate (certified by SAPS & no older than 3 months) to be submitted]	10 years and above in managing Traffic count and accident data management	7	25
			5-9 years in managing Traffic count and accident data management	3,5	
	Traffic Engineer/ Technologist (Data Analyst) (Registration as a Professional Civil Engineer/ Professional Civil Technologist)	Pr. Eng/Pr Tech Eng (ECSA) [A detailed CV with a copy of certificate (certified by SAPS & no older than 3 months) to be submitted]	10 years and above in managing Traffic count and accident data management	7	
			5-9 years in managing Traffic count and accident data management	3,5	
	Field Supervisor (Registration as a Professional Civil Technician)	Pr. Techni (ECSA) [A detailed CV with a copy of certificate (certified by SAPS & no older than 3 months) to be submitted]	5 years and above in managing Traffic count and accident data management	7	
			2-4 years in managing Traffic count and accident data management	3,5	
	Data Capturers (National Diploma in Civil Engineering)	N.Dip Engineering Civil [A detailed CV with a copy of certificate (certified by SAPS & no older than 3 months) to be submitted]	5 and more Data Capturers	4	
			2-4 Data Capturers	2	
APPROACH AND METHODOLOGY The approach and methodology must show how the Service Provider plans to execute the project, comply with the relevant TMH standards, and ensure safety, accuracy and timely delivery, etc.					5

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

<p>The approach and methodology should articulate what value the bidder will provide in achieving the stated objectives for the project. The bidder must as such explain his / her understanding of the objectives of the assignment and the department's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The proposal should explain the methodologies which are to be adopted, demonstrate the compatibility of those methodologies with the proposed approach. The approach should also include a quality plan which outlines processes, procedures and associated resources, applied by whom and when, to meet the requirements and indicate how risks will be managed and what contribution can be made regarding value management.</p>		
Number of Projects	Points	
Excellent: Approach and Methodology	5	
Good: Approach and Methodology	3	
Average: Approach and Methodology	1	
Poor: Approach and Methodology	0	
<p>COMPANY EXPERIENCE</p> <p>Provide a maximum of 5 relevant Traffic Count & Accident Data Management Projects completed in the past 10 years (proof of appointment letter, completion letter and reference letter must be attached). Each qualifying project scores 1 point.</p> <p>Mandatory Requirements:</p> <ol style="list-style-type: none"> 1. Manual and automated traffic counts, aligned with TMH 3 and TMH 8 2. Crash/accident data sourcing, analysis, and reporting, aligned with TMH16 Vol.2 3. Traffic data management and reporting in TMH 14 format. <p>The means of verification of the above mentioned will be as follows: Appointment letters of relevant Traffic Counting Data & Accident Data Management projects signed off by appointing authority and a completion letter as well as corresponding reference letters for projects done in the past 10 years. Reference letters should contain the following minimum information:</p> <ol style="list-style-type: none"> 1. Appointing company letterhead / company stamp. 2. Contactable reference 3. Letters should refer to the performance. 4. Letters should be signed by the relevant authority 		5
Number of Projects	Points	
1 x qualifying project	1	

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

2 x qualifying projects		2	
3 x qualifying projects		3	
4 x qualifying projects		4	
5 x qualifying projects		5	
Locality	Free State Based Entity	5	5
	Non-Free State based but South African based	2	
TOTAL			40

NB: A tender that fails to obtain the minimum qualifying score of 24 points for functionality as indicated in the GRID above is not an acceptable tender, further all tenders that obtained the minimum qualifying score for functionality must be evaluated in terms of the preference point system for specific goals.

3. STAGE 3: PREFERENCIAL CLAIM POINTS IN TERMS OF PREFERENCIAL PROCUREMENT REGULATION SYSTEMS 80/20

A maximum of 80 points is allocated for price on the following basis: **80/20**

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where:

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

POINTS ALLOCTED FOR SPECIFIC GOALS

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer 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) (To be completed by the organ of state)	Proof of documents to be attached	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership of 51% or more by person/s who are black person/s.	4	CIPC and Certified ID copies by SAPS within 3 months	
Enterprise with ownership of 51% or more by person/s who are women.	8	CIPC and Certified ID copies by SAPS within 3 months	
Enterprise with ownership of 51% or more by person/s who are youth.	6	CIPC and Certified ID copies by SAPS within 3 months	
Enterprise with ownership of 51% or more by person/s with disability.	2	CIPC, Certified ID copies and medical certificate by SAPS within 3 months	
Total	20		

