

REQUEST FOR PROPOSAL

RFP REFERENCE No.: GMA/001/22

**PROVISION OF REVIEW, PREPARATION AND UPDATE OF THE
TWENTY-FIVE YEAR INTEGRATED TRANSPORT MASTER PLAN
("ITMP25") FOR THE GAUTENG PROVINCE.**

The GMA seeks:

to appoint a suitably qualified and experienced service provider to review, prepare and update the ITMP25 for the Gauteng Province

DATE OF ISSUE: 08 JULY 2022

VIRTUAL NON-COMPULSORY BRIEFING SESSION DATE: 15 JULY 2022 AT 11H00

CLOSING DATE FOR SUBMITTING QUESTIONS: 27 JUNE 2021

CLOSING DATE FOR TENDER SUBMISSION: 29 JULY 2022

CLOSING TIME: 11H00

Request a virtual link to the briefing session by sending an email to: tenderenquiries@gautrain.co.za

CONTENTS

GAUTRAIN MANAGEMENT AGENCY – REQUEST FOR PROPOSAL

	Page
Definitions.....	5
Interpretations.....	6
RFP PART A	
Introduction.....	7
RFP Objectives.....	8
Indicative project timetable.....	8
Submission of tenders.....	9
Rules governing this RFP and the Tendering Process	
Application of rules.....	10
REQUEST FOR PROPOSAL	
Status.....	10
Accuracy.....	11
Additions and amendments to RFP.....	11
Representations.....	11
Confidentiality.....	11
Communication during the tender process	
Requests for clarification and further information.....	12
Unauthorized communications.....	12
Improper assistance, fraud and corruption.....	13
Anti-competitive conduct.....	13
Complaints about the tendering process.....	14
Conflict of interest.....	14

Late Tenders.....	15
Tender documents	
Bidders Responsibilities.....	15
Preparation of tenders.....	16
Illegible content, alterations and erasures.....	16
Obligation to notify errors.....	16
Responsibility for tendering costs.....	16
Disclosure of tender contents and tender information.....	17
Use of tenders.....	17
Period of validity.....	18
Status of tender.....	18
Tender Response	
Compliance with Specification.....	18
General.....	19
Alternative tender.....	20
Innovative Solutions.....	20
Contract Disclosure Requirements	
Disclosure of information.....	20
Trade secrets.....	21
Unreasonable disadvantage.....	21
Evaluation of tenders	21
Evaluation process.....	21
Evaluation criteria format.....	22
Functionality evaluation.....	23
Price evaluation.....	23
B-BBEE evaluation.....	23

Clarification of tenders.....	24
Discussion with Bidders.....	25
Best and final offers.....	25
Successful Tenders	
No legally binding contract.....	26
Pre-contractual negotiations.....	26
No obligation to enter into contract.....	26
Additional rules.....	26
Bidder Warranties.....	27
GMA's Rights.....	27
Governing Laws.....	28
Inconsistency.....	28
RFP PART B – TENDER TERMS OF REFERENCE.....	29
RFP PART C – BIDDERS DECLARATION AND RESPONSE.....	83
CSD Central Supplier Database report.....	86
SBD1 (A) Bidding submission	87
SBD1 (B) Bidding submission	88
SBD 3.1 Pricing Schedule.....	89
SBD 3.2 Pricing Declaration.....	90
SBD 4 Declaration of Interest.....	92
SBD 6.1 Preferential Points Claim Form.....	97
SBD 8 Declaration of Bidders Past SCM practices.....	103
SBD 9 Certificate of Independent Bid Determination.....	106
SHE Safety, Health and Environment.....	109
RFP PART - D SUPPLIER CODE OF CONDUCT	111

DEFINITIONS

In this Request for Proposal, unless a contrary intention is apparent:

Automated Tender System (ATS) means an electronic procurement (e-Procurement) web-based system that facilitates complete bidding process from the advertising of the requirement through to the award of contract. This includes the exchange of all relevant documents in electronic format.

Business Day means a day which is not a Saturday, Sunday or public holiday.

Bid means a written offer in a prescribed or stipulated form lodged by a Bidder in response to an invitation in this Request for Proposal, containing an offer to provide goods, works or services in accordance with the Specification as provided in RFP Part B.

Bidder means a person or organisation that submits a Bid

Closing Time means the time, specified as such under the clause "Indicative Timetable" of this RFP Part A, by which Tenders must be received.

Draft Status means an incomplete tender submission by closing date and time

Evaluation Criteria means the criteria set out under the clause "Evaluation Criteria Format" of this RFP Part A.

GMA means the Gautrain Management Agency; a PFMA Schedule 3(C) listed Provincial Public Entity, established in terms of the GMA Act No. 5 of 2006.

Intellectual Property Rights includes copyright and neighbouring rights, and all proprietary rights in relation to inventions (including patents) registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other proprietary rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields.

Member means an employee of the GMA.

Proposed Contract means the agreement including any other terms and conditions contained in or referred to in this RFP that may be executed between the GMA and the successful Bidder.

Project means Provision of review, prepare, and update of ITMP25 for the Gauteng Province

Request for Proposal or **RFP** means this document (comprising each of the parts identified under RFP Part A, Part B, Part C and Part D) including all annexure and any other documents so designated by the GMA.

Services means the services required by the GMA, as specified in this RFP Part B.

Service Provider means successful bidder appointed and contracted by GMA.

Specification means any specification or description of the GMA's requirements contained in this RFP Part B.

State means the Republic of South Africa.

Statement of Compliance means the statement forming part of a Tender indicating the Bidders compliance with the Specification.

Submitted Status means a complete bidders' tender submission by closing date and time.

Tendering Process means the process commenced by the issuing of this Request for Proposal and concluding upon formal announcement by the GMA of the selection of a successful Bidder(s) or upon the earlier termination of the process.

Website means the website administered by GMA located at www.gma.gautrain.co.za

INTERPRETATIONS

In this RFP, unless expressly provided otherwise:

A reference to:

- (a) "includes" or "including" means includes or including without limitation; and
- (b) "R" or "Rands" is a reference to the lawful currency of the Republic of South Africa.

RFP - PART A

INTRODUCTION

1. The Gautrain Management Agency (GMA) is a PFMA Schedule 3(C) listed provincial public entity which has been established in terms of the GMA Act No. 5 of 2006. The GMA is substantially funded from the Provincial Revenue Fund in order to carry out the following strategic objectives:
 - Assist the Gauteng Provincial Government (GPG) in implementing Gautrain and achieving the Project's objectives.
 - Act on behalf of GPG in managing the relationship between Province and the Concessionaire in terms of the Concession Agreement and ensure that the interests of Province are protected.
 - Enhance the integration of Gautrain with other transport services and Public Transport Plans.
 - Promote and maximise the Socio-Economic Development and B-BBEE objectives of the GPG in relation to Gautrain.
 - Liaise with and promote co-operation between government structures in all three spheres of Government in relation to Gautrain.
 - Liaise with persons having an interest in the project.
 - Manage assets relating to Gautrain and promote their preservation and maintenance.
 - Manage the finances of the Gautrain Project and the financial securities provided by the Concessionaire.
 - Monitor the policy and legislative environment of the Gautrain Project

2. The Bombela Concession Company (RF) (Pty) Ltd (BCC or the Concessionaire) entered into a Concession Agreement with the Gauteng Province (Province) for the design, partial finance, construction, operation, and maintenance of the Gautrain Rapid Rail Link until 27 March 2026. The Operations Commencement Date (OCD) 1 started on 08 June 2010 for the section between Sandton station and ORTIA station. Extended Phase (EP) 1 services commenced on 02 August 2011 between Hatfield and Rosebank stations. The Operations Commencement Date 2 services commenced on 07 June 2012 between Rosebank and Park stations, in so doing providing a complete service between Park and Hatfield stations. At the

end of the concession period, the Concessionaire shall transfer the Gautrain System to the GMA.

3. The GMA is inviting responses to this Request for Proposal (reference number GMA/001/22) in order to appoint a suitably qualified and experienced service provider to review, prepare, and update the ITMP25 for the Gauteng Province for the GMA as specified in this RFP PART B – Terms of Reference.
4. The appointment of a successful service provider is subject to conclusion of a service level agreement between the GMA and the service provider.

RFP OBJECTIVES

5. The objective of the tender is to find suitably qualified and experienced service provider to review, prepare, and update the ITMP25 for the Gauteng Province within a period of six months.

INDICATIVE PROJECT TIMETABLE

ACTIVITY	DATE
Issue of RFP	08 July 2022
Non-Compulsory Virtual Briefing Session Date and Time (request a virtual link to the briefing session by sending an email to: tenderenquiries@gautrain.co.za)	15 July 2022 at 11h00
Closing Date for submitting questions	27 July 2022
Closing Date and Time	29 July 2022 at 11h00
Intended completion of evaluation of tenders	31 August 2022
Intended formal notification of successful Bidders	30 September 2022
Effective date of contract	15 October 2022

**This timetable is provided as an indication of the timing of the tender process. It is indicative only and subject to change by the GMA. Bidders are to provide proposals that will allow achievement of the intended commencement date.*

SUBMISSION OF TENDERS

Web-based Online Submission (Compulsory)

GMA has implemented an Automated Tender System ("ATS") as part of its digitization strategy. The ATS is an electronic procurement (e-Procurement) web-based system that facilitates complete bidding process from the advertising of the requirement (tender) through to the award of contract. This includes the exchange of all relevant documents in electronic format through a secure platform with data security and probity features.

Proposal Submission	<p>All bids must be submitted through a secure web-based Automated Tender System ("ATS").</p> <p>To avoid any challenges that may affect submitting a bid on time, Bidders should at least ensure that they <u>are registered in the ATS and ready to submit bid documents 48hours before closing date and time; and after registration, complete submission of all bid documents at least 5 hours before closing date and time.</u> GMA takes no responsibility for any Bidder's failure to successfully submit a bid by closing date and time.</p> <p>NO BIDS MAY BE PHYSICALLY SUBMITTED AT GMA OFFICES.</p>
Access to the ATS	<p>https://eprocurement.gautrain.co.za/</p> <p>PLEASE NOTE: THE MAXIMUM SIZE FOR SUBMIT BIDS IS 50MB PER ATTACHMENT</p>
Hours of access to ATS	24/7. Submission of bid proposal will close at 11h00 on 29 th of July 2022
Data Format	PDF files only may be uploaded
Enquiries	<p>For ATS system related problems contact IT Helpdesk on ats_helpdesk@gautrain.co.za</p> <p>For Tender Queries contact SCM on tenderenquiries@gautrain.co.za</p>
ATS Bid Submission Status (Draft or Submitted)	Bidders must ensure that all their tender documents are uploaded on the ATS before closing date and time by clicking the "submit" button for the bids to reflect submitted status.

	Bids that are in draft status at the closing date and time shall be considered as non-submission.
--	--

RULES GOVERNING THIS RFP AND THE TENDERING PROCESS

APPLICATION OF RULES

6. Participation in the tender process is subject to compliance with the rules contained in this RFP Part A.
7. All persons (whether or not a Participant in this tender process) having obtained or received this RFP may only use it, and the information contained therein, in compliance with the rules contained in this RFP Part A.
8. All Bidders are deemed to accept the rules contained in this RFP Part A.
9. The rules contained in this RFP Part A apply to:
 - a. The RFP and any other information given, received or made available in connection with this RFP, and any revisions or annexure;
 - b. the Tendering Process; and
 - c. any communications (including any briefings, presentations, meetings and negotiations) relating to the RFP or the Tendering Process.

REQUEST FOR PROPOSAL

STATUS OF REQUEST FOR PROPOSAL

10. This RFP is an invitation for service provider/s to submit a proposal(s) for the provision of the services as set out in the Specification contained in this RFP Part B. Accordingly, this RFP must not be construed, interpreted, or relied upon, whether expressly or implied, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights.

11. No binding contract or other understanding for the supply of the Services will exist between the GMA and any Bidder unless and until the Agency has executed a formal written contract with the successful Bidder.

ACCURACY OF REQUEST FOR PROPOSAL

12. Whilst all due care has been taken in connection with the preparation of this RFP, the GMA makes no representations or warranties that the content in this RFP or any information communicated to or provided to Bidders during the Tendering Process is, or will be, accurate, current or complete. The GMA, and its officers, employees and advisors will not be liable with respect to any information communicated which is not accurate, current or complete.
13. If a Bidder finds or reasonably believes it has found any discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the GMA (other than minor clerical matters), the Bidder must promptly notify the Agency in writing (by e-mail to the address tenderenquiries@Gautrain.co.za) of such discrepancy, ambiguity, error or inconsistency in order to afford the GMA an opportunity to consider what corrective action is necessary (if any).
14. Any actual discrepancy, ambiguity, error or inconsistency in this RFP or any other information provided by the GMA will, if possible, be corrected and provided to all Bidders without attribution to the Bidder who provided the written notice.

ADDITIONS AND AMENDMENTS TO THE RFP

15. The GMA reserves the right to change any information in, or to issue any addendum to this RFP before the Closing Time. The GMA and its officers, employees and advisors will not be liable in connection with either the exercise of, or failure to exercise this right.
16. If the GMA exercises its right to change information in terms of clause 22, it may seek amended Tenders from all Bidders.

REPRESENTATIONS

17. No representations made by or on behalf of the GMA in relation to this RFP will be binding on the GMA unless that representation is expressly incorporated into the contract ultimately entered into between the GMA and the successful Bidder.

CONFIDENTIALITY

18. All persons (including all Bidders) obtaining or receiving this RFP and any other information in connection with this RFP or the Tendering Process must keep the contents of the RFP and

other such information confidential, and not disclose or use the information except as required for the purpose of developing a proposal in response to this RFP.

COMMUNICATIONS DURING THE TENDERING PROCESS

REQUESTS FOR CLARIFICATION OR FURTHER INFORMATION

19. All communication and attempts to solicit information of any kind relative to this tender should be in writing and channelled to the Supply Chain Management Unit via ATS and response will be provided on the same platform .
20. Any communication by a Bidder to the GMA will be effective upon receipt by the SCM Unit (provided such communication is in the required format).
21. The GMA has restricted the period during which it will accept questions or requests for further information or clarification and reserves the right not to respond to any enquiry or request, irrespective of when such enquiry or request is received.
22. Except where the GMA is of the opinion that issues raised apply only to an individual Bidder, questions submitted and answers provided will be made available to all Bidders by e-mail, as well as on the GMA's ATS portal without identifying the person or organisation which submitted the question.
23. In all other instances, the GMA may directly provide any written notification or response to a Bidder by email to the address of the Bidder (as notified by the Bidder to the SCM Unit).
24. A Bidder may, by notifying the SCM Unit in writing, withdraw a question submitted in accordance with clause 30, in circumstances where the Bidder does not wish the GMA to publish its response to the question to all Bidders.

