



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

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Request for Quotation

SPECIFICATION TO PROCURE THE SERVICES OF A SERVICE PROVIDER TO CONDUCT A B- BBEE VERIFICATION

Date: 2022/02/23

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1. Purpose

To request the quotations for the appointment of a service provider to conduct B-BBEE Verification of the RTIA in order to comply with section 10, 13G of the B-BBEE Act 53 of 2003 which requires that all government departments, public entities and other organs of state must report on their compliance with the broad-based black economic empowerment.

2. Objectives

The appointed service provider must issue a SANAS accredited BEE certificate and Reports which will be used to provide responses and input into the BEE Commissioner's report as per regulatory requirements of the BBEE Act.

3. Requirements and Deliverables

According to Section 10 (1) of the B-BBEE Act all government departments and state entities are obliged to integrate B-BBEE requirements in awarding contracts, licenses, grants, incentives and concessions to entities that are B-BBEE compliant.

The RTIA as a State Owned Entity reporting to the Minister of Transport has undergone a process of verification in order to ascertain compliance to the B-BBEE and was issued a one-year verification certificate which has since expired in March 2021. It against this background that the process of acquiring the services of a credible SANAS service provider to conduct BEE verification of the RTIA in line with SANAS processes for the following financial years be initiated:

- a. 2019/2020
- b. 2020/2021

Please provide a quotation to cover the following requirements:

- The appointed service provider must issue a SANAS accredited BEE certificate and Reports which will be used to provide responses, input into the BEE Commissioner's report as per regulatory requirements of the BBEE Act.
- The Verification Agency (VA) must be SANAS accredited
- The VA must show capacity to deliver the project with its employees and infrastructure as required by SANAS
- The VA must provide evidence supporting professional and technical knowledge with a minimum of 5 (five) years experience to issue a SANAS accredited BEE certificate and

Reports as per regulatory requirements of the BBBEE Act. Attach a copy of the SANAS accredited BEE certificate; Qualifications and Curriculum Vitae.

- The VA must demonstrate professional knowledge with a minimum of 2 (two) years of experience to issue a SANAS accredited BEE certificate and Reports which will be used to provide responses, input into the BEE Commissioner's report as per regulatory requirements of the BBBEE Act.
- The VA must have verified at least two transport companies or one transport entity/ department to demonstrate understanding of the industry. This will serve as an added advantage.

4. Commitment Period

The commitment period will be for a period of 3 (three) months from the date of engagement and/or in line with a specified methodology the service provider will use, subject to signing of a Service Level Agreement (SLA).

5. Required expertise and skills

The Service Provider should:

- 5.1 Demonstrate professional knowledge and expertise to issue a SANAS accredited BEE certificate and Reports which will be used to provide responses, input into the BEE Commissioner's report as per regulatory requirements of the BBBEE Act;
- 5.2 The Verification Agency (VA) must be SANAS accredited;
- 5.3 The VA must demonstrate professional knowledge with a minimum of 2 (two) years of experience to issue a SANAS accredited BEE certificate and Reports which will be used to provide responses, input into the BEE Commissioner's report as per regulatory requirements of the BBBEE Act;
- 5.4 Provide evidence supporting professional and technical knowledge with a minimum of 5 (five) years experience to issue a SANAS accredited BEE certificate and Reports as per regulatory requirements of the BBBEE Act. Attach a copy of the SANAS accredited BEE certificate; Qualifications and Curriculum Vitae;
- 5.5 The VA must show capacity to deliver the project with its employees and infrastructure as required by SANAS;
- 5.6 The VA must have verified at least two transport companies or one transport entity/ department to demonstrate understanding of the industry.

6. Pricing Schedule

DESCRIPTION		
The accompanying information must be used for the formulation of proposals		
Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.		
Persons who will be involved in the project and rates applicable (certified invoices must be rendered in terms hereof).		
PERSON AND POSITION	HOURLY RATE	DAILY RATE
	**(ALL APPLICABLE TAXES INCLUDED)	
1.		
2.		
3		
Phases, according to which the project will be completed, cost per phase and man days to be spent.		
PHASE	COST	MAN DAYS

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Travel expenses (specify, for example rate/km and total km, class of air travel, etc.) Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices)

DESCRIPTION OF EXPENSES TO BE INCURRED	RATE	QUANTITY	AMOUNT
TOTAL			
Period required for commencement with project after acceptance of bid			Date
Estimated man days for completion of project			Days

7. Evaluation Criteria

TECHNICAL EVALUATION

(a) The technical evaluation of bidders will be carried out in Phase II.

(b) Phase II evaluation will be as follows:

☐ Bidders will be evaluated in terms of the prevailing supply chain policy applicable to RTIA and it should be noted that:

□ A minimum of 70 points out of 100 points on **technical capability** will be the cut-off to qualify for further evaluation. Those who qualify will be assessed using the 80:20 formula for Price and B-BBEE as per the PPPFA.

□ Road Traffic Infringement Agency will analyse and assess technical capability and therefore the bidder should demonstrate the following:

DESCRIPTION OF FUNCTIONALITY CRITERIA	POINTS	POINTS SCORED
<p>The VA must demonstrate professional knowledge with a minimum of 2 - 10 years of experience to issue a SANAS accredited BEE certificate and Reports which will be used to provide responses, input into the BEE Commissioner's report as per regulatory requirements of the BBBEE Act</p> <p>2 to 4 years = 1</p> <p>5 to 6 years = 2</p> <p>7 to 8 years = 3</p> <p>9 to 10 years = 4</p> <p>Above 10 years = 5</p>	35 points	
Non submission	0 points	
<p>Provide evidence supporting professional and technical knowledge with a minimum of 5 to 10 years experience to issue a SANAS accredited BEE certificate and Reports as per regulatory requirements of the BBBEE Act. Attach a copy of the SANAS accredited BEE certificate; Qualifications and Curriculum Vitae.</p> <p>5 to 6 years = 1</p> <p>7 to 8 years = 2</p> <p>8 to 9 years = 3</p> <p>9 to 10 years = 4</p> <p>Above 10 years = 5</p>	50 points	
Non submission	0 points	

The service provider must submit at least three (3) contactable references with details of the nature of the project and contact details. 5 points per reference up to maximum of 3 references.	15 points	
Non submission	0 points	
Total:	100	

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

8. Submission of proposals

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

8.1 All evidence required in the functionality criteria

The following conditions will be applied:

- 8.1.1 This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- 8.1.2 All price (s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period.

9. Right to appoint

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

10. Closing Date & submission of quotes

- 10.1 Quotes are expected to be submitted no later than 16h00 on the 04 March 2022.
- 10.2 Quotes may be submitted electronically by e-mail to Kwena.moloko@rtia.co.za or hand delivered to the Agency's offices for attention, Kwena Moloko, Road Traffic Infringement Agency, Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand.

11. Enquiries and more information

All enquiries and requests for more information should be directed to the sender by email. The response will be distributed to all the prospective bidders by email so that every bidder has the same information.

NB: (submit four copies of proposals plus original, only if you hand deliver)