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

T2.2

RETURNABLE SCHEDULES

T2.2.1

RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

SECTION

DESCRIPTION

SCHEDULE A	RECORD OF ADDENDA TO TENDER DOCUMENTS
SCHEDULE B	CERTIFICATE OF AUTHORITY
SCHEDULE C	COMPULSORY ENTERPRISE QUESTIONNAIRE
SCHEDULE D	PLANT AND EQUIPMENT
SCHEDULE E	EXPERIENCE OF TENDERER
SCHEDULE F	TENDERER'S KEY PERSONNEL
SCHEDULE G	AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES
SCHEDULE H	TENDERER'S HEALTH AND SAFETY PLAN AND DECLARATION
SCHEDULE I	TENDERER'S CERTIFICATE OF REGISTRATION WITH CIDB
SCHEDULE J	TAX CLEARANCE CERTIFICATE/S
SCHEDULE K	PREFERENCIAL PROCUREMENT REGULATIONS 2022
SCHEDULE L	DECLARATION OF INTEREST

T2.2.2

**PREFERENTIAL PROCUREMENT SCHEDULES AND AFFIDAVITS THAT
WILL BE INCORPORATED INTO THE CONTRACT**

T2.2.3

FORMS TO BE SUBMITTED BY THE SUCCESSFUL TENDERER

NOTE:

The Tenderer is required to complete each and every schedule and form listed above to the best of his ability, as the evaluation of tenders and the eventual contract will be based on the information provided by the Tenderer.
Failure of a Tenderer to complete the schedules and forms to the satisfaction of the Employer will inevitably prejudice the tender and may lead to rejection on the grounds that the tender is not responsive.

The same applies to the Preferential Procurement Schedule in T2.2.2.

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

SCHEDULE A: RECORD OF ADDENDA TO TENDER DOCUMENTS

I / We confirm that the following communication/s, amending the tender documents, received from the Employer or his representative before the closing date for submission of this tender offer, have been taken into account in this tender offer:

Addendum no.	Date	Title or details
1		
2		
3		
4		
5		
6		
7		
8		

SIGNATURE:

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

SCHEDULE B: CERTIFICATE OF AUTHORITY

Indicate the status of the Tenderer by ticking the appropriate box hereunder. The Tenderer must complete the certificate set out below for the relevant category.

(i) COMPANY	(ii) CLOSE CORPORATION	(iii) PARTNERSHIP	(iv) JOINT VENTURE	(v) SOLE PROPRIETOR

(i) CERTIFICATE FOR COMPANY

I,, Managing Director of the Board of Directors of, hereby confirm that by resolution of the Board (copy attached) taken on 20....., Mr./Ms., acting in the capacity of, was authorized to sign all documents in connection with this tender and any contract resulting from it, on behalf of the company.

Managing Director:

(ii) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as hereby authorise Mr/Ms , acting in the capacity of, to sign all documents in connection with this tender and any contract resulting from it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

(iii) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as, hereby authorize Mr. /Ms. acting in the capacity of..... , to sign all documents in connection with this tender and any contract resulting from it, on our behalf.

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

(iv) CERTIFICATE FOR JOINT VENTURE

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms, authorized signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with this tender offer and any contract resulting from it, on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORIZING SIGNATURE, NAME AND CAPACITY
Lea		

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

(v) CERTIFICATE FOR SOLE PROPRIETOR

I,, hereby confirm that I am the sole owner of the business trading as.....

Signature of sole owner:

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

REGISTRATION CERTIFICATE / AGREEMENT / ID DOCUMENT

Important note to Tenderer:

Registration Certificates for Companies, Close Corporations and Partnerships, or Agreements and Powers of Attorney for Joint Ventures, or ID documents for Sole Proprietors, all as referred to in the foregoing forms and in T2.1, must be attached here.

SCHEDULE C : COMPULSORY ENTERPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1 : Name of enterprise :

Section 2 : VAT registration number :

Section 3 : CIDB registration number :

Section 4 : Particulars of sole proprietors and partners in partnerships :

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5 : Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6 : Record of service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months, in the service of any of the following:

- | | |
|---|---|
| 8. a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| 9. a member of any provincial legislature | |
| 10. a member of the National Assembly or the National Council of Province | |
| 1. a member of the board of directors of any municipal entity | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| 2. an official of any municipality or municipal entity | <input type="checkbox"/> an employee of Parliament or a provincial legislature |

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

If any of the above boxes are marked, disclose the following :

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

Note : Insert separate page if necessary

Section 7 : Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months, been in the service of any of the following:

- | | |
|--|---|
| 3. a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| 4. a member of any provincial legislature | |
| 5. a member of the National Assembly or the National Council of Province | |
| 6. a member of the board of directors of any municipal entity | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| 7. an official of any municipality or municipal entity | <input type="checkbox"/> an employee of Parliament or a provincial legislature |

If any of the above boxes are marked, disclose the following :

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		current	Within last 12 months

Note : Insert separate page if necessary

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the enterprise :

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed Date

Name Position

Enterprise
name

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

SCHEDULE D: PLANT AND EQUIPMENT

The following are a list of major items of relevant equipment that I / we presently own and will have available for this contract if my / our tender is accepted.