UNAUTHORISED COMMUNICATIONS

25. Bidders may not contact (including promotional or advertising activities) any GMA staff or Advisors of GMA except through the channel in clause 21 above on any matter pertaining to the bid from the time when the bid is advertised to the time the bid is awarded. Communicating with any GMA staff or Advisors of GMA except through the channel in clause

21 above will be perceived as an effort by a bidder to influence bid evaluation, bid comparisons or bid award decisions in any manner, and will result in rejection of the bid concerned. Nothing in this clause is intended to prevent communications with staff of, or advisors of the GMA to the extent that such communications do not relate to this RFP or the Tendering Process.

26. Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the Tendering Process in any way.

IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

27. Bidders may not seek or obtain the assistance of employees, contractors or advisors of the GMA in the preparation of their tender responses, except where contractors or advisors are participating in the tender in which case the Bidder must disclose such participation in its tender by declaring their possible interest or conflict in the relevant SBD 4 form.
28. The GMA may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
29. Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004 and any other relevant legislation.
30. Bidders are encouraged to stop crime at the GMA in its tracks and report it anonymously to: telephone: **0800 222 585** or **SMS 33490** or email: gautrain@whistleblowers.co.za or **Whistle Blowers App** (<https://www.whistleblowing.co.za/download-app/>)

ANTI-COMPETITIVE CONDUCT

31. Bidders and their respective officers, employees, agents and advisors must not engage in any collusion, anti-competitive conduct or any other similar conduct in respect of this Tendering Process with any other Bidder or any other person(s) in relation to:
- a. The preparation or lodgement of their Tender
 - b. the evaluation and clarification of their Tender; and
 - c. the conduct of negotiations with the GMA.

32. For the purposes of clause 38, collusion, anti-competitive conduct or any other similar conduct may include disclosure, exchange and clarification of information whether or not such information is confidential to the GMA or any other Bidder or any other person or organisation.

33. In addition to any other remedies available to it under law or contract, the GMA may, in its absolute discretion, immediately disqualify a Bidder that it believes has engaged in any collusive, anti-competitive conduct or any other similar conduct during the entire Tendering Process.

COMPLAINTS ABOUT THE TENDERING PROCESS

34. Any complaint about the RFP or the Tendering Process must be submitted to the SCM Unit in writing, (preferably by email: tenderenquiries@gautrain.co.za), immediately upon the cause of the complaint arising or becoming known to the Bidder.

35. The written complaint must set out:

- a. The basis for the complaint, specifying the issues involved;
- b. how the subject of the complaint affect the organisation or person making the complaint;
- c. any relevant background information; and
- d. the outcome desired by the person or organisation making the complaint.

36. If the matter relates to the conduct of an official, employee or advisor of the GMA, the complaint should be addressed in writing marked for the attention of the Chief Executive Officer of the GMA, and delivered to the physical address of the GMA, as notified.

CONFLICT OF INTEREST

37. A Bidder must not, and must ensure that its officers, employees, agents and advisors do not place themselves in a position that may give rise to actual, potential or perceived conflict of interest between the interests of the GMA and/or the Gauteng Provincial Government and the Bidders interests during the Tender Process.

38. The Bidders Response in this RFP Part C requires the Bidder to provide details of any interests, relationships or clients which may or do give rise to a conflict of interest in relation to the supply of the services under any contract that may result from this RFP.

39. If the Bidder submits its Tender and a subsequent conflict of interest arises, or is likely to arise, which was not disclosed in the Tender, the Bidder must notify the GMA immediately in writing of that conflict.
40. The GMA may immediately disqualify a Bidder from the Tendering Process if the Bidder fails to notify the GMA of the conflict as required.

LATE TENDERS

41. Tenders must be lodged by the Closing Date and Time electronically in the ATS. The ATS system will automatically lock at the Closing Date and Time. Late bids will not be accepted or considered.
42. The determination of the GMA as to the actual time that a Tender is lodged is final.

TENDER DOCUMENTS

BIDDERS RESPONSIBILITIES

43. Bidders are responsible for:
- a. Examining this RFP and any documents referenced or attached to this RFP and any other information made or to be made available by the GMA to Bidders in connection with this RFP;
 - b. fully informing themselves in relation to all matters arising from this RFP, including all matters regarding the GMA's requirements for the provision of the Services;
 - c. ensuring that their Tenders are accurate, complete and submitted on ATS;
 - d. making their own enquiries and assessing all risks regarding this RFP, and fully considering and incorporating the impact of any known and unknown risks into their Tender;
 - e. ensuring that they comply with all applicable laws in regard to the Tendering Process particularly as specified by National Treasury Regulations, Guidelines, Instruction Notes and Practice Notes and other relevant legislation as published from time to time in the Government Gazette;
 - f. submitting proof of registration on National Treasury Centralised Supplier Database and all other returnable documents as listed on the Checklist; and

- g. Failure to provide the required information could result in disqualification of the bidder.

PREPARATION OF TENDERS

44. Bidders must ensure that:

- a. Their Tender is submitted in the required format as stipulated in this RFP Part A; and
- b. all the required information fields in RFP Part C are completed in full and contain the information requested by the GMA.

Note to Bidders: *The GMA may in its absolute discretion reject a Tender that does not include the information requested.*

45. Unnecessarily elaborate responses or other presentations beyond that which is sufficient to present a complete and effective tender proposal are not desired or required. Elaborate and expensive visual and other presentation aids are not necessary.

ILLEGIBLE CONTENT, ALTERATION AND ERASURES

46. Incomplete Tenders may be disqualified or evaluated solely on information contained in the Tender.
47. The GMA may disregard any content in a Tender that is illegible and will be under no obligation whatsoever to seek clarification from the Bidder.
48. The GMA is entitled to amend any bid conditions, validity period, specifications, or extend the closing date of bids before the closing date. All bidders, to whom the bid documents have been issued, will be advised in writing of such amendments in good time.

OBLIGATION TO NOTIFY ERRORS

49. All notifications to bidders shall be done via email on email addresses registered in the ATS.

RESPONSIBILITY FOR TENDERING COSTS

50. The Bidders participation or involvement in any stage of the Tendering Process is at the Bidders sole risk, cost and expense. The GMA will not be held responsible for, or pay for, any expense or loss that may be incurred by Bidders in relation to the preparation or lodgement of their Tender.
51. The GMA is not liable to the Bidder for any costs on the basis of any contractual, or promissory or restitutionary grounds whatsoever as a consequence of any matter relating

to the Bidders participation in the Tendering Process, including without limitation, instances where:

- a. The Bidder is not engaged to perform under any contract; or
- b. the GMA exercises any right under this RFP or at law.

DISCLOSURE OF TENDER CONTENTS AND TENDER INFORMATION

52. All Tenders received by the GMA will be treated as confidential. The GMA will not disclose any Tender contents and Tender information, except:

- a. As required by law;
- b. for the purpose of investigations by other government authorities having relevant jurisdiction;
- c. to external consultants and advisors of the GMA engaged to assist with the Tendering Process; or
- d. for the general information of Bidders required to be disclosed as per National Treasury Regulations, Guidelines, Instruction Notes or Practice Notes.

USE OF TENDERS

53. Upon submission in accordance with the requirements of submission of Tenders, all Tenders submitted become the property of the GMA. Bidders will retain all ownership rights in any intellectual property contained in the Tender.

54. Each Bidder, by submission of their Tender, is deemed to have licensed the GMA to reproduce the whole, or any portion, of their Tender for the purposes of enabling the GMA to evaluate the Tender.

55. Further, in submitting a Tender, the Bidder accepts that the GMA shall, in accordance with the requirements of Treasury Regulation No. 16A.6.3(d) and the National Treasury Instruction Note on *Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management*, publish (on the internet or otherwise):

- a. The names of all Bidders that submitted bids in relation to this RFP within 10 (Ten) working days after the closing date of this RFP, if the bid is above the threshold value of R500 000; and
- b. on award of the bid, the name of the successful Bidder, the contract price, B-BBEE level of contribution status, the contract number and description of the contract awarded.

PERIOD OF VALIDITY

56. All Tenders received must remain valid and open for acceptance for a minimum of 90 (ninety) days from the Closing Date. This period may be extended by written mutual agreement between the GMA and the Bidder.

STATUS OF TENDER

57. Each Tender constitutes an irrevocable offer by the Bidder to the GMA to provide the Services required and otherwise to satisfy the requirements of the Specification as set out in this RFP Part B.
58. A Tender must not be conditional on:
- a. The Board approval of the Bidder or any related governing body of the Bidder being obtained;
 - b. the Bidder conducting due diligence or any other form of enquiry or investigation;
 - c. the Bidder (or any other party) obtaining any regulatory approval or consent;
 - d. the Bidder obtaining the consent or approval of any third party; or
 - e. the Bidder stating that it wishes to discuss or negotiate any commercial terms of the contract.
59. The GMA may, in its absolute discretion, disregard any tender that is, or is stated to be, subject to any one or more of the conditions detailed above (or any other relevant conditions).
60. The GMA reserves the right to accept a Tender in part or in whole or to negotiate with a Bidder in accordance with the clause 88 (Unreasonable disadvantage) of this RFP Part A.

TENDER RESPONSE

COMPLIANCE WITH SPECIFICATION

61. Under Part C of this RFP, a Bidder must submit a tabulated statement showing its level of compliance to the Specification contained in this RFP Part B.
62. In particular, Bidders must state if they will not comply with the Specification, or will only comply with the Specification subject to conditions. Full details of the non-compliance (including the nature and extent of the non-compliance and any reasons for such non-compliance) must be stated in the space provided in the tabulated statement.
63. No response is required in respect of a particular section of the Specification where Bidders will comply with the Specification. Only sections that Bidders have not complied

with, or will only comply with subject to conditions, should be noted in the tabulated statement.

64. The GMA is prepared to contemplate minor variations or departures from the Specification proposed by Bidders.
65. However, Bidders should note that significant or substantive variations or departures from the Specifications will not be viewed favourably unless the Bidder is able to clearly demonstrate to the satisfaction of the GMA the necessity for such variations or departures.

Note to Bidders: *The GMA will assume that a Bidders Response complies in all relevant respects with the Specification unless the Bidder states otherwise. Failure to notify the GMA of any non-compliance may result in a Bidders Response being disregarded.*

66. For the purposes of clauses 70,71 and 72:

- **Yes/Complies** means that in all respects the Bidders Response meets or otherwise satisfies all specified outputs, characteristics or performance standards.
- **Will comply subject to conditions** means that the specified outputs, characteristics or performance standards can only be met by the Bidder subject to certain conditions.
- **No/Will not comply** means that the specified outputs, characteristics or performance standards is not met by the Bidders Response.

GENERAL

67. Indefinite responses such as "noted", "to be discussed" or "to be negotiated" are not acceptable.
68. Where the Bidder is unwilling to accept a specified condition, the non-acceptance must be clearly and expressly stated. Prominence must be given to the statement detailing the non-acceptance. It is not sufficient that the statement appears only as part of an attachment to the Tender, or be included in a general statement of the Bidders usual operating conditions.
69. An incomplete Tender may be disqualified or assessed solely on the information completed or received with the Tender.

ALTERNATIVE TENDER

70. A Bidder may submit an alternative proposal. An alternative proposal will only be accepted if:
- a. The Bidder also provides a conforming Bidders Response; and
 - b. The alternative proposal is clearly identified as an "Alternative Tender".
71. An Alternative Tender may:
- a. Not comply with the Specifications for the relevant Services due to inherent design or capability in the operation of the Services; or
 - b. Provide the Services in a manner different to that specified in this RFP Part B.

INNOVATIVE SOLUTIONS

72. Bidders are encouraged to offer options or solutions which may, in an innovative way, contribute to the GMA's ability to carry out its operations in a more cost-effective manner.
73. These options or solutions may be related to:
- a. The outputs, functional, performance and technical aspects of the requirement; or
 - b. Opportunities for more advantageous commercial arrangements.
74. Any such options or solutions will be considered by the GMA on a "commercial in confidence" basis if so requested by the Bidder.
75. Where a Bidder submits an offer which meets the requirements of this RFP in an alternative and practical manner, the Tender must also include any supplementary material (including such pricing and costing details as may be necessary to enable the GMA to fully assess the financial impact of the alternative proposal), which demonstrates in detail that such an alternative will fully achieve and/or exceed all the specified requirements, together with references as to why the additional features may be advantageous.
76. The GMA reserves the right to consider such offers on their merits or not to consider them at all.

CONTRACT DISCLOSURE REQUIREMENTS

DISCLOSURE OF INFORMATION

77. The Conditions of Tendering include a provision for the disclosure of contract information (refer to this RFP Part A dealing with "Use of Tenders").

78. If a Bidder wishes to withhold the disclosure of specific contract information, the Bidder must clearly outline how the release of this information will expose trade secrets, business strategy or unique methodologies that may expose the business unreasonably to disadvantage.

TRADE SECRETS

79. In considering whether specific information should be categorised as a trade secret, Bidders' should assess:
- a. The extent to which it is known outside of the Bidders business;
 - b. the extent to which it is known by the persons engaged in the Bidders business;
 - c. any measures taken to guard its secrecy;
 - d. its value to the Bidders business and to any competitors;
 - e. the amount of money and effort invested in developing the information; and
 - f. the ease or difficulty with which others may acquire or develop this information.

UNREASONABLE DISADVANTAGE

80. In determining whether disclosure of specific information will expose a Bidders business unreasonably to disadvantage, the following should be considered:
- a. Whether the information is generally available to competitors; and
 - b. Whether it could be disclosed without causing substantial harm to the competitive position of the business.

The GMA will consider these applications in the Tender evaluation and negotiations (if any) with Bidders.

EVALUATION OF TENDERS

EVALUATION PROCESS

81. Following the Closing Time, the GMA intends to evaluate the Tenders received.
82. Tenders will be evaluated against the Evaluation Criteria specified under the section "Evaluation Criteria Format".
83. Without limiting the GMA's rights in the RFP, the GMA may at any time during the Tendering Process choose to:
- a. Shortlist one or more Bidders; and
 - b. accept one or more of the Tenders.

84. Unless the Evaluation Criteria explicitly require, the GMA may, but is not in any way bound to, shortlist, to select as successful, or to accept the Tender offering the lowest price.
85. Should the GMA choose to include a short listing stage in its evaluation process, the GMA is not, at any time, required to notify Bidders or any other person or organisation interested in submitting a Tender.
86. A Bidders Response will not be deemed to be unsuccessful until such time as the Bidder is formally notified of that fact by the GMA. The commencement of negotiations by the GMA with one or more other Bidders is not to be taken as an indication that any particular Bidders Response has not been successful.