8. Details of major equipment that is owned by me / us and immediately available for this contract.

DESCRIPTION (type, size, capacity etc.)	QUANTITY	YEAR OF MANUFACTURE

Attach additional pages if more space is required

(b) Details of major equipment that will be hired, or acquired for this contract if my / our tender is accepted

DESCRIPTION (type, size, capacity etc.)	QUANTITY	HOW ACQUIRED	
		HIRE/ BUY	SOURCE

Note: Attach additional pages if more space is required

The Tenderer undertakes to bring onto site without additional cost to the Employer any additional plant not listed but which may be necessary to complete the contract within the specified contract period.

SIGNATURE:

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

ATTACH THE PLANT AND EQUIPMENT LIST/S HERE

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

SCHEDULE E: EXPERIENCE OF TENDERER

The following is a statement of work of similar nature recently successfully executed by myself / ourselves:

EMPLOYER: CONTACT PERSON AND TELEPHONE NUMBER	CONSULTING: CONTACT PERSON AND TELEPHONE NUMBER		NATURE OF WORK	VALUE OF WORK (inclusive of VAT)	DATE COMPLETED OR EXPECTED TO BE COMPLETED

SIGNATURE:

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT

ATTACH THE LIST HERE IF SEPARATE LIST IS PROVIDED

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT

SCHEDULE F: TENDERERS' KEY PERSONNEL

NAME	POSITION	NQF QUALIFICATION	NO OF YEARS FINANCIAL EXPERIENCE

SIGNATURE:

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

SCHEDULE G: AMENDMENTS, QUALIFICATIONS AND ALTERNATIVES

The Tenderer should record any amendments and alternatives he may wish to make to the tender documents in this schedule. Alternatively, a Tenderer may state such amendments and alternatives in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F3.3 if the Standard Conditions of Tender referenced in the Tender Data regarding the Employer's handling of material deviations and qualifications.

These amendments and qualifications, if accepted by the Employer, will be incorporated in the Form of Offer and Acceptance, Schedule of Deviations.

(a) AMENDMENTS AND QUALIFICATIONS

PAGE	CLAUSE OR ITEM NO	PROPOSED AMENDMENT AND QUALIFICATIONS

**[Notes: (1) Amendments to the General and Special Conditions of Contract are not acceptable;
(2) The Tenderer must give full details of all the financial implications of the amendments and qualifications in a covering letter attached to his tender.**

(b) ALTERNATIVES

PROPOSED ALTERNATIVE	DESCRIPTION OF ALTERNATIVE

[Notes: (1) Individual alternative items that do not justify an alternative tender, and an alternative offer for time for completion should be listed here.

(2) In the case of a major alternative to any part of the work, a separate Bill of Quantities, programme, etc, and a detailed statement setting out the salient features of the proposed alternatives must accompany the tender.

(3) Alternative tenders involving technical modifications to the design of the works and methods of construction shall be treated separately from the main tender offer.]

SIGNATURE:

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

ATTACH ALTERNATIVES HERE

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR
DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY
SAFETY, ROADS AND TRANSPORT**

SCHEDULE H: CONTRACTOR'S HEALTH AND SAFETY PLAN AND DECLARATION

In terms of Clause 4(4) of the OHSA 1993 Construction Regulations 2003 (referred to as "the Regulations" hereafter), a Contractor may only be appointed to perform construction work if the Employer is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act No 85 of 1993 and the OHSA 1993 Construction Regulations 2003.

To that effect a person duly authorized by the Tenderer must complete and sign the declaration hereafter in detail.