EVALUATION CRITERIA FORMAT

87. The evaluation criteria is weighted to reflect the importance of project requirements noted in the Specifications:
88. In evaluating Bidders Responses, the GMA will have regard to:
- a. Specific evaluation criteria identified in the list below;
 - b. the overall value for money proposition presented in the Bidders Response; and
 - c. particular weighting assigned to any or all of the evaluation criteria specified below.
89. For the purposes of this RFP clause 98, 'value for money' is a measurement of financial and non-financial factors, including:
- a. Quality levels; and
 - b. performance standards.
90. Value for money will be assessed on a 'whole of life' basis (including the transitioning-in, the contract term and the transitioning-out phases of the relationship between the GMA and a Bidder), with a view to long-term sustainability of the value for money proposition and with a focus on ensuring that value for money outcomes are promoted and protected following the conclusion of any contract that may result from this RFP.
91. Administrative compliance will be determined in accordance with the conditions listed in this RFP.
92. The evaluation criteria will be in line with the PPPFA, 2000 (Act No. 5 of 2000) and Preferential Procurement Regulations 2017.
93. Evaluation will be based on a point system and three-stage evaluation process. As a pre-requisite, a bid must comply with the requirements of the bid solicitation and meet the pre-qualification requirements before being evaluated further to next stage. The minimum threshold of the functionality evaluation criteria must also be met in order for the bid to be declared responsive and qualify to the next evaluation stage.

94. The value of this bid is estimated to be below R 50,000,000 and therefore the 80/20 preference point system shall apply. The following is the weighting awarded for each element, and the threshold score.

Evaluation element	Weighting	Threshold score
Technical proposal	100	75 Points
B-BBEE proposal	20	N/A
Price proposal	80	N/A
Total	100	

FUNCTIONALITY EVALUATION

95. The evaluation criteria for measuring functionality, and the weighting attached to each criterion is detailed in **Part B of the RFP document, Paragraph 11 of Terms of Reference**. Failure to provide adequate information for evaluation of the criteria listed below will at least result in minimal subjective consideration and may result in loss of points.
96. A minimum threshold for functionality is based on meeting the suppliers' reseller or partner status. Bids that do not meet this threshold in each section will automatically be disqualified from further evaluation.
97. Thereafter, only the qualifying bids will be evaluated in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the level of B-BBEE contribution of the bidder.

PRICE EVALUATION

98. Price points will be calculated on the total price proposed solution as per terms of reference.

B-BBEE EVALUATION

99. Twenty (20) points are allocated. B-BBEE rating certificates and affidavits signed under oath are applicable and points allocated in terms of the BBEE Codes of Good Practice guideline as indicated in the following table.
100. Bidders must submit valid BBEE Certificates and affidavits signed under oath which will be verified.

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

101. The preference points claimed by each bidder for attaining the B-BBEE Status Level of Contributor will be allocated to each qualifying bid when determining the total bid score under the preference points system. The points scored by a bidder in respect of the level of B-BBEE contribution contemplated in the table above will be added to the points scored for price.

CLARIFICATION OF TENDERS

102. The GMA may seek clarification from and enter into discussions with any or all of the Bidders in relation to their Tender. The GMA may use such information in interpreting the Tender and evaluating the cost and risk in accepting the Tender. Failure to supply clarification to the satisfaction of the GMA may render the Tender liable to disqualification.

103. The GMA is under no obligation to seek clarification of anything in a Tender and reserves the right to disregard any clarification that the GMA considers to be unsolicited or otherwise impermissible in accordance with the rules set out in this RFP.

DISCUSSION WITH BIDDERS

104. The GMA may elect to engage in detailed discussions with any one or more Bidders, with a view to maximising the benefits of this RFP as measured against the evaluation criteria and in fully understanding a Bidders offer.
105. In its absolute discretion, the GMA may invite some or all Bidders to give a presentation to the GMA in relation to their submissions, that may include a demonstration of software, programs or unique methodologies proposed, if applicable.
106. The GMA is under no obligation to undertake discussions with, or to invite any presentations from Bidders.
107. In addition to presentations and discussions, the GMA may request some or all Bidders to:
- a. Conduct a site visit, if applicable;
 - b. provide references or additional information; and/or
 - c. make themselves available for panel interviews.

BEST AND FINAL OFFERS

108. Bidders or where the Tendering Process involves a short listing process, shortlisted Bidders may be invited by the GMA to submit a best and final offer in relation to all or certain aspects of their respective Tenders.
109. The GMA is under no obligation to give Bidders the opportunity to submit a best and final offer. If the GMA chooses to give Bidders the opportunity to submit a best and final offer, it is under no obligation to give notification before the Closing Time that such opportunity will be given.
110. Notwithstanding the possibility that the GMA may give Bidders the opportunity to submit a best and final offer, Bidders should be aware that the GMA will, in conducting its evaluation of Tenders, rely on all information (including all representations) contained in such Tenders. Bidders are therefore encouraged to submit their best and final offers in the first instance.

SUCCESSFUL TENDERS

NO LEGALLY BINDING CONTRACT

111. Selection as a successful Bidder does not give rise to a contract (express or implied) between the successful Bidder and the GMA for the supply of the Services. No legal relationship will exist between the GMA and a successful Bidder for the supply of the Services until such time as a binding contract is executed by them.

PRE-CONTRACTUAL NEGOTIATIONS

112. The GMA may, in its absolute discretion, decide not to enter into pre-contractual negotiations with a successful Bidder.

113. A Bidder is bound by its Tender and all other documents forming part of the Bidders Response and, if selected as a successful Bidder, must enter into a contract on the basis of the Tender without negotiation.

NO OBLIGATION TO ENTER INTO CONTRACT

114. The GMA is under no obligation to appoint a successful Bidder or Bidders (as the case may be), or to enter into a contract with a successful Bidder or any other person, if it is unable to identify a Tender that complies in all relevant respects with the requirements of the GMA, or if due to changed circumstances, there is no longer a need for the Services requested, or if funds are no longer available to cover the total envisaged expenditure. For the avoidance of any doubt, in these circumstances the GMA will be free to proceed via any alternative process.

115. The GMA may conduct a debriefing session for all Bidders (successful and unsuccessful). Attendance at such debriefing session is optional.

ADDITIONAL RULES

116. It is a condition of the tendering process that Bidders will be required to complete all the forms annexed to this RFP Part C.

117. A Bidder who does not submit all the information as required by the GMA may be disqualified from the Tendering Process.

BIDDER WARRANTIES

118. By submitting a Tender, a Bidder warrants that:

- a. In lodging its Tender it did not rely on any express or implied statement, warranty or representation, whether oral, written, or otherwise made by or on behalf of the GMA, its officers, employees, or advisers other than any statement, warranty or representation expressly contained in the RFP;
- b. it did not use the improper assistance of GMA employees or information unlawfully obtained from the GMA in compiling its Tender;
- c. it is responsible for all costs and expenses related to the preparation and lodgement of its Tender, any subsequent negotiation, and any future process connected with or relating to the Tendering Process;
- d. it otherwise accepts and will comply with the rules set out in this RFP; and
- e. it will provide additional information in a timely manner as requested by the GMA to clarify any matters contained in the Tender.

GMA'S RIGHTS

119. Notwithstanding anything else in this RFP, and without limiting its rights at law or otherwise, the GMA reserves the right, in its absolute discretion at any time, to:

- a. Cease to proceed with, or suspend the Tendering Process prior to the execution of a formal written contract;
- b. alter the structure and/or the timing of this RFP or the Tendering Process;
- c. vary or extend any time or date specified in this RFP for all or any Bidder or other persons;
- d. terminate the participation of any Bidder or any other person in the Tendering Process;
- e. require additional information or clarification from any Bidder or any other person or provide additional information or clarification;
- f. call for new Tenders;
- g. reject any Tender received after the Closing Time;
- h. reject any Tender that does not comply with the requirements of this RFP; or
- i. consider and accept or reject any alternative tender.

GOVERNING LAWS

120. This RFP and the Tendering Process is governed by the laws applying in the Republic of South Africa.

121. Each Bidder must comply with all relevant laws in preparing and lodging its Tender and in taking part in the Tendering Process.

122. All tenders must be completed using the English language and all costing must be in South African Rands.

INCONSISTENCY

131. If there is any inconsistency between any parts of this RFP, a descending order of precedence must be accorded to:

- a. the conditions of tendering in Part A and Part B of this RFP, and any annexure or attachments;
- b. the Bidders response in Part C of this RFP;
- c. any other part of this RFP, so that the provision in the higher ranked document, to the extent of the inconsistency, prevails.

RFP – PART B

TERMS OF REFERENCE

1. PURPOSE

The purpose of this Request for Proposal ("RFP") is to procure the services of a Specialist Service Provider ("Service Provider") for the review, preparation, and update of the Twenty-Five Year Integrated Transport Master Plan ("ITMP25") for the period 2022 to 2047 for the Gauteng Province ("the Province").

2. BACKGROUND INFORMATION

The services required under this RFP are sourced by the Gautrain Management Agency ("GMA") on behalf of the Transport Authority for Gauteng ("TAG"). This section provides a brief background of both entities.

2.1. Gautrain Management Agency

2.1.1. General Description of GMA

The Gautrain Management Agency (GMA) was established in terms of the Gautrain Management Agency Act (Act 5 of 2006) to manage the implementation of the project and the relationship with the concessionaire, Bombela Concession Company (Pty.) Ltd. (BCC).

The main objective of the GMA is to manage, coordinate and oversee the Gautrain. To do so, the GMA must:

- 2.1.1.1. assist the Gauteng Provincial Government ("GPG") in implementing Gautrain and achieving its objectives;
- 2.1.1.2. act on behalf of GPG in managing the relationship between GPG and the Concessionaire in terms of the Concession Agreement ("the CA") and ensure that the interests of GPG are protected;

- 2.1.1.3. enhance the integration of Gautrain with other transport services and Public Transport Plans;
- 2.1.1.4. promote and maximize the Socio-Economic Development and BBBEE objectives of the GPG in relation to Gautrain;
- 2.1.1.5. liaise with and promote co-operation between Government structures in all three spheres of Government in relation to Gautrain;
- 2.1.1.6. liaise with persons having an interest in Gautrain;
- 2.1.1.7. manage assets relating to Gautrain and promote their preservation and maintenance;
- 2.1.1.8. manage the finances of the Gautrain and the financial securities provided by the Concessionaire; and
- 2.1.1.9. monitor the policy and legislative environment of the Gautrain.

2.2. The Transport Authority for Gauteng

2.2.1. General Description of TAG

The Transport Authority for Gauteng ("TAG") was established in terms of the Gauteng Transport Authority Act, 2019 (Act 2 of 2019) (GTA) and will be listed under Schedule 3(c) of the Public Finance Management Act ("PFMA") as a Provincial Public Entity.

The overall goal of the TAG is to:

- 2.2.1.1. Give effect to the Constitution, as well as the national transport policy and legislation within the Province;
- 2.2.1.2. consolidate certain transport functions of organs of State in the Province;
- 2.2.1.3. integrate transport systems in the Province;
- 2.2.1.4. foster co-operation and co-ordination between public transport authorities and operators in the Province;
- 2.2.1.5. improve and optimise the planning and implementation of public transport services in the Province; and

- 2.2.1.6. facilitate and rationalise the funding of public transport activities and initiatives in the Province.

The Gauteng MEC for Public Transport and Roads Infrastructure ("the MEC") is the Executive Authority of the TAG, whilst its Board of Directors is the Accounting Authority as contemplated in the PFMA. This Board ensures, through exercising its fiduciary duties, that the responsibilities of the TAG are performed, and the objectives are met.

2.2.2. Strategic Functions

For the TAG to achieve the stated goals, it must discharge the following main functions:

- 2.2.2.1. Undertake strategic transport and integrated planning for transport in the Province;
- 2.2.2.2. promote the development of an integrated and accessible public transport network in the Province;
- 2.2.2.3. regulate public transport fares in the Province; and
- 2.2.2.4. secure the:
 - 2.2.2.4.1. provision of public passenger transport services;
 - 2.2.2.4.2. provision of public transport infrastructure;
 - 2.2.2.4.3. provision of an integrated ticketing and information system for public transport;
 - 2.2.2.4.4. effective management of traffic;
 - 2.2.2.4.5. effective management of transport demand;
 - 2.2.2.4.6. development and implementation of a single public transport insignia;
 - 2.2.2.4.7. collection of statistical data and information on transport;
 - 2.2.2.4.8. conduct of research on transport; and
 - 2.2.2.4.9. fostering of good relations and co-operation with and between various organs of state.

2.3. The Provincial Land Transport Framework

- 2.3.1. For the TAG to achieve its strategic transport planning mandate for the Province; it requires amongst others, to have due regard to:
- 2.3.1.1. the National Land Transport Strategic Framework contemplated in section 34 of the National Land Transport Act, 2009 ("NLTA");
 - 2.3.1.2. the Provincial Land Transport Framework ("PLTF") contemplated in section 35 of the NLTA;
 - 2.3.1.3. the Integrated Transport Plans of the relevant municipalities contemplated in section 36 of the NLTA;
 - 2.3.1.4. the freight transport strategy contemplated in section 37 of the NLTA;
 - 2.3.1.5. demographic, economic, social, travel and transport trends in the Province;
 - 2.3.1.6. existing, planned, and projected land use developments;
 - 2.3.1.7. trends and requirements of persons travelling from outside the Province into the Province, and vice versa, and the demand for such travel;
 - 2.3.1.8. any proposals received from the public transport authorities and operators; and
 - 2.3.1.9. such other matters as may be prescribed by the MEC or as the TAG considers appropriate.
- 2.3.2. Clause 35 of the NLTA determines that every MEC must prepare a five-year Provincial Land Transport Framework ("PLTF") in accordance with the requirements prescribed by the Minister. The PLTF must be reviewed and updated every two years, which is both a legislative requirement as well as a key document for enabling the TAG and thus the GDRT to achieve its strategic transport planning objectives. The TAG has appointed a service provider during 2021/2022 financial year to review and update the PLTF for the period 2021 to 2025.

2.4. The Twenty-Five Year Integrated Transport Master Plan (ITMP25) for Gauteng Province

- 2.4.1. The ITMP25 was developed by the Gauteng Department of Roads and Transport ("GDRT") and was approved by the Gauteng Executive Council in 2013. The ITMP25 maps out the Background, Objectives, Key Initiatives and Projects, and Key Role-players that are central to the implementation of the Plan over the next 25 years. The Plan proposes eight key interventions, namely, subsidised housing provision within urban core areas; land use densification in support of public transport; reinforcing the passenger rail network as the backbone of the system; extending the integrated rapid and road-based public transport networks; strengthening freight hubs; ensuring effective travel demand management; mainstreaming non-motorised transport; and ensuring continued provincial wide mobility.
- 2.4.2. The ITMP25 also incorporates in broad terms the short-term interventions listed in the 5-Year Gauteng Transport Implementation Plan ("GTIP5") approved in October 2012. This RFP is for the review and update of the ITMP25 and the GTIP5 as approved in 2013.
- 2.4.3. The GDRT is of the opinion that now is the opportune moment to review the 2013 approved ITMP25.
- 2.4.4. The reviewed ITMP25 will underpin the Province as the economic powerhouse of Southern Africa, to stimulate and to have sustainable long-term economic growth, skills development, and job creation. The Province through its Department of Roads and Transport, aims to contribute to the further transformation of society and create a better life for all the people of Gauteng, based on the reviewed ITMP25.
- 2.4.5. This is to enable the GDRT to regulate, plan and develop an efficient and well-integrated transport system that serves the public interest by enhancing mobility and delivering safe, secure, and environmentally sustainable air, rail, and road-based public and private transport services.

- 2.4.6. The core objective of the 25-Year Integrated Transport Master Plan (ITMP25) is to deliver a World class, sustainable transport system that supports Gauteng's economic, social, and cultural, and environmental goals.

3. NEW CHALLENGES

The impact of the COVID-19 pandemic on public transport and the effect it will have on individual choice and behaviour, now and in future must be taken into consideration. The point of departure in formulating a repositioning of transport due to the advent of COVID-19 must be that the current background issues affecting transport locally and globally have not changed with COVID-19, and the challenges of Globalisation, the effect of Global warming, Green-house gasses, and pollution, the expected impact of the Fourth Industrial Revolution and the workforce challenges to re-skill and upskill the existing workforce in Gauteng has not changed or diminished. These challenges must be considered and addressed with the review of the ITMP25.

4. ADVISORY SERVICES REQUIRED (SCOPE OF WORK)

4.1. Introduction

- 4.1.1. The reviewed ITMP25 must enable the Gauteng Provincial Government, from a transport perspective, to further unlock the economic development potential of Gauteng together with the transformation of the urban area towards greater efficiency and sustainability. It must consider current and future land-use patterns, trends, and policies. Further, the reviewed ITMP25 must focus on a functional transport area (which is the whole of Gauteng – and in fact, an area much larger than Gauteng). The strengthening of the Gauteng Global City Region must also be underpinned through the review of the ITMP.
- 4.1.2. The departure points of the reviewed ITMP25 must include the following:
- 4.1.2.1. Transport planning must be used as a government intervention to improve the status quo (pro-active);

- 4.1.2.2. The transport plan must be developed to underpin the Global City Region concept;
- 4.1.2.3. The implementation of the plan must lead to significant further sustainable, long-term economic development and job creation;
- 4.1.2.4. The transport plan must be socially inclusive and transform the Gauteng Region;
- 4.1.2.5. The proposed Transport Plan must be environmentally sound and sustainable;
- 4.1.2.6. Key recommendations must be made on what mode(s) of public transport is preferable and appropriate for a specific corridor 'Competition for a route not on a route';
- 4.1.2.7. The utilisation and integration of the various modes of transport must be optimised to minimise traffic congestion, and concomitant pollution, and maximise service delivery to the economy and the people of Gauteng;
- 4.1.2.8. The transport plan must give priority to public transport and the associated non-motorised transport requirements, and the movement of freight in the Province;
- 4.1.2.9. Key freight and logistics nodes and corridors must be considered;
- 4.1.2.10. Non-motorised transport facilities need to be included in the planning to support public transport services specifically and to enhance the quality of the built environment in general;
- 4.1.2.11. Financial support to transport and subsidisation must be used as a lever and catalyst for the development of the desired urban form;
- 4.1.2.12. Special attention must be given to the movement of people with special needs;
- 4.1.2.13. The mobility and accessibility needs of all communities in Gauteng must be addressed;
- 4.1.2.14. The digitalisation of Gauteng's transport system; and
- 4.1.2.15. The creation of a unified branding for transport in the Province.

4.1.3. However, given the existence of pressing issues and immediate problems related to the transport system that needs to be addressed, as well as the time that it will take to finalise the reviewed ITMP25, the implementation of certain urgent initiatives and projects cannot wait for another 18 months. An Interim 5 Year Implementation Plan, therefore, needs to be developed as part of the initial phases of the reviewed ITMP25.

4.2. Interim 5-Year Implementation Plan

4.2.1. The initial 5-Year Gauteng Transport Implementation Plan ("GTIP5"), approved in October 2012, was used to steer, and influence the Medium-Term Expenditure Framework ("MTEF") Budget allocation and the Annual Performance Plan ("APP") of the GDRT.

4.2.2. The Council for Scientific and Industrial Research ("CSIR") was appointed by the GDRT in 2017/18 to investigate the impact the GDRT had on achieving the GTIP5 goals. This report will be made available to the Service Provider.

4.2.3. The Interim 5-Year Implementation Plan will assist the GDRT with the commencement and the implementation of significant and essential transport initiatives and projects in the short-term, and support and promote the relevant project of other bodies. These are both major projects that are already contained in the range of integrated public transport plans, and newly identified initiatives or projects.

4.2.4. The identification of significant existing and "already proposed" projects to be included in the Interim 5-Year Implementation Plan, will be based on a scan, and discussion and consultation on existing integrated plans developed by the various spheres of and sectors within Government.

4.2.5. The new initiatives or projects to be included in the Interim 5-Year Implementation Plan will be identified through consultation, consensus and

agreement with transport stakeholders and role-players (mainly through a Consultative Forum to be established, but also by means of bi-lateral consultation). These new projects will largely be aimed at bridging the immediate "gaps" in the system and dealing with "burning" issues and problems. The Interim 5-Year Implementation Plan should also include a high-level assessment of the development, land use and transport status quo and current realities, to assist in identifying problems and issues that need urgent interventions.

- 4.2.6. Once the list of "urgent" projects has been finalized, project scoping and cost estimates will have to be done, where applicable and where not already available. The implementation of these projects will have to be underpinned by implementation timeframes, as well as a financial plan and funding strategy.
- 4.2.7. This Interim 5-year Implementation Plan, once approved, will be used by the GDRT to populate the three-year Strategic Plan of the GDRT, the three-year MTEF Budget and the Annual Performance Plan (APP).
- 4.2.8. Parallel to this, the Steering Committee will have to be assisted to also develop a high-level integrated transport vision for Gauteng (to be further developed as part of the reviewed ITMP25) through liaison with the Consultative Forum, to ensure that the implementation of the Interim Plan and its "urgent" implementation projects do not compromise the direction in which the reviewed ITMP25 will steer the development of the transport system for the Province in the longer-term.
- 4.2.9. The successful bidder will provide initial project management services to the TAG for a period of at least 12-months or the duration of the remainder of the ITMP25 Project, for the initialization and implementation of the projects forming part of the Interim Plan.

4.3. Twenty Five-Year Integrated Transport Master Plan (ITMP25)

4.3.1. Project Inception

- 4.3.1.1. The project will commence with the development of a comprehensive project scoping and detailed project design.

4.3.2. Status Quo Scan and the strategic analysis thereof

The following minimum aspects must be included in the Status Quo Scan:

- 4.3.2.1. National & Provincial Legislative, policy and regulatory frameworks, including environmental and universal access requirements.
- 4.3.2.2. Governance structures and institutional arrangements:
 - 4.3.2.2.1. NLTA requirements
 - 4.3.2.2.2. Role of the Transport Authority for Gauteng (TAG)
 - 4.3.2.2.3. Lessons learned from other Metro's, locally, in Africa and internationally.
- 4.3.2.3. Relevant integrated plans of various spheres of Government and Agencies
- 4.3.2.4. Planning information available from the GDRT;
 - 4.3.2.4.1. National Transport Master Plan ("NATMAP") data; cross border travel
 - 4.3.2.4.2. Gauteng City Region Growth & Development Strategy
 - 4.3.2.4.3. Metropolitan Planning
 - 4.3.2.4.4. Strategic freight network (work done by Blue IQ / GDRT – including new rail dry ports)
 - 4.3.2.4.5. Gauteng Toll Road Strategy
 - 4.3.2.4.6. National Rail Network (Including Gauteng Metrorail and Transnet planning)
 - 4.3.2.4.7. Subsidised Bus contracts (routes & subsidies)
 - 4.3.2.4.8. Design information on new cross-sections etc.
 - 4.3.2.4.9. Gauteng Strategic Road Network ("GSRN"), 2010
 - 4.3.2.4.10. Update to GSRN from 2011 – 2021
 - 4.3.2.4.11. Gauteng Transport Model (updated in part for the Department in 2010)
 - 4.3.2.4.12. Gauteng Strategic Public Transport Network (2009)

- 4.3.2.4.13. Gauteng Spatial Development Framework and continued land-use modelling
- 4.3.2.4.14. Current Public Transport Records ("CPTRs"), Current Public Transport capacity utilization
- 4.3.2.4.15. Aviation planning and developments
- 4.3.2.4.16. All road based public transport
- 4.3.2.4.17. Non-motorised transport master plan
- 4.3.2.4.18. Scholar transport
- 4.3.2.4.19. Gauteng Rapid Rail Integrated Network (Gautrain and planned rail extensions)
- 4.3.2.4.20. Existing transport modelling
- 4.3.2.4.21. International Best Practice in Integrated Transport Planning (what should the plan consist of)
- 4.3.2.4.22. Growing Gauteng Together through Smart Mobility 2030
- 4.3.2.4.23. Latest National Household Travel Survey and Gauteng Household Travel Survey.
- 4.3.2.4.24. Growing Gauteng Together 2030

4.3.3. Assessment of Current Realities

Transport Status Quo assessment;

- 4.3.3.1. Realities
- 4.3.3.2. Opportunities
- 4.3.3.3. Stumbling-block & threats
- 4.3.3.4. What are the unique challenges facing Gauteng in moving towards a focused public transport system?

4.3.4. Economic Development Scenario Planning

- 4.3.4.1. The Service Provider should develop several future economic development scenarios and determine the factors that influence them including but not limited to the challenges mentioned in Section 3 of this

RFP. The implications on the transport sector and on the land-use must also be determined (considering Government planning and priorities).

4.3.5. Transport Demand Modelling

4.3.5.1. Modelling transport considering implications of the Economic Development Scenarios in terms of, but not limited to, the following:

4.3.5.1.1. Demographics

4.3.5.1.2. Land-use (update)

4.3.5.1.3. Transport Demand Forecasting (update vs. full modelling); travel demand model for people (commuters) based on household travel surveys and the information above

4.3.5.1.4. Modelling for Carbon ("CO₂") equivalent emissions (International Road Federation)

4.3.5.1.5. Market segmentation (Current and Future)

4.3.5.2. A Transport Demand Model must be developed, and the Service Provider must provide motivation to TAG on the choice of the type of model that will be used. There are two broad types of models: the EMME type or the new 'Big-Data' type models. The costing instruction is for the development of the Big-Data type transport demand model as indicated on Section 13.3 of this RFP.

4.3.5.3. The ownership of Transport Demand Model will vest in the TAG and it should be delivered with, but not limited to, all matrices and spreadsheets, any other database that form part of data input into the model, assumptions report as well as technical notes on the actual Model.

4.3.6. Finalisation of Vision and Objectives

4.3.6.1. Finalise the Vision and Strategic Objectives determined during the 5-year Interim Plan.

4.3.6.2. Determine where Gauteng should go, how the Gauteng City Region should "look and work" and how to get there:

- 4.3.6.2.1. Consider "Big bang" vs. focus on key areas,
- 4.3.6.2.2. Extrapolate trends vs. interventions using available levers.
- 4.3.6.2.3. Long-term vision as a focus, with shorter-term steps/projects.
- 4.3.6.3. Determine Key Performance Indicators ("KPIs") for monitoring implementation and success.

4.3.7. **Land-use plan**

- 4.3.7.1. As an input to the Status Quo Assessment, the Service Provider should obtain, study, and utilise all current available spatial planning done by Government institutions for the Gauteng Province or parts thereof;
- 4.3.7.2. Spatial plans should be mapped, aligned, coordinated, integrated, prioritised, and selected into a single, coherent baseline Geographic Information System ("GIS") spatial plan for the Gauteng Province. This should include inter alia:
 - 4.3.7.2.1. future planning captured in local and provincial Government;
 - 4.3.7.2.2. Spatial development frameworks;
 - 4.3.7.2.3. Local and provincial growth and development strategies;
 - 4.3.7.2.4. Local and provincial development perspectives;
 - 4.3.7.2.5. Growing Gauteng Together through Smart Mobility 2030;
 - 4.3.7.2.6. The Gauteng Growth and Development Agency ("GGDA") opportunities;
 - 4.3.7.2.7. The Growing Gauteng Together ("GGT2030") and Gauteng Vision 2055; and
 - 4.3.7.2.8. Any large scale new or planned developments not yet captured in future planning documentation.
- 4.3.7.3. Major planning initiatives of bordering municipalities and areas should also be considered in preparing the integrated GIS baseline spatial plan.
- 4.3.7.4. Reference to a broader perspective on major bulk services should be included in the Land-use plan.

4.3.7.5. The four Special Economic Zones ("SEZs"), including Tshwane Automotive SEZ, The Western Corridor SEZ, OR Tambo International Airport SEZ (Ekurhuleni) and Vaal River SEZ (Sedibeng), and Smart Cities as recently announced by the Premier of Gauteng, should also be considered.