Declaration by Tenderer

1. I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act No 85 of 1993 (as amended by the Occupational Health and Safety Amendment Act No 181 of 1993), and the OHSA 1993 Construction Regulations 2003.
2. I hereby declare that my company has the competence and the necessary resources to safely carry out the construction work under this contract in compliance with the Construction Regulations and the Employer's Health and Safety Specifications.
3. I hereby undertake, if my tender is accepted, to provide, before commencement of the works under the contract, a suitable and sufficiently documented Health and Safety Plan in accordance with Regulation 5(1) of the Construction Regulations, which plan shall be subject to approval by the Employer.
4. I confirm that copies of my company's approved Health and Safety Plan, the Employer's Safety Specifications as well as the OHSA 1993 Construction Regulations 2003 will be provided on site and will at all times be available for inspection by the Contractor's personnel, the Employer's personnel, the Engineer, visitors, and officials and inspectors of the Department of Labour.
5. I hereby confirm that adequate provision has been made in my tendered rates and prices in the Bill of Quantities to cover the cost of all resources, actions, training and all health and safety measures envisaged in the OHSA 1993 Construction Regulations 2003, including the cost for specific items that may be scheduled in the Bill of Quantities.
6. I hereby confirm that I will be liable for any penalties that may be applied by the Employer in terms of the said Regulations for failure on my part to comply with the provisions of the Act and the Regulations as set out in Regulation 30 of the Regulations.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Employer will mean that I am unable to comply with the requirements of the OHSA 1993 Construction Regulations 2003, and accept that my tender will be prejudiced and may be rejected at the discretion of the Employer.
8. I am aware of the fact that, should I be awarded the contract, I must submit the notification required in terms of Regulation 3 of the OHSA 1993 Construction Regulations 2003 before I will be allowed to proceed with any work under the contract.

SIGNATURE:

SCHEDULE I: CONTRACTOR'S CERTIFICATE OF REGISTRATION WITH CIDB

[The Tenderer shall attach hereto the Contractor's Certificate of Registration with CIDB. Failure to submit the certificate with the tender document will lead to the conclusion that the Tenderer is not registered with the CIDB and therefore not eligible to tender].

SCHEDULE J: A valid Tax compliance status verification Certificate,

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding;

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates;

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract;

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid; and

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all the tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

(The second stage of evaluation on the approved list of Panel of Experts will be on price and specific goals, subject to 80/20 preference points system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 000 000.00.)

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

14.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{80/20 \cdot Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2 FORMULAE FOR INTERNAL CONTROLS SYSTEMS AND FINANCIAL ADMINISTRATION

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{80/20 \cdot Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1 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. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a)an invitation for tender for income-generating contracts, that either the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system.

(b)any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Proof of documents to be attached	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership of 51% or more by person/s who are black person/s.	4	CIPC and Certified ID copies by SAPS within 3 months	
Enterprise with ownership of 51% or more by person/s who are women.	8	CIPC and Certified ID copies by SAPS within 3 months	
Enterprise with ownership of 51% or more by person/s who are youth.	6	CIPC and Certified ID copies by SAPS within 3 months	
Enterprise with ownership of 51% or more by person/s with disability.	2	CIPC, Certified ID copies and medical certificate by SAPS within 3 months	
Total	20		

SCHEDULE: L

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm.....

4.4 Company registration number:

4.5 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One-person business/sole propriety
☐ Close corporation
☐ Public Company
☐ Personal Liability Company
☐ (Pty) Limited
☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

PART C1 : AGREEMENTS AND CONTRACT DATA

CONTENTS

SECTION	DESCRIPTION	PAGE
C1.1	FORM OF OFFER AND ACCEPTANCE	C1-3
C1.2	CONTRACT DATA	C1-8

C1.1 Form of Offer and Acceptance

OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

APPOINTMENT FOR A PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Bid Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the Bidder, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

..... Rand (in words);

R
(in figures)

WHICH WILL INCLUDE A MINIMUM SUBCONTRACTING VALUE OF:

.....Rand (in words):

R
(in figures, which will be equivalent to 30% of the contract amount in line with item 33 of the Contract Data)

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Bid Data, whereupon the Bidder becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

For the Bidder:	Witness:
..... Signature Signature
..... Name and Surname Name
..... Capacity	

**REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA
COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS
AND TRANSPORT**

Name and address of organization

.

Date:

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Bidder's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder's Offer shall form an agreement between the Employer and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract, are contained in:

Part C1: Agreements and Contract Data, (which includes this Agreement)
Part C2: Pricing Data
Part C3: Scope of Work.
Part C4: Site Information

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C4 above.

Deviations from and amendments to the documents listed in the Bid Data and any addenda thereto as listed in the Bid Schedules as well as any changes to the terms of the Offer agreed by the Bidder and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorized representative(s) of both parties.

The Bidder shall within two weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Bidder (now Contractor) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

For the Employer:

.....
Signature
.....
Name
.....
Capacity

Name and address of Organization:

.....
.....

Signature and name of witness:

Signature

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

.....

Name

Date:

.....