4.3.8. Integrated Transport Master Plan

4.3.8.1. Key focus areas:

4.3.8.1.1. Priority public transport corridors

4.3.8.1.2. Development of strategic modal transfer nodes and interchanges

4.3.8.1.3. Freight routes and logistics centres

4.3.8.1.4. Protection of future priority corridors

4.3.8.1.5. Future toll road network

4.3.8.1.6. Provincial road network (include an update of the 2010 GSRN Review)

4.3.8.1.7. Rail network – Passenger & freight

4.3.8.1.8. Airports

4.3.8.1.9. Non-motorised transport

4.3.8.2. Road Network Plan

4.3.8.2.1. Road statistics (all three spheres of Government)

4.3.8.2.2. Road classification

4.3.8.2.3. Re-design the provincial road cross-section:

4.3.8.2.3.1. width

4.3.8.2.3.2. make provision for High Occupancy Vehicle ("HOV") / public transport lanes and facilities

4.3.8.2.3.3. make provision for non-motorised transport

4.3.8.2.4. Draw up standard plans for modal transfer nodes and interchanges

4.3.8.2.5. Road signage & way finding

4.3.8.2.6. Road Safety

4.3.8.2.7. Optimisation of the current network:

4.3.8.2.7.1. Intelligent Transport Systems ("ITS")

4.3.8.2.7.2. Public transport priority measures (i.e., exclusive lanes where road-reserves allows for this)

4.3.8.2.7.3. Travel Demand Management ("TDM")

4.3.8.2.8. Maintenance:

4.3.8.2.8.1. Develop a pro-active maintenance plan for the Provincial network

4.3.8.2.8.2. Develop a comprehensive road-condition monitoring system

4.3.8.2.8.3. Including public transport infrastructure

4.3.8.2.8.4. Including Freight.

4.3.8.3. Strategic Public Transport Network Plan

In addition to setting out the network (key corridors and nodes), the following needs to be addressed:

4.3.8.3.1. All the applicable regulatory requirements, including the amendments and expansions to the regulations.

4.3.8.3.2. Safety & security on public transport modes and facilities.

4.3.8.3.3. Develop common information, timetables, trip planning tools and suggest communication platforms to share this information.

4.3.8.3.4. Focus on economic activities within Gauteng.

4.3.8.3.5. Challenges facing the industries.

4.3.8.3.6. Scholar transport & people with special needs, in line with National Policy and Legislation.

4.3.8.3.7. Minimum requirements, norms, and standards.

4.3.8.4. Freight Logistics Plan including the review of the Freight Strategy:

4.3.8.4.1. The major freight logistics routes, corridors, hubs, and nodes (update of the 2013 priority list of GSRN supporting freight and logistics nodes).

4.3.8.4.2. Expected (modelled) utilisation of these freight logistics routes, corridors, hubs, and nodes.

4.3.8.4.3. Freight statistics.

4.3.8.4.4. Identification of bottlenecks and capacity issues.

4.3.8.4.5. Proposals to improve throughput through these nodes.

4.3.8.4.6. Identification of infrastructure and operational problems at current overload control facilities and proposals to improve these facilities.

- 4.3.8.4.7. Projects by the Provincial Government and those by other Government institutions to improve the current situation.
- 4.3.8.5. **Rail Network and Rail Services Plan**
 - 4.3.8.5.1. Statistics and information on the current and future planned railway networks and rail services, as well as the utilization thereof
 - 4.3.8.5.2. An assessment of the railway systems and the rail transport services
 - 4.3.8.5.3. The rail expansion and railway improvement projects
 - 4.3.8.5.4. Information on railway stations including the upgrade and improvement of facilities and infrastructure
 - 4.3.8.5.5. New railway services and infrastructure
 - 4.3.8.5.6. Actions and projects by the GDRT aimed at promoting the use of rail transport.
- 4.3.8.6. **Non-motorised Transport ("NMT") Plan**

Plans and projects dedicated to improving the NMT facilities and to promote the increased use of NMT.
- 4.3.8.7. Airports and Aviation Plan
 - 4.3.8.7.1. A plan dealing with the international and other airports in the Province, as well as how they are linked within and outside the Province.
 - 4.3.8.7.2. Plans and projects aimed at linking the landside of the major airports with the land-transport and public transport systems within the Province.
- 4.3.9. **Governance Structures and Institutional Arrangements**
 - 4.3.9.1. Proposals around institutional structures to ensure monitoring, adjustments, and implementation of the ITMP25
 - 4.3.9.2. Regulatory Framework
 - 4.3.9.3. Law Enforcement
 - 4.3.9.4. Enforcement of Permits and Permissions
 - 4.3.9.5. Transport information and data management (standards, data structures, database management).

4.3.10. Digitalisation Framework

- 4.3.10.1. The Digitalisation Framework will be developed as the driving force behind digital transformation and support the implementation of smart mobility, placing technology as the enabler for integration of different modes of transport to create the seamless mobility of people, goods, and services in the Province.
- 4.3.10.2. The Service Provider shall develop the Digitalisation Framework for the Province that is underpinned by the Growing Gauteng Together through Smart Mobility strategy.
- 4.3.10.3. The Digitalisation Framework shall form a blueprint for smart mobility in the Province, and shall include the following deliverables:
 - 4.3.10.3.1. The framework
 - 4.3.10.3.2. The implementation plan including actions, schedule, and short-term budgets
 - 4.3.10.3.3. Interim 5-year projects
 - 4.3.10.3.4. Long-term projects
- 4.3.10.4. The finalised and approved Digitalisation Framework shall be included as a chapter in the reviewed ITMP25.
- 4.3.10.5. The Digitalisation Framework shall consider, but not be limited to, the following factors:
 - 4.3.10.5.1. Leadership, vision, stakeholders, and value proposition;
 - 4.3.10.5.2. The four (4) pillars, and applicable sub-pillars, of the Growing Gauteng Together through Smart Mobility 2030 strategy;
 - 4.3.10.5.3. The assimilation of the digitalisation strategy with the other parts of the integrated transport master plan;
 - 4.3.10.5.4. Current realities in the Province and digital transformation;
 - 4.3.10.5.5. The current implementation of an intelligent transport system;
 - 4.3.10.5.6. The current global innovation in products and services;
 - 4.3.10.5.7. Data strategy;
 - 4.3.10.5.8. Value creation for all stakeholders;
 - 4.3.10.5.9. The implementation of a unified branding for transportation in the Province;

- 4.3.10.5.10. Information and communication technology infrastructure;
- 4.3.10.5.11. The concept of Gauteng Global City Region ("GGCR");
- 4.3.10.5.12. The concept of Smart Province;
- 4.3.10.5.13. The concept of "open data" and how it can benefit transportation in the Province;
- 4.3.10.5.14. Information and communication technology architecture;
- 4.3.10.5.15. Governance and standards;
- 4.3.10.5.16. Cyber security and protection of personal information;
- 4.3.10.5.17. Fourth Industrial Revolution ("4IR");
- 4.3.10.5.18. Culture and organizational structures;
- 4.3.10.5.19. Legislative, regulatory, and compliance universe; and
- 4.3.10.5.20. Both the Interim 5-Year Implementation Plan as well as the overall ITMP25.

4.3.11. Implementation Plan

- 4.3.11.1. The short-term budgets, actions, and projects to implement the plan.

4.3.12. Financial and Funding Plan

- 4.3.12.1. Possible Funding Solutions, including but not limited to:
 - 4.3.12.1.1. MTEF funding
 - 4.3.12.1.2. Current & future public transport subsidies ("PTOG")
 - 4.3.12.1.3. Income from tolling of roads
 - 4.3.12.1.4. Funding through Public Private Partnerships ("PPP")
 - 4.3.12.1.5. Funding from development institutions such as, inter alia, Development Bank of Southern Africa ("DBSA"), and Industrial Development Corporation ("IDC")
 - 4.3.12.1.6. Bulk services contributions from developers

4.3.13. Communication and Marketing Plan

- 4.3.13.1. Development of a communication strategy

- 4.3.13.2. Develop a stakeholder communication plan including identification of all role players, consultative forum or any other area or group specific forums that have been created.
- 4.3.13.3. Create different marketing platforms to communicate with stakeholders, and management thereof.
- 4.3.13.4. Adherence to all TAG corporate identity and branding guidelines.
- 4.3.13.5. All marketing and communications elements that are to be developed by the Service Provider must be approved by TAG prior to distribution or sharing of such material with affected parties.

- 4.3.14. **Consultation**
 - 4.3.14.1. The Steering Committee will assist the Service Provider in setting up a Consultative Forum, consisting of representation of all spheres of Government, transport entities and agencies, commuters, operators, and organised labour. The brief of this forum is to:
 - 4.3.14.1.1. Liaise with and make recommendations to the Steering Committee to enhance their work; and
 - 4.3.14.1.2. Discuss the quarterly report of the Steering Committee to the MEC.

 - 4.3.14.2. The Service Provider shall consult with interested and affected parties as required for the undertaking and completion of the works required under this RFP. This consultation must be agreed with TAG and will include arranging meetings as required, consultation and recording of minutes thereof, designing and printing documentation and communication elements (in accordance with communications strategy), preparation and placing of advertisement to give notice of any meetings or open days, and facilitation and management of meetings or open days.
 - 4.3.14.3. These interested and affected parties may include the following:

- 4.3.14.3.1. Public transport planning authorities, operators, and other strategic stakeholders for rail, as well as road-based public transport in the Province.
- 4.3.14.3.2. Freight transport planning authorities, operators, and other strategic stakeholders for rail, as well as road-based freight transport in the Province.
- 4.3.14.3.3. Planning of both intra-provincial and interprovincial long-distance services and in the case of interprovincial transport, consultation with MEC's of the other provinces concerned.
- 4.3.14.3.4. The Gauteng Department of Roads and Transport ("GDRT").
- 4.3.14.3.5. Airports Company South Africa ("ACSA")
- 4.3.14.3.6. Passenger Rail Agency of South Africa ("PRASA")
- 4.3.14.3.7. South African National Roads Agency Limited ("SANRAL")
- 4.3.14.3.8. South African Local Government Association ("SALGA")
- 4.3.14.3.9. Gautrain Management Agency ("GMA")

4.3.15. Project Management

- 4.3.15.1. The Service Provider must propose a suitable management structure for the project, with a single point project manager or management committee reporting to the Steering Committee.
- 4.3.15.2. The Service Provider will be responsible to prepare a project management plan for the project, which must be updated on a three-monthly basis for the duration of the project.
- 4.3.15.3. The project plan must be accompanied by monthly progress reports.
- 4.3.15.4. The project management plan and progress reports must address major project management topics, including time, cost, quality, and scope.
- 4.3.15.5. The project management plan must address topics in more detail, including but not limited to milestones and progress thereof agreed with TAG, stakeholder engagement planning and progress, highlighting project risks and possible mitigation measures. The project manager should be qualified for this task.

4.4. Supplier Development, and Skills Transfer

The Service Provider, in delivering the works articulated in this RFP is required to further provide the following:

4.4.1. Economic Empowerment

4.4.1.1. Preparation and execution of measurable Development initiatives that promote and maximize the Socio-Economic Development and B-BBEE objectives of the TAG through the execution of the works required by this RFP.

4.4.1.2. As a contractual condition, Bidders must subcontract a minimum portion of 30% of the contract value of the proposed works to one or more of the following targeted enterprises that are capable and registered on the National Treasury Central Supplier Database ("CSD"):

4.4.1.2.1. an Emerging Micro Enterprises ("EMEs"), and/or

4.4.1.2.2. a Qualifying Micro Enterprises ("QSEs"), and/or

4.4.1.2.3. an EME or QSE which is at least 51% owned by black people, and/or

4.4.1.2.4. an EME or QSE which is at least 51% owned by black people who are youth, and/or

4.4.1.2.5. an EME or QSE which is at least 51% owned by black people who are women, and/or

4.4.1.2.6. an EME or QSE which is at least 51% owned by black people with disabilities, or

4.4.1.2.7. an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships, and/or

4.4.1.2.8. a cooperative which is at least 51% owned by black people, and/or

4.4.1.2.9. an EME or QSE which is at least 51% owned by black people who are military veterans.

4.4.1.3. In addition to the bid, bidders are required to submit as part of their bid submission a methodology for developing small, medium, and micro-sized enterprises ("SMMEs"), which they would subcontract

following section 4.4.1.2 of this RFP, along with a list of proposed strategies to accomplish this.

- 4.4.1.4. For a Service Provider to perform successfully under the contract, it must meet its compliance and supplier development commitments, failing which might result in penalties as per the contract.

4.4.2. Skills Transfer

- 4.4.2.1. Preparation and execution of a program of measurable skills transfer to TAG staff on all services to be provided under this RFP. This includes the preparation and submission of all records and documentation pertaining to implementation of this programme.

5. CONTRACT DURATION

- 5.1. The services as set out in Sections 3 to 8 of this RFP must be rendered over a period of not more than eighteen (18) months for the delivery of all deliverables and final reports as required by this RFP, with the anticipated completion dates being as follows:
 - 5.1.1. Interim 5-Year Implementation Plan - Not more than 6 months
 - 5.1.2. 25-Year Integrated Transport Master Plan - Not more than 18 months

6. PROJECT DELIVERABLES

6.1. Interim 5-Year Implementation Plan

- 6.1.1. Scan of existing integrated and applicable sector plans
- 6.1.2. Assessment of current realities, problems, and issues
- 6.1.3. Consultation (mainly through the Consultative Forum)
- 6.1.4. High level Integrated Transport Vision and Objectives
- 6.1.5. Confirmation of urgent interventions and projects for implementation in the short-term

- 6.1.6. Project scoping and cost estimates, where applicable and not already available
- 6.1.7. Financial and funding strategy
- 6.1.8. Provide project management assistance to the GDRT.

6.2. Twenty Five-Year Integrated Transport Master Plan (ITMP25)

- 6.2.1. Inception Report
- 6.2.2. Environmental Scan
- 6.2.3. Assessment of Current Realities
- 6.2.4. Economic Development Scenario Planning
- 6.2.5. Modelling
 - 6.2.5.1. Demographics
 - 6.2.5.2. Land-use (update)
 - 6.2.5.3. Transport Demand Forecasting (update vs. full modelling)
- 6.2.6. Finalisation of Vision and Objectives
- 6.2.7. Land Use Plan
- 6.2.8. Integrated Transport Master Plan
 - 6.2.8.1. Road Network Plan
 - 6.2.8.2. Strategic Public Transport Network Plan
 - 6.2.8.3. Freight Logistics Plan
 - 6.2.8.4. Rail Network Plan
 - 6.2.8.5. Non-motorised Transport Plan
 - 6.2.8.6. Aviation Plan
- 6.2.9. Governance Structures and Institutional Arrangements
- 6.2.10. Digitalisation Framework
- 6.2.11. Implementation Plan
- 6.2.12. Financial and Funding Plan
- 6.2.13. Communication and Marketing Plan
- 6.2.14. Public Participation and Consultation.