Schedule of Deviations

Notes:

1. The extent of deviations from the Bid documents issued by the Employer prior to the Bid closing date is limited to those permitted in terms of the Conditions of Bid,
2. A Bidder's covering letter shall not be included in the final contract document. Should any matter in such, letter, which constitutes a deviation as aforesaid become the subject of agreements reached during the process of, offer and acceptance, the outcome of such agreement shall be recorded here,
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to Bid documents and which it is agreed by the Parties becomes and obligation of the contract shall also be recorded here,
4. Any change or addition to the Bid documents arising from the above agreements and recorded here, shall also be incorporated into final draft or the Contract,

1. Subject

Details

2. Subject

Details

By the duly authorized representatives signing this Schedule of Deviations, the Employer and the Bidder agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Bidder and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

For the Bidder:

For the Employer:

..... Signature

..... Name

..... Capacity

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA
COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS
AND TRANSPORT

Name and address of organization:

.....

.....

.....

.....

.....

.....

Name and address of organization:

.....

.....

.....

Witness Signature

Witness Name

Date

Confirmation of Receipt

The Bidder, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including Schedule of Deviations (if any) today:

The (Day) of (Month)

20 (Year) at (Place)

For the Contractor:

Signature

.....

Name

.....

Capacity

Signature and name of witness:

.....

Signature

.....

Name

PART C1.2: CONTRACT DATA

1.1.1. FORM OF CONTRACT

The Form of Contract to be used is the standard CIDB Standard Professional Services Contract – Third Edition July 2009.

CONTRACT DATA

Section 1: Data provided by the Employer

Clause	
3.4 and 4.3.2	<p>The employer is the Department of Community Safety, Roads and Transport (DCSR&T).</p> <p>The authorized and designated representative of the employer is: Ms. M Mokhele</p> <p>The employer's address for receipt of communication is: Telephone: (067 422 2222) e-mail: mokhelem@freetrans.gov.za or hlatywayom@freetrans.gov.za/KoenaneK@freetrans.gov.za Department of Community Safety, Roads and Transport (DCSR&T), Perm Building ,45 Charlotte Maxeke St, Bloemfontein Central, 9301</p>
1	<p>The Project is REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT</p>
3.6	The Service Provider may not release public or media statements or publish material to the Services or Project under any circumstances
3.9.2	The projects will be remunerated on milestone basis as per the project implementation stages (Guideline Professional Fees Scope of Services Tariff of Fees for Persons Registered in Term of Engineering Profession Act, 46 of 2000)
3.12	The penalty payable for delay is R2 000 per Day or part thereof to a maximum of R180 000.-
3.15.1	The programme shall be submitted within 14 days after the date of the Project handover.
3.15.2	The Service Provider shall update the programme at intervals not exceeding 12 weeks
3.16	The time-based fees shall not be adjusted for inflation.
4.3.1(d)	The Service Provider will be required to assist in the obtaining all compliance documents, e.g. Department of Mineral Recourses and Energy (DMRE) , OHS, etc.

REQUEST FOR PROPOSAL FOR THE COLLECTION OF TRAFFIC COUNT AND ACCIDENT DATA MANAGEMENT FOR DORA COMPLIANCE FOR THE PERIOD OF THREE (3) YEARS IN THE FREE STATE DEPARTMENT OF COMMUNITY SAFETY, ROADS AND TRANSPORT

Clause	
5.4.1	The Service Provider will be required to provide professional indemnity cover upon appointment as set out in the Professional Indemnity Schedule. The value of the PI should cover the tendered basic fees* or more per claim.
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1. Appointment of sub-consultants
8.1	The Service Provider is to commence the performance of the Service within 14 days of the date of the Project handover.
9.1	Copyright of documents prepared for the Project shall be vested with the Employer.
12.1	Interim settlement of disputes is to be by adjudication
12.3	Final settlement is by arbitration
12.3.3	The adjudicator will be jointly appointed the Department and the Service Provider
13.1.3	All persons in a joint venture or consortium shall carry a minimum professional indemnity insurance of not less than R2 million together.
13.4	Neither the Employer nor the Service Provider is liable for any loss or damage resulting from any occurrence unless a claim is formally made within 12 months from the date of termination or completion of the Contract.
15	The interest rate will be the prime interest rate of the Employer's bank at the time that the amount is due.



Section 2: Data provided by the Service Provider

Clause											
1	The Service Provider is:.....										
1	The authorized and designated representative of the Service Provider is.: Name:.....										
5.3	The Service Provider's address for receipt of communication is Telephone: Facsimile: e-mail:..... Address:.....										
5.5 7.1.2	<p>The key Persons and their jobs/functions in relation to the services are:</p> <table border="1"><thead><tr><th>Specific duties</th><th>Name</th></tr></thead><tbody><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></tbody></table>	Specific duties	Name								
Specific duties	Name										



ANNEXURE A

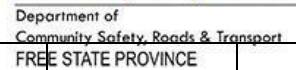
SCHEDULE OF QUANTITIES



ANNEXURE A – SCHEDULE OF QUANTITIES

Traffic Count & Accident Data Management

ITEM	DESCRIPTION	UNIT	APPROXIMATE QUANTITY	RATE (excl. VAT)	AMOUNT	
					R	C
A1	Establishment					
A1.1	Electronic counting	L/Sum	1 (1188)			
A1.2	Manual counting	L/Sum	1 (1 729)			
A1.3	Accident capturing	L/Sum	1 (5 sites)			
A1.4	Existing System familiarization	Per person/hr	1 (80 hrs)			
A2	Traffic Counting Data (Data collection)					
A2.1	Electronic counting station (RCAM Class 1-3) 7 days Counts	Per station	411 (137 x3 cycles)			
A2.2	Electronic counting station (RCAM Class 4) 48 hours Counts	Per station	777 (259 x 3 cycles)			
A2.3	Manual counting station (RCAM Class 5) 12 hours Counts	Per station	1 729			
A2.4	Accident Management (scanning and capturing)	L/Sum	36 months			
			C.3			



~~C.4~~



A6	Additional Services					
A6.1	Attend Meetings	Per person/ hr	576 (2xperson/ month)			
A6.2	Ad-hoc Support Staff	Per person/hr	1152 (1 person/ week)			
A6.3	Strategic Staff	Per person/hr	96 (1 person/ quarter)			
A6.4	Training/Skills Transfer	Prov.Sum	1 (Over 3 Yrs)	300 000.00		
A7	Disbursements					
A7.1	Travel	L/Sum	1 (Over 3 Yrs)			
A7.2	Accommodation	L/Sum	1 (Over 3 Yrs)			
SUB-TOTAL 1 OF A1 + A2 + A3 + A4 + A5 + A6 + A7					R	
CONTINGENCIES (10% OF SUB-TOTAL 1))					R	
SUBTOTAL 2 (SUB-TOTAL 1 + CONTINGENCIES)					R	
VALUE ADDED TAX (15% OF SUBTOTAL 2)					R	
TOTAL (SUB-TOTAL 2 + VAT): TENDER AMOUNT					R	



ANNEXURE B

SCOPE OF WORK



ANNEXURE B – SCOPE OF WORK

NB: The scope of work will entail but not be limited to the following:

1. TRAFFIC COUNTING

The extent of the Departmental Road network is illustrated below, and it is expected that Traffic Count and Accident Data Management will be undertaken on all roads.

Pavement Type	Carriageway in Kilometres	Carriageway Lane Kilometres
Flexible Surfaced	5400.38	10800.77
Unsurfaced (Gravel or Earth)	20587.60	

In terms of (RCAM) road classification, the network consists of the following:

ROAD CATEGORY	CARRIAGEWAY KILOMETRES
Class 1	500.71
Class 2	2438.66
Class 3	1549.61
Class 4	3461.55
Class 5	19383.52

Bidders are expected to conduct traffic counts based on the Departmental traffic counting strategy stipulated below:

ROAD CATEGORY	CARRIAGEWAY KILOMETRES	COUNTING STRATEGY
Class 1	500.71	7 days electronic counts
Class 2	2438.66	7 days electronic counts
Class 3	1549.61	7 days electronic counts
Class 4	3461.55	48-hour electronic counts
Class 5	19383.52	12 hours manual counts

- The Department is currently having a Traffic Counting System.
- It is expected of the successful bidder to familiarise themselves with the existing traffic and accident data management system as the data must be uploaded onto the system monthly.
- Determine the traffic growth in the province.
- Report to the Department on a monthly basis the following:



- traffic volumes on the provincial road network
- the axle loading on identified major routes throughout the province
- speed profiles on the provincial road network
- traffic flow patterns
- trends such as traffic growth rates in the province
- All reports should be as per the latest draft TMH 18.
- The Department does not have any counting station, and it is expected that the successful bidder will supply, install and maintain the equipment.
- The successful bidder is expected to factor in the replacement cost in case of damage or vandalism of the equipment.
- All counts undertaken in the province by SANRAL must be provided to the Department monthly. Please take note that the counts should be sourced from SANRAL and provided to the Department by no later than the 7th of each month and incorporated into the electronic system.
- The tenders should entail but not limited to the following:
 - The way counting activities will be conducted.
 - The way SANRAL counts will be obtained and incorporated in the system.
 - Procedures to be followed when ad hoc requests for counting are received.
 - Specifications of equipment to be utilised and available resources.
 - Maintenance of the current Departmental system
 - Maintenance of the equipment and ownership of the equipment
- The successful bidder is expected to transfer skills to the Departmental officials



2. ESTABLISHMENT

2.1 Traffic Counting

The rate tendered to implement the approved traffic management plan and to undertake the traffic control measures will be a Lump Sum and shall include all costs for labour, materials, equipment, travel, disbursements and sub-consultants to undertake this task. The amount will be paid at ones following establishment of the equipment.