7. PROJECT ADMINISTRATION AND REPORTING

- 7.1. The management of the project will be as follows;
 - 7.1.1. TAG will appoint a Steering Committee consisting of individuals from the industry with experience and knowledge of the various fields applicable to this study. They will act as a sounding board for the Service Provider and their proposals and provide guidance. They will function under the chairmanship of the Chief Executive Officer ("CEO") of TAG. The intention is that they meet once a month with the Service Provider.
 - 7.1.2. To ensure maximum input and buy-in from the various role players and stakeholders in the industry, from the three spheres of Government and the private sector, including the commuters. It is essential that communication and consultation structures are created and maintained throughout the process.
 - 7.1.3. It is suggested that a Consultative Forum is established by the Service Provider to facilitate such a structure. The Steering Committee will assist the Service Provider in setting up the Consultative Forum.
- 7.2. The Service Provider shall be responsible for all project administration and reporting as required for the execution and completion of the works articulated in Section 4 of this RFP. This project administration and reporting shall include the following minimum requirements:
 - 7.2.1. Preparation and submission of a project inception report that includes a stakeholder management plan.
 - 7.2.2. Submission of monthly progress reports to the Steering Committee coupled with actual deliverables required in this RFP, including reporting on possible delays and causes thereof, issues, risks, project cashflows, supplier development initiatives, and progress on skills transfer to TAG staff.
 - 7.2.3. Preparation and submission of Microsoft PowerPoint presentations for all reports and documentation to be produced under this RFP.
 - 7.2.4. Creating and maintaining a Level 4 Microsoft Project programme that combines all project workstreams and interdependencies thereof.

- 7.2.5. Coordinating, administrating, and managing monthly project progress meetings including recording and distributing all project data, information, and documentation required.
- 7.2.6. Identification of key risks in project delivery and engaging the TAG accordingly.
- 7.2.7. Preparation and submission of all project reports and deliverables for review and sign-off by the TAG.
- 7.2.8. Preparation and submission of a project close-out report.
- 7.2.9. All reports and submissions to TAG and the Steering Committee shall be in both native format (soft copy) as well as in PDF format, including final deliverables.

8. FORMAT OF THE FINAL REPORT

The Service Provider shall deliver the final report documents (Executive Summary, Main Report and Annexures) as follows:

- 8.1. The final report documents must be delivered in both native format (Microsoft Word), PDF format and in Microsoft PowerPoint presentation.
- 8.2. The Service Provider must complete the graphic design and layout (aligned to TAG corporate identity manual) of the free-standing Executive Summary of the final report, for approval by TAG, according to the following guideline and minimum specification:

8.2.1. Design

- 8.2.1.1. Graphic design, artwork and presentation of content including mock-up of full colour document with text, pictures, graphs, and tables according to TAG corporate identity.
- 8.2.1.2. Use of photography relevant to report themes and objectives.
- 8.2.1.3. Complete and finalised artwork to be provided by the Service Provider.

8.2.2. Layout

- 8.2.2.1. Layout of the front and back pages.
- 8.2.2.2. Layout of the content pages.

8.2.2.3. Section starters.

8.2.2.4. Photographic renditions.

8.2.2.5. All other charts, graphs, and tables, with attention to detail as above.

8.2.3. Production (printing upon approval of the design and layout)

8.2.3.1. Print the Executive Summary report to the required specifications, within the stipulated timeframe and considering regular amendments to the report drafts as may be requested.

8.2.3.1.1. Print 100 copies of the Executive Summary report, which should not be more than 48 pages each, which will include photos, illustrations, maps, and diagrams. This will be for high level communication with stakeholders and role players.

8.2.3.2. Document size: A4

8.2.3.3. Inner and outer colours: Full colour

8.2.3.4. Binding: Perfect bound and section sewn

8.2.3.5. Paper size (cover): 300gsm Heaven 42 Soft Matt white paper for cover

8.2.3.6. Paper size (inner): 170gsm Heaven 42 Soft Matt white paper for content

8.3. The electronic copies of native digital files and print-ready and mobile-friendly PDF files from the document graphic designer shall be delivered to TAG in USB Flash Drives with the final report documents.

9. DOCUMENTS TO BE PROVIDED TO SUCCESSFUL SERVICE PROVIDER

9.1. The successful bidder will be provided with the following:

9.1.1. Existing EMME transport demand model and current CSIR Models and formats;

9.1.2. Transport Demand Models developed by cities, Gautrain etc., which should be reviewed, and relevant components incorporated where deemed necessary.

9.1.3. The ITMP25 document;

9.1.4. The current PLTF of Gauteng;

9.1.5. The Business Plan of the TAG;

9.1.6. The Annual Report of the Department of Roads and Transport (2020/21 year);

- 9.1.7. Various policy documents of the Department of Roads and Transport;
- 9.1.8. The Minister has published the National Land Transport Strategic Framework for the five-year period 2017 to 2022 in the Government Gazette of 17 February 2017 (No. 40621);
- 9.1.9. Growing Gauteng Together 2030; and
- 9.1.10. Growing Gauteng Together through Smart Mobility 2030.
- 9.2. Any other relevant information that resides with the TAG will be provided on request.
- 9.3. The Service Provider shall be responsible for sourcing any other applicable legislation, codes, standard, specifications, and reference documents required for the execution of the scope contained in this RFP.

10. SUBMISSION CRITERIA

Bidders are required to provide the following information that forms part of the bid evaluation.

- 10.1. Qualifications and Certification of proposed individuals:

Bidders must submit CVs and copies of qualifications and applicable certifications for all proposed individuals who will be made available to review, prepare and update the ITMP25 as well as the GTIP5.

- 10.1.1. The team must consist of the following key individuals:
 - 10.1.1.1. Project Manager;
 - 10.1.1.2. Spatial and Land-use Planning Specialist;
 - 10.1.1.3. Public Transportation Planning Specialist;
 - 10.1.1.4. Intelligent Transport System Specialist;
 - 10.1.1.5. Rail Network Planning Specialist;
 - 10.1.1.6. Rail Operations Specialist;
 - 10.1.1.7. Demand Modelling Specialist
 - 10.1.1.8. Transport Modelling Specialist;
 - 10.1.1.9. Aviation Specialist;
 - 10.1.1.10. Sustainable Transport Specialist;

- 10.1.1.11. Institutional Development Specialist;
- 10.1.1.12. Public Liaison Specialist;
- 10.1.1.13. Road Network Planning Specialist;
- 10.1.1.14. Travel Demand Management Specialist;
- 10.1.1.15. Freight Logistics Specialist;
- 10.1.1.16. GIS Modelling and Mapping Specialist;
- 10.1.1.17. Economic Modelling Specialist;
- 10.1.1.18. Financial and Funding Plan Specialist;
- 10.1.1.19. Transport Infrastructure Maintenance and Monitoring Specialist;
- 10.1.1.20. Marketing and Communications Specialist;
- 10.1.1.21. Document and Graphic Designer;
- 10.1.1.22. Environmental Engineering Specialist; and
- 10.1.1.23. Digital Transformation Specialist

10.1.2. These CVs must explicitly demonstrate the qualifications, certification, and specific work experience of each individual in the provision of the required area of expertise as per the requirements of this RFP including, but not limited to the following requirements:

- 10.1.2.1. **Qualifications of proposed individuals**
- 10.1.2.1.1. **Project Manager**

The qualifications of the Project Manager who will be responsible for the oversight, coordination, and integration of all deliverables required for the conclusion of the scope of work articulated in Sections 3 to 8 of this RFP must include:

- 10.1.2.1.1.1. Bachelor's degree (BSc/BEng/BTech) in Civil Engineering, Transportation, or Town/Urban Planning; and
- 10.1.2.1.1.2. Project Management qualification (B/BTech in Project Management)

10.1.2.1.2. Key Technical and non-Technical Personnel

The qualifications of the proposed key technical and non-technical personnel who will be responsible for the preparation of the GTIP5 and ITMP25 as articulated in Section 4 of this RFP must include, but not limited to the following requirements:

- 10.1.2.1.2.1. Spatial and Land-use Planning Specialist – Bachelor's degree (BSc/BEng/BTech) in Town/Urban Planning;
- 10.1.2.1.2.2. Public Transportation Planning Specialist – Bachelor's degree (BSc/BEng/BTech) in Civil Engineering;
- 10.1.2.1.2.3. Intelligent Transport System Specialist – Bachelor's degree (BSc/BEng/BTech) in Engineering;
- 10.1.2.1.2.4. Rail Network Planning Specialist - Bachelor's degree (BSc/BEng/BTech) in Civil Engineering;
- 10.1.2.1.2.5. Rail Operations Specialist – Bachelor's degree (BSc/BEng/BTech) in Engineering or Commerce;
- 10.1.2.1.2.6. Demand Modelling Specialist - Bachelor's degree (BSc/BEng/BTech) in Engineering or Commerce;
- 10.1.2.1.2.7. Transport Modelling Specialist – Bachelor's degree (BSc/BEng/BTech) in Engineering;
- 10.1.2.1.2.8. Aviation Specialist - Bachelor's degree (BSc/BEng/BTech) in Engineering, Aviation, Aeronautical or Aerospace Engineering;
- 10.1.2.1.2.9. Sustainable Transport Specialist – Bachelor's degree (BSc/BEng/BTech) in Civil Engineering;
- 10.1.2.1.2.10. Institutional Development Specialist – Bachelor's degree in Law and admitted by High Court as an Attorney/Advocate (with Pupillage);
- 10.1.2.1.2.11. Public Liaison Specialist – Bachelor's Degree in Public Administration, Political Sciences, Communication Management or related Sciences;
- 10.1.2.1.2.12. Road Network Planning Specialist - Bachelor's degree (BSc/BEng/BTech) in Civil Engineering;
- 10.1.2.1.2.13. Travel Demand Management Specialist - Bachelor's degree (BSc/BEng/B/BTech) in Engineering or Commerce;

- 10.1.2.1.2.14. Freight Logistics Specialist - Bachelor's degree (BSc/BEng/B/BTech) in Transportation, Commerce or Transport Economics;
- 10.1.2.1.2.15. GIS Modelling and Mapping Specialist - Bachelor's degree (BSc/BEng/BTech) in Geomatics or Geographical Information Systems ("GIS");
- 10.1.2.1.2.16. Economic Modelling Specialist - Bachelor's degree (B/BTech) in Commerce or Finance;
- 10.1.2.1.2.17. Financial and Funding Plan Specialist - Bachelor's degree (B/BTech) in Commerce or Finance;
- 10.1.2.1.2.18. Transport Infrastructure Maintenance and Monitoring Specialist - Bachelor's degree (BSc/BEng/BTech) in Civil Engineering;
- 10.1.2.1.2.19. Marketing and Communications Specialist – Bachelor's degree in Marketing, Communications or related Sciences;
- 10.1.2.1.2.20. Document Graphic Designer – Diploma in Graphic Design;
- 10.1.2.1.2.21. Environmental Engineering Specialist – Bachelor's degree in Engineering, Chemistry or Environmental Science; and
- 10.1.2.1.2.22. Digital Transformation Specialist – Bachelor's degree in Engineering, Computer Science, or Information Systems/Technology.

10.1.2.2. Certification of proposed individuals

10.1.2.2.1. Project Manager

The certification of the Project Manager who will be responsible for the oversight and coordination, and integration of all deliverables required for the conclusion of the scope of work articulated in Sections 3 to 8 of this RFP must include:

- 10.1.2.2.1.1. Professional registration with the Engineering Council of South Africa ("ECSA") or the South African Council for Planners ("SACPLAN"); and
- 10.1.2.2.1.2. Project Management Professional ("PMP") Certification

10.1.2.2.2. Technical and non-Technical Personnel

The certification of the proposed key technical and non-technical personnel who will be responsible for the preparation of the GTIP5 and ITMP25 as articulated in Sections 3 to 8 of this RFP must include the following minimum requirements:

- 10.1.2.2.2.1. Spatial and Land-use Planning Specialist – Professional registration with SACPLAN;
- 10.1.2.2.2.2. Public Transportation Planning Specialist – Professional registration with ECSA or equivalent;
- 10.1.2.2.2.3. Intelligent Transport System Specialist – Professional registration with ECSA or equivalent;
- 10.1.2.2.2.4. Rail Network Planning Specialist - Professional registration with ECSA or equivalent;
- 10.1.2.2.2.5. Rail Operations Specialist – Professional registration with ECSA or equivalent professional registration in Commerce or Finance;
- 10.1.2.2.2.6. Demand Modelling Specialist - Professional registration with ECSA or equivalent professional registration in Commerce or Finance;
- 10.1.2.2.2.7. Transport Modelling Specialist – Professional registration with ECSA or equivalent;
- 10.1.2.2.2.8. Aviation Specialist - Professional registration with ECSA or equivalent;
- 10.1.2.2.2.9. Sustainable Transport Specialist – Professional registration with ECSA or equivalent;
- 10.1.2.2.2.10. Institutional Development Specialist – Registration with the Legal Practice Council ("LPC") or Corporate Council Association of South Africa ("CCASA");
- 10.1.2.2.2.11. Road Network Planning Specialist - Professional registration with ECSA or equivalent;
- 10.1.2.2.2.12. Travel Demand Management Specialist - Professional registration with ECSA or equivalent professional registration in Commerce or Finance;

- 10.1.2.2.2.13. Freight Logistics Specialist - Membership registration with Chartered Institute of Logistics and Transport ("CILT") or equivalent;
- 10.1.2.2.2.14. GIS Modelling and Mapping Specialist – Registered with South African Geomatics Council ("SAGC");
- 10.1.2.2.2.15. Economic Modelling Specialist – Professional registration in Commerce or Finance;
- 10.1.2.2.2.16. Financial and Funding Plan Specialist - Professional registration in Commerce or Finance;
- 10.1.2.2.2.17. Transport Infrastructure Maintenance and Monitoring Specialist - Professional registration with ECSA or equivalent;
- 10.1.2.2.2.18. Marketing and Communications Specialist – Professional registration in Marketing or Communications with Marketing Association of South Africa ("MASA) or South African Communications Industries Association ("SACIA") or equivalent;
- 10.1.2.2.2.19. Environmental Engineering Specialist – Professional registration with ECSA or South African Council for Natural Scientific Professions ("SACNASP")

10.2. Experience of Key Personnel

10.2.1. Project Manager

- 10.2.1.1. Ten (10) years' experience in oversight and coordination of projects with a scope that includes requirements to be managed under this RFP. During these ten (10) years the project leader should have accumulated all but not limited to the following experience:
 - 10.2.1.1.1. Five (5) years' experience in contract management.
 - 10.2.1.1.2. Five (5) years' experience in transportation planning projects.
 - 10.2.1.1.3. Five (5) years' experience in transport infrastructure projects.
 - 10.2.1.1.4. Five (5) years' experience in project risk management.
 - 10.2.1.1.5. Five (5) years' experience in project scheduling including compilation, monitoring, and controlling, updating, and re-baselining of project programmes.