2.2 Accident Management

The rate tendered to implement the approved traffic management plan and to undertake the accident management measures will be a Lump Sum and shall include all costs for labour, materials, equipment, travel, disbursements and sub-consultants to undertake this task. The amount will be paid at ones following establishment of the equipment.

3. DATA COLLECTION

3.1 Data Collection – Traffic

3.1.1 Automated Traffic Counting

Automated traffic count is to be undertaken in terms of TMH 3 and 8 as relevant. Traffic volume shall be captured using a portable type, battery-operated, multi-lane time interval traffic counter and classifier. The equipment shall be capable of collecting valuable traffic data, primarily vehicle count and classification. Other data that can be captured are gap, headway, speed by axle and speed by length. The duration of the traffic count shall generally be 7 days for 24 hours per day for RCAM Class 1-3 and 48 hours for RCAM Class 4.

The unit of measurement is the number of individual traffic counting sites and shall include full compensation for all labour, transport, materials, establishment and equipment necessary to undertake the traffic counts at the sites as specified.

The service provider should repeat the automated traffic count at his own cost should the data be found to be erroneous. Data shall be submitted in the formats prescribed in TMH 14.

3.1.2 Manual Counts

The traffic count shall be carried out in accordance with the stipulations of Draft TMH 3 and 8 as relevant by pre-approved survey enumerators by capturing the traffic in a pre-defined format. The survey site should be appropriately designated and marked such that it provides the field teams with a safe place for the duration of the counting. The traffic counting shall be undertaken between the hours of 06:00 to 18:00 on days as specified at the selected survey stations. The vehicle classification system shall be discussed with Employer before the survey starts. As guidance, the classification shall be in line with HDM-4 classifications.



The unit of measurement shall be the number of individual traffic counting sites and will include full compensation for all labour, transport, disbursement and equipment necessary to undertake the traffic counts.

Data shall be submitted in the formats prescribed in TMH 14 and the service provider shall repeat the traffic surveys for the specified period at his own cost should the data be found to be erroneous.

3.2 Accident Management

The service provider is required to manage the collection of accident reports and other pertinent documents within the Employer's jurisdiction. The accident information will be integrated with the RAMS to produce monthly network accident reports

The unit of measurement to undertake this task is a lump sum per month and shall include all costs for labour, materials, equipment, data capture / management, and report compilation.

4. ANALYSIS

4.1 Traffic

Traffic data obtained from the automated, manual and weigh in motion surveys is to be captured on RAMS.

Prior to the data being captured, the service provider's Traffic Engineer will undertake data integrity checks including, but not limited to:

- Positioning cross checks of traffic counting site
- Review comments "flags" noted during the field work
- Review of data submitted for compliance with requirements
- Undertake logical check that data is "reasonable", e.g. % heavy vehicles does not exceed % light
- Data authentication

Draft TMH 3 provides specifications data quality management.

The unit of measurement is the Sum and shall include full compensation for all labour, transport, materials and equipment necessary to undertake the analysis/validation and data capture of the traffic data. Payment will be made on receipt of acceptable data sets.

4.2 Accident Statistics

Accident reports and pertinent statistics are to be uploaded to RAMS database.

The unit of measurement to undertake this task is per accident report and shall include all costs for labour, materials, equipment and data capturing.



5. REPORTING

5.1 Traffic

Upon completion of data acquisition, data analysis, data verification and uploading of the data to the RAMS, a network report is to be prepared on the status quo of the road network in terms of traffic use. The report will discuss current traffic volumes, growth and reduction trends, axle loading, overloading and proposals to ensure that the road network will have adequate capacity in terms of level of service, geometrics and pavement structure.

The minimum content of the annual Traffic Network Report will include, but not limited to the following:

- Executive Summary
- Introduction and Terms of Reference
- Selection of Counting Stations
- Traffic Counts
- Quality Control
- Annual Average Daily Traffic (AADT)
- Average Daily E80
- Traffic Volumes and Trends
- Heavy Vehicle Volume and Trends
- Heavy Vehicle Loading and Trends
- Traffic Growth / Reduction
- Discussion of Critical Routes
- Capacity Analysis
- Conclusions and Recommendations

Appendix A: Traffic Counting Stations

Appendix C: Photographs

Appendix D: Detailed Total Traffic Statistics

Appendix E: Detailed Heavy Vehicle Traffic Statistics

Appendix F: Road Link Volumes

Appendix G: Volume / Capacity Ratio

Appendix H: Listing of Road Links by Total Traffic and Heavy Traffic Volumes

Appendix I: GIS Maps Illustrating Link Volumes

Appendix J: Listing of Routes by Total Traffic and Heavy Traffic Volumes

Appendix K: GIS Maps Illustrating Route Volumes

The unit of measurement to undertake this reporting will be a lump Sum and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report and presenting the report to the Employer as instructed.

5.2 Accident Reports

The individual accident reports are to be collated and condensed into a single network report which will report on accident statistics. The contents of the report will include:

- Executive Summary
- Introduction and Terms of Reference
- Accident Statistics in terms of:
 - Motor vehicle accidents
 - Pedestrian accidents



- Animal related accidents
- Injuries / fatalities
- Time of accidents (day, night, weekdays, weekends etc.)
- Location
- GIS Maps illustrating Accident positions

The unit of measurement to undertake this reporting will be a lump Sum per month and shall include all costs for labour, materials, equipment, disbursements, travel, compiling the report and presenting the report to the Employer as instructed.

6. TRAFFIC ACCOMODATION & HEALTH AND SAFETY COMPLIANCE

- **Traffic accommodation when there is a need for it.**
- The Service Provider is required to comply with Occupational Health and Safety Act (OHSA), Act No. 85 of 1993, i.e. to provide site-specific Health and Safety Plan, etc.
- Safety of Field Personnel
- Ensure **Road User Safety**, i.e. no obstruction or interference with live traffic.

7. ADDITIONAL SERVICES

7.1 Attend Meetings

Project meetings shall be held monthly. The unit of measurement to attend these regular meetings will be the Person per Hour, and this rate should include compiling of the meeting agenda, prepare minutes and circulate such. Furthermore, disbursements and travel should be claimed under a separate line item. The Service Provider's Key Personnel, as listed in the contract data, are required to attend meetings without fail.

7.2 Ad-hoc Support: Category A Staff

Category A Staff Ad-hoc Support which entails contribution to technical project support within the Department may be required periodically from the Service Provider. The unit of measurement is the hour of time spent on such services by Category A staff (as defined in the Engineering Profession Act (46/2000)) and shall cover all labour costs for time spent on the provision of the "ad-hoc" service.

Payment for time spent travelling will not be made, but the costs of such travel and disbursements can be claimed under payment item that will be provided and a pre-approval by the Employer will be effected before commencement of work.

7.3 Strategic Support

This task will involve all activities associated with reviewing and assessing RAMS operations of data collection, evaluation, interpretation and decision support at a high level to maximize the cost / benefit of the system and the appropriateness of the information generated. The Service Provider will provide advice at a strategic level for the duration of the contract.



7.4 Training and Skills Transfer

In addition to ad-hoc informal training provided during the various data collection activities, assessments and data analysis operations, the Service Provider will facilitate and manage formal training sessions for the Employers staff and students identified by the Employer.

The training sessions will be held at least once per year and will include, inter alia, the following topics:

- COTO TMH9: Manual for Visual Assessments (flexible, rigid, semi-rigid and un-surfaced roads)
- COTO TMH22: Road Asset Management Manual
- COTO TMH19: Manual for the Visual Inspection of Road Structures (Part A and B)
- COTO TMH3 and TMH8: Manuals for Traffic Monitoring
- COTO TMH18: Manual for Road Asset Data Electronic Exchange Formats

The training programme must include theoretical and practical sessions and, for the road and structures assessment training, include formal testing for accreditation purposes.

In addition to the above, workshops will be arranged to familiarize the Employers staff and designated students with the various RAMS program systems and sub-system.

A Provisional Sum has been included for training /skills transfer and the Service Provider will submit a detailed 3-year training plan, together with costs, for approval within 6 weeks of appointment. Expenditure under this item shall only be undertaken on written instruction of the Employer.

8. DISBURSEMENTS

8.1 Travel

Travelling costs are only payable where the individual pay item description allows for such. A provisional sum is included for the payment of this item. Expenditure under this item is to be pre-approved by the Employer.

8.2 Accommodation

Accommodation costs are only payable where the individual pay item description allows for such. A provisional sum is included for the payment of this item and shall include for all accommodation costs including meals and any other subsistence expenses. Expenditure under this item is to be pre-approved by the Employer.

All or a sample work completed is subjected to undergo quality assurance signed off by the independent consultant appointed by the department.









community safety, roads & transport

Department of
Community Safety, Roads & Transport
FREE STATE PROVINCE



community safety, roads & transport

Department of
Community Safety, Roads & Transport
FREE STATE PROVINCE