10.2.2. Key Technical and Non-Technical Personnel

10.2.2.1. The CVs for Key Technical and Non-Technical Personnel must explicitly demonstrate specific work experience of every assigned individual in the provision of the required area of expertise as per the requirements of this RFP including but not limited to the following requirements:

- 10.2.2.1.1. Spatial and Land-use Planning Specialist – Ten (10) years' experience in integrated land-use/development planning including policy planning and strategy development;
- 10.2.2.1.2. Public Transportation Planning Specialist – Ten (10) years' experience in development of integrated transport master plans;
- 10.2.2.1.3. ITS Specialist – Ten (10) year' experience in projects aimed at innovation and implementation of Intelligent Transport Systems and solutions;
- 10.2.2.1.4. Rail Network Planning Specialist – Ten (10) years' experience in rail network planning;
- 10.2.2.1.5. Rail Operations Specialist – Ten (10) years' experience in rail operations and performance management systems;
- 10.2.2.1.6. Demand Modelling Specialist – Ten (10) years' experience in demand modelling in public transportation;
- 10.2.2.1.7. Transport Modelling Specialist – Ten (10) years' experience in the review, development, testing, and application of transport demand models;
- 10.2.2.1.8. Aviation Specialist – Ten (10) years' experience in aviation planning projects;
- 10.2.2.1.9. Sustainable Transport Specialist – Ten (10) years' experience in the development of sustainable transport strategies and plans;
- 10.2.2.1.10. Institutional Development Specialist – Fifteen (15) years' experience in consulting work on public management and administration, public sector restructuring and legal, regulatory, and institutional arrangements within the transport sector;

- 10.2.2.1.11. Public Liaison Specialist – Ten (10) years' experience in facilitating stakeholder consultation process, involving a full range of public and private sector players;
- 10.2.2.1.12. Road Network Planning Specialist – Ten (10) years' experience in road planning and the development of road network development plans;
- 10.2.2.1.13. Travel Demand Management Specialist - Ten (10) years' experience in the development of travel demand management plans;
- 10.2.2.1.14. Freight Logistics Specialist - Ten (10) years' experience in the development of freight logistics plans;
- 10.2.2.1.15. GIS Modelling and Mapping Specialist - Ten (10) years' experience in GIS modelling and mapping for land use and planning;
- 10.2.2.1.16. Economic Modelling Specialist - Ten (10) years' experience in economic modelling in the transport sector;
- 10.2.2.1.17. Financial and Funding Plan Specialist - Ten (10) years' experience in the development of financial and funding plans in the transportation sector;
- 10.2.2.1.18. Transport Infrastructure Maintenance and Monitoring Specialist - Ten (10) years' experience in the development and implementation of infrastructure maintenance and condition monitoring plans;
- 10.2.2.1.19. Marketing and Communications Specialist - Ten (10) years' experience in the design and implementation of communication strategies and plans;
- 10.2.2.1.20. Document Graphic Designer - Five (5) years' experience in conceptualization, graphic design, production and printing of documents and creative communication elements; and
- 10.2.2.1.21. Environmental Engineering Specialist - Ten (10) years' experience in the development and implementation of strategic environmental engineering programs; and
- 10.2.2.1.22. Digital Transformation Specialist – Ten (10) years' experience in digital transformation projects with a scope that includes requirements to be managed under this RFP. During these ten (10) years the project

leader should have accumulated all but not limited to the following experience:

- 10.2.2.1.22.1. Ten (10) years' experience in the development of strategic digital transformation frameworks in transportation systems.
- 10.2.2.1.22.2. Five (5) years' experience in the implementation of strategic digital transformation frameworks in transportation systems.

10.3. Company Experience and Expertise

Bidders must demonstrate company/consortium experience in the preparation of integrated transport master plans consistent with the requirements of this RFP including but not limited to the following requirements:

- 10.3.1. Fifteen (15) years' experience in project management of transportation planning projects;
- 10.3.2. Fifteen (15) years' experience in integrated development and land-use planning;
- 10.3.3. Ten (10) years' experience in development of infrastructure planning policy, and strategy;
- 10.3.4. Ten (10) years' experience in public transportation planning;
- 10.3.5. Ten (10) years' experience in Intelligent Transport Systems;
- 10.3.6. Ten (10) years' experience in rail network planning;
- 10.3.7. Ten (10) years' experience in rail operations;
- 10.3.8. Ten (10) years' experience in demand modelling;
- 10.3.9. Ten (10) years' experience in development and application of transport modelling;
- 10.3.10. Ten (10) years' experience in aviation planning;
- 10.3.11. Ten (10) years' experience in sustainable transport planning;
- 10.3.12. Fifteen (15) years' experience in design of transportation infrastructure;

- 10.3.13. Ten (10) years' experience in institutional development, regulation, and conflict resolution;
- 10.3.14. Ten (10) years' experience in road network planning;
- 10.3.15. Ten (10) years' experience in travel demand management planning;
- 10.3.16. Ten (10) years' experience in freight logistics planning;
- 10.3.17. Ten (10) years' experience in GIS modelling and mapping;
- 10.3.18. Ten (10) years' experience in economic modelling;
- 10.3.19. Ten (10) years' experience in financial and funding planning;
- 10.3.20. Ten (10) years' experience in transport infrastructure maintenance and monitoring planning;
- 10.3.21. Ten (10) years' experience in marketing and communications;
- 10.3.22. Five (5) years' experience in document graphic design;
- 10.3.23. Ten (10) years' experience in environmental engineering;
- 10.3.24. Ten (10) years' experience in stakeholder consultation and facilitation;
- 10.3.25. Five (5) years' experience in implementing supplier development aligned to B-BBEE policy;
- 10.3.26. Five (5) years' experience in skills transfer aligned to B-BBEE policy; and
- 10.3.27. Ten (10) years' experience in the developing and implementing strategic digital transformation frameworks in transportation systems.

10.4. Method Statement / Methodology

Bidders must submit a method statement/ methodology detailing the way the required scope of work as set out in this RFP will be executed and must include but not limited to the following:

- 10.4.1. A Project governance structure in the form of an organogram reflecting full alignment with the minimum requirements of this RFP, as well as the various levels of responsibility of the proposed personnel which will ensure accountability, resolution of issues, constraints and/or conflicts that affect the successful completion of the project to be delivered under this RFP;

- 10.4.2. An approach that will be adopted in execution of the services required by this RFP to ensure effective and efficient delivery of this project, and taking into consideration new challenges as articulated in Sections 3 to 8;
- 10.4.3. An approach that will be adopted in the development and implementation of the communications strategy and plan for the review and update of ITMP25 project;
- 10.4.4. An approach to risk management that will be adopted during the execution of the scope of services as articulated from Sections 3 to 8 of this RFP.
- 10.4.5. A preliminary project programme indicating execution of the services articulated in Sections 3 to 8 of this RFP;
- 10.4.6. Measurable skills transfer methodology detailing how the Bidder will transfer skills to the TAG through the execution of the requirements of this RFP; and
- 10.4.7. A supplier development methodology detailing how the Service Provider will develop the targeted Small Medium and Micro-sized Enterprises ("SMME's") through the execution of the requirements of this RFP.

11. EVALUATION CRITERIA

11.1. Stage 1 Evaluation of Bids: Mandatory administrative compliance requirements

Bidders must submit fully completed and signed Standard Bidding Documents ("SBDs") with their bids. Submitting incomplete and/or unsigned SBDs may result in disqualification of the bid.

11.2. Stage 2 of Evaluation of Bids: Functionality/ Technical Evaluation:

- 11.2.1. Bidders will be evaluated on the contents of their bid submission that must demonstrate full understanding and alignment to the requirements of this RFP.

The functionality (technical proposal) will be evaluated and scored out of 100 (one hundred) points, with a minimum threshold of seventy-five (75) points.

- 11.2.2. The functionality of the bids will be evaluated based on the criteria indicated in Table 1 below.
- 11.2.3. Submitted information will be evaluated against the criteria and weights for functionality as indicated in Table 1 below on a scale of 0 to 5; where zero (0) is "does not meet the criterion one (1) is "poor" and will receive the lowest number of points in that criterion; and five (5) is "excellent" and will receive the highest number of points in that criterion. Inadequate or no information provided will attain a score of zero.
- 11.2.4. The weight of each sub-criteria represents total points obtainable, therefore if a Bidder submits as per the minimum requirements presented in Section 10 of the RFP, 75% of the total weight indicated in Table 1 will be applicable.
- 11.2.5. The maximum attainable points are 100.
- 11.2.6. Bids that do not meet or better this minimum threshold score will not be evaluated further.

Table 1: Evaluation Criteria

Evaluation Criteria	Weight
1. Qualifications of Proposed Key Individuals (14) <i>(as per Section 10.1 of this RFP)</i> <ol style="list-style-type: none"> a) Project Manager (1.5) b) Technical and Non-Technical Lead Personnel (12.5) <ul style="list-style-type: none"> • Spatial and Land-use Planning Specialist (1) • Public Transportation Planning Specialist (1) • Intelligent Transport System Specialist (0.5) • Rail Network Planning Specialist (0.5) • Rail Operations Specialist (0.5) • Demand Modelling Specialist (1) • Transport Modelling Specialist (1) 	

<ul style="list-style-type: none"> • Aviation Specialist (0.5) • Sustainable Transport Specialist (0.5) • Institutional Development Specialist (0.5) • Public Liaison Specialist (0.5) • Road Network Planning Specialist (0.5) • Travel Demand Management Specialist (0.5) • Freight Logistics Specialist (0.5) • GIS Modelling and Mapping Specialist (0.5) • Economic Modelling Specialist (0.5) • Financial and Funding Plan Specialist (0.5) • Transport Infrastructure Maintenance and Monitoring Specialist (0.5) • Marketing and Communications Specialist (0.25) • Document Graphic Designer (0.25) • Environmental Engineering Specialist (0.5) • Digital Transformation Specialist (0.5) <p>2. Certification of Proposed Key Individuals (11) <i>(as per Section 10.1 of this RFP)</i></p> <p>a) Project Manager (1.5)</p> <p>b) Technical Lead Personnel (9.5)</p> <ul style="list-style-type: none"> • Spatial and Land-use Planning Specialist (0.5) • Public Transportation Planning Specialist (0.5) • Intelligent Transport System Specialist (0.5) • Rail Network Planning Specialist (0.5) • Rail Operations Specialist (0.5) • Demand Modelling Specialist (0.5) • Transport Modelling Specialist (0.5) • Aviation Specialist (0.5) • Sustainable Transport Specialist (0.5) 	25
---	----

<ul style="list-style-type: none"> • Institutional Development Specialist (0.5) • Road Network Planning Specialist (0.5) • Travel Demand Management Specialist (0.5) • Freight Logistics Specialist (0.5) • GIS Modelling and Mapping Specialist (0.5) • Economic Modelling Specialist (0.5) • Financial and Funding Plan Specialist (0.5) • Transport Infrastructure Maintenance and Monitoring Specialist (0.5) • Marketing and Communications Specialist (0.5) • Environmental Engineering Specialist (0.5) 	
<p>3. Project Experience of Proposed Key Individuals (25) <i>(as per Section 10.2 of this RFP)</i></p> <p>a) Project Manager (2)</p> <p>b) Technical and Non-Technical Personnel (23)</p> <ul style="list-style-type: none"> • Spatial and Land-use Planning Specialist (1.5) • Public Transportation Planning Specialist (1.5) • Intelligent Transport System Specialist (1) • Rail Network Planning Specialist (1) • Rail Operations Specialist (1) • Demand Modelling Specialist (1) • Transport Modelling Specialist (1) • Aviation Specialist (1) • Sustainable Transport Specialist (1) • Institutional Development Specialist (1.5) • Public Liaison Specialist (1) • Road Network Planning Specialist (1) • Travel Demand Management Specialist (1) • Freight Logistics Specialist (1) 	<p>25</p>

<ul style="list-style-type: none"> • GIS Modelling and Mapping Specialist (1) • Economic Modelling Specialist (1) • Financial and Funding Plan Specialist (1) • Transport Infrastructure Maintenance and Monitoring Specialist (1) • Marketing and Communications Specialist (1) • Document Graphic Designer (0.5) • Environmental Engineering Specialist (1) • Digital Transformation Specialist (1) 	
<p>4. Company Experience (20) <i>(as per Section 10.3 of this RFP)</i></p> <ul style="list-style-type: none"> a) Project management of transportation planning projects (1) b) Integrated development and land-use planning (1) c) Development of infrastructure planning policy, and strategy development (1) d) Public transportation planning (1) e) Intelligent Transport Systems (0.5) f) Rail network planning (1) g) Rail operations (0.5) h) Demand modelling (1) i) Transport modelling (1) j) Aviation planning (0.5) k) Sustainable transport (1) l) Design of transportation infrastructure (1) m) Institutional development, regulation, and conflict resolution (1) n) Road network planning (1) o) Travel demand management (1) 	<p>20</p>

<p>p) Freight logistics (0.5)</p> <p>q) GIS modelling and mapping (0.5)</p> <p>r) Economic modelling (1)</p> <p>s) Financial and funding planning (1)</p> <p>t) Transport infrastructure maintenance and monitoring (0.5)</p> <p>u) Marketing and communications (0.5)</p> <p>v) Document graphic design (0.5)</p> <p>w) Environmental engineering (0.5)</p> <p>x) Stakeholder consultation and facilitation (0.5)</p> <p>y) Supplier development implementation (0.25)</p> <p>z) Skills Transfer (0.25)</p> <p>aa) Digital Transformation (0.5)</p>	
<p>5. Method Statement/Methodology (30) <i>(as per section 10.4 of the RFP)</i></p> <p>a) Project Governance Structure (2.5)</p> <p>b) Approach in execution of services (10)</p> <p>c) Approach in risk management (2.5)</p> <p>d) Approach in Communication (5)</p> <p>e) Preliminary Project Programme (5)</p> <p>f) Skills Transfer Methodology (2.5)</p> <p>g) Supplier Development Methodology (2.5)</p>	30
Total	100
Minimum Threshold	75

11.2.7. Functionality Evaluation scale

11.2.7.1. The scoring methodology for Evaluation Criteria 1 and 2 related to certifications as per requirement in Section 10.1 of the RFP will be as follows:

11.2.7.1.1. where proof of certification is not submitted or does not meet the requirement, the score allocation will be zero (0).

11.2.7.1.2. where proof of certifications is submitted and meets the requirement, the score allocation will be 5 and qualifies for maximum points allocated.

11.2.7.2. The following scoring scale will be used in evaluating criteria 1, 3, 4 and 5 as per requirements in Sections 10.1, 10.2, 10.3 and 10.4 .:

Table 2: Functionality Evaluation Scale

Rating (as % weight of criterion)	Definition	Score
0 (No Response)	Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the qualifications, ability, understanding, experience, skills, resources, and methodology/quality measures required to meet the criterion, with little or no supporting evidence.	
35 (Very Poor)	Bidder's response is majorly deficient with a significant lack in meeting the criterion; Considerable reservations of the Bidder's relevant qualifications, ability, understanding, experience, skills, resources, and methodology/quality measures required to meet the criterion, with little or no supporting evidence.	1
50 (Poor)	Bidder's response is marginally deficient; Deficiency of the Bidder's relevant qualifications, ability, understanding, experience, skills, resources, and methodology/quality measures required to meet the criterion, with little or no supporting evidence.	2
75 (Good)	Bidder's response meets the criterion in full, but at a minimal level; demonstration by the Bidder of the relevant qualifications, ability, understanding, experience, skills, resources, and methodology/quality measures required to meet the criterion, with supporting evidence.	3
85 (Very Good)	Bidder's response exceeds the criterion in some aspects with minor additional benefits. Above-average, a demonstration by the Bidder of the relevant qualifications, ability, understanding,	4

	experience, skills, resource, and methodology/quality measures required to meet the criterion, with supporting evidence.	
100 (Excellent)	Bidder's response significantly exceeds the criterion; demonstration by the Bidder of the relevant qualifications, ability, understanding, experience, skills, resources, and methodology/quality measures required to meet the criterion, The proposal identifies factors that will offer potential added value, with supporting evidence.	5

11.3. Stage 3 Evaluation of Bids: Price and Preference Point System

- 11.3.1. Bids that have met the minimum threshold of seventy-five points (75) on functionality evaluation shall be evaluated further on Price and Preference Point System.
- 11.3.2. The preference point system to be applied in this Tender is 80/20.

11.4. Stage 4: Award Criteria

- 11.4.1. Given the strategic nature of this project to the overall mandate of the GMA, objective criteria as envisaged in the Preferential Procurement Policy Framework Act (PPPFA) 2000 s2(1)(f) and GMA Supply Chain management Policy (2022) may be applied as award criteria for this tender.
- 11.4.2. PPPFA s 2(1)(f), reads: "the contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer".
- 11.4.3. GMA Supply Chain Management Policy (2022) reads: "If there is an intention to apply objective criteria in terms of section 2(1)(f) of the PPPFA, the tender documents should have stated the objective criteria that would be applied"
- 11.4.4. Any of the following objective criteria may be applied as award criteria for this tender:

- 11.4.4.1. **Discrepancy in value for money** - where the difference between final scores is relatively low and the difference in functional scores is high, the award may be made to the bidder that did not score the highest total points.
- 11.4.4.2. **Risk of reduction of scope** – where the bidder with the highest points has quoted an abnormally low-priced bid, the award may be made to the bidder that did not score the highest total points.
- 11.4.4.3. **Risk of GMA incurring irregular, fruitless, and wasteful expenditure** – where results of a risk-based due diligence check on the bidder with the highest total points reveal findings that may impact successful delivery of the project, in turn, strategic objectives of the GMA, the award may be made to the bidder that did not score the highest total points.

12. PROJECT QUALITY ASSURANCE

12.1. **Project Submissions**

The Service Provider shall ensure the integration and quality of all project deliverables that are to be submitted to the TAG for review and acceptance.

12.2. **Progress Meetings/Reports**

12.2.1. The Service Provider shall make allowance for monthly project progress meetings with the TAG, as well as project Steering Committee meetings that will be held as a minimum to enable the presentation of the project deliverables as per the project programme. The TAG may require as and when meetings to discuss and minute the progress of the required services. Monthly progress reports will be required from the Service Provider five (5) working days before the next meeting of the reporting period. These reports shall include the following minimum information:

- 12.2.1.1. progress of the project activities and milestones of the reporting period
- 12.2.1.2. month look-ahead of the activities for the following reporting period
- 12.2.1.3. project cash flows
- 12.2.1.4. project risks and issues

12.2.1.5. supplier development data and progress

12.2.1.6. progress on the skills transfer to TAG staff

12.2.2. The Service Provider shall submit copies of all reviewable documentation to the TAG prior to their finalisation and milestone dates. In this regard, the Service Provider shall allow for 10 calendar days for each deliverable submitted for review by the TAG.

12.3. Submission and Distribution of Reports

12.3.1. All documentation that needs to be submitted to TAG for review and acceptance as per the works required by this RFP shall be done so as follows:

12.3.1.1. Electronic version, and PowerPoint presentation version.

12.3.1.2. The submitted documentation must be in such a format that it can be reproduced, copied, or changed by the TAG.

12.3.1.3. The submitted documentation, reports, plans, and programs will become the property of the TAG.

12.3.1.4. The stationary (templates) for all documentation to be produced in the execution of the works of this RFP must be agreed with the TAG in advance.

12.3.2. All project deliverables shall be submitted to the TAG for review and acceptance, and sign-off by the TAG project manager after receiving a mandate from the Steering Committee.

13.COSTING INSTRUCTION

13.1. The successful Bidder must execute the required services as articulated in Section 4 (Scope of Work) of this RFP optimally such that time and resources are planned, deployed, and monitored to maximum efficiency and minimum costs.

13.2. Bidders must return their bid submissions together with a pricing schedule indicating the deliverable, associated milestones to that deliverable, and associated activities to each milestone of the deliverable with associated resource and hour commitment to the activity for the scope of work and each of the deliverables articulated in Section 4 of this RFP.

- 13.3. Bidders must include in the pricing schedule, price for the development of a new "Big Data" type transport model as articulated in Section 4.3.5.2.
- 13.4. Remuneration will be payable in South African Rand (ZAR), for actual and approved invoices that will be based on each delivered project milestone. The payment milestones shall be based on the approved project schedule.
- 13.5. The Successful Bidder shall at their own cost; provide any tools, resources, and equipment required to execute the scope of services as per the requirements articulated in Section 4 of this RFP including any provisions necessary to enable the safe execution of these works during the COVID-19 regulated restrictions.
- 13.6. All claims for travel and other legitimate disbursement expenditure must be pre-approved by the TAG before they are incurred and shall be reimbursable at cost. All receipts are to be safely kept by the Service Provider. Where applicable, disbursements will be structured and paid as follows:
 - 13.6.1. Airfare, where applicable, to be calculated at economy class rates;
 - 13.6.2. car rental (class B);
 - 13.6.3. private car usage will be reimbursed according to AA- travelling rates; and
 - 13.6.4. accommodation, where applicable, will be based on a 3-star hotel or Guest house with Bed & Breakfast.
- 13.7. Disbursements will be capped at 5% of total contract value. For the purposes of bid evaluation, all bids must be submitted with a provisional sum of 5% of their total for all disbursements.
- 13.8. Remuneration will be payable in increments per completed deliverables/milestones as per the project programme referred to in Section 6.1 and 6.2 of this RFP and shall be finalised and accepted post contract award. All invoices submitted shall be processed subject to the TAG's review and acceptance of the respective project deliverables.

14. CONFIDENTIALITY

- 14.1. The Service Provider acknowledges and/or undertakes that through occupying the positions required by this RFP, the Service Provider shall have access to confidential information; that includes but is not limited to information,

documents, data, and materials of whatever nature of the parties provided in writing.

14.2. The Service Provider shall maintain the strictest confidentiality for:

- 14.2.1. all information that may reasonably be regarded as confidential, being information not in the public domain, whether such information is oral or written, recorded or stored by electronic, magnetic, electro-magnetic or other form or process, or otherwise in a machine readable form, translated from the original form, recompiled, made into a compilation, wholly or partially copied, modified, updated or otherwise altered, originated or obtained by, or coming into the possession, custody or knowledge of either party; or
- 14.2.2. any information relating to either TAG's, present and future research, analysis, compilations and studies, development of any system, business or financial activity, product, services, market opportunities, existing and potential customers and clients, marketing or promotion of any products, product pricing, contractual arrangements, technical knowledge, strategic objectives and planning, data, plans, designs, drawings, software or hardware, know-how, methods, trade secrets, trademarks, techniques, functional and technical requirements and specifications, financial statements, budgets, costs and financial projections, accounting procedures or financial information, including know how and Trade Secrets relating to the operation of the TAG.

15. DECLARATION OF INTEREST

- 4.1. Bidders must submit a declaration of any conflict of interest, any other involvement in the TAG and the Department of Roads and Transport, as well as any other conflicts arising from awarding of pending bids that may affect the discharge of their responsibilities in this RFP. This declaration must be completed in **Annexure 1** of this RFP.

16. COMPLIANCE TO THE PROTECTION OF PERSONAL INFORMATION ACT ("POPI Act")

16.1. Definitions

16.1.1 **"Data"** means all data, information, texts, drawings, and other records, which are embodied in any medium, and will include, but not be limited to, Personal Information and Electronic Data;

16.1.2 **"Data Subject"** means any persons to whom personal information relates;

16.1.3 **"Personal Information"** shall mean the race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person; information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person whether the information is recorded electronically or otherwise;

16.1.4 **"POPI Act"** means the Protection of Personal Information Act 4 of 2013, as amended from time to time; and

16.1.5 **"Processing"** means any operation or set of operations, including collecting, recording, organising, storing, updating, modifying, retrieving, consulting, using, disseminating, analysing, or studying data, including the copying, transmission, distribution or making available to any third party in any form, merging, linking, as well as blocking, erasing, or destroying any such data; and the words: "Process" and "Processed" will have corresponding meanings.

16.2 Bidders' Consent

16.2.1 The Gautrain Management Agency ("GMA") collects information directly from the bidders when submitting the Personal Information of the Data Subject during the submission of the bids. The bidders understand and agree that all information provided, whether personal or otherwise, may be used and processed by the GMA.

16.2.2 The Bidders' consent to the GMA collecting and processing the Personal Information pursuant to any of the GMA's ICT policies in place insofar as Personal Information of the Data Subject is contained in relevant electronic communications.

16.2.3 The GMA respects the right to privacy and therefore aims to ensure that it complies with the legal requirement of the POPI Act in collecting, processing, storing, sharing, and destroying any personal information which is provided to the GMA.

16.2.4 The GMA will only collect Personal Information submitted by the bidders, for the purposes of evaluating the submitted proposals for the relevant advertised tender, the awarding of the tender to the preferred bidder and for the purposes of fulfilling its obligations in terms of the awarded contract.

16.2.5 The bidders further agree to the disclosure of the Personal Information for any reason enabling the GMA to carry out or to comply with its business obligation insofar as it is relevant to the tender.

16.2.6 The Bidders are required to comply with the provisions of the POPI Act fully. Furthermore, where applicable, the GMA expects that the Bidders should have obtained consent from Data Subjects to release their personal information to third parties.

16.3 The GMA agrees that it will not transfer or disclose the Data Subject's Personal Information to a third party, unless where the GMA has a legal or contractual duty to disclose such information, or it is required for its legitimate business requirements and shall comply strictly with legislative stipulations in this regard.

16.4 The GMA undertakes that it has adequate controls in place to protect/safeguard the Data Subject's Personal Information it receives from the Bidders.

17. INTELLECTUAL PROPERTY

17.1. Commercials produced in this project will be sole property of TAG to be used as it see fit. Any trademarks, name, copyright, and any intellectual property rights thereto, including, but not limited to, any process, know-how, formula, composition, characteristic, technology, idea, right of invention, right of design, patent, patent application rights, rights of copyright subsisting in or relating to any product, formula, composition, product packaging, container, art work, design, or package insert, and any documentation and/or material featuring or embodying a registered trademark, whether existing at the time of this contract or which may come into existence pursuant to the contract shall remain the property of the TAG.

18. BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN

18.1. Service Provider shall, for the duration of the contract, have in place a Business Continuity and Disaster Recovery Plan (BCDR Plan) in the event of a disaster or other service delivery interruptions specifically with reference to resources management, data, storage and process management and product or service delivery in terms of the contractual obligations.

18.2. In the event that Service Provider invokes its BCDR Plan in relation to an incident that could impact on its ability to discharge its contractual obligations as agreed, it shall notify Service Recipient as soon as reasonably practicable following such invocation and shall at all times keep the Service Recipient abreast of developments pertaining to such disaster.

18.3. The Service Provider shall ensure that the BCDR Plan is tested on a regular basis, and at least annually. The Service Provider shall provide the Service Recipient with a report following each test that summarizes the tests conducted and its outcomes. Where gaps or issues were identified during the

BCDR testing, the service provider shall provide the Service Recipient with a corrective plan on how and by when the gaps / issues will be addressed.

- 18.4. The Service Provider shall provide the Service Recipient with a monthly report on the progress of the remediation plan. TAG reserves the right to, at any given time and with due cause, request the Service Provider to conduct a BCDR test, or include the Service Provider in TAG's own BCDR test.

ANNEXURE 1:

DECLARATION OF INTEREST

1. For any possible conflict of interest, any other involvement with the State, as well as any other conflict of interest that may arise from the awarding of pending bids that may affect the discharge of the Bidder's responsibilities in this RFP, it is required that the Bidder or his/her authorized representatives declare to the evaluating/adjudicating authority where the Bidder is aware of any possible conflict of interest that may arise through the adjudicating authority's acceptance of the Bidder's offer.

"State" means-

- (a) any national or provincial department, national or provincial public entity or constitutional within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Note :

- i. Tick in the appropriate box in 2.1 below
- ii. Provide a supplementary sheet to indicate any additional information if necessary

2.1 I/We (name of bidder) _____
hereby declare that my/our company :

- ☐ has no interests (interests in terms of any other involvement with the State; as well as any other conflict of interest that may arise from the awarding of

pending bids) that could be prejudicial to our independence and/or our ability to discharge the responsibilities required by this RFP

- has interests (interests in terms of any other involvement with the State; as well as any other conflict of interest that may arise from the awarding of pending bids) that could be prejudicial to our independence and/or our ability to discharge the responsibilities required by this RFP. The particulars are as stated below :

3. I/We also acknowledge that I/we shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration if so required by the Transport Authority for Gauteng.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

RFP - PART C:

BIDDERS DECLARATION

All responses must be provided within the specified boxes, must comply with the word and page limits imposed and must respond to this RFP Part B in accordance with the Conditions of Tendering in this RFP Part A. All Annexures form part of the Bidders Response and must be completed in full and signed.

BIDDERS DECLARATION	
<p>I the undersigned _____ (full name) hereby certify that:</p> <p><input type="checkbox"/> I have read, understood and accept the conditions contained in this RFP.</p> <p><input type="checkbox"/> I have supplied all the required information, and all the information submitted as part of the RFP is true and correct.</p>	
NAME OF THE BIDDER	
IDENTITY NUMBER	
POSITION	
AUTHORISED SIGNATORY	

BIDDERS RESPONSE				
FULL NAME				
POSTAL ADDRESS				
PHYSICAL ADDRESS				
ENTITY REGISTRATION NUMBER				
VAT REGISTRATION NUMBER				
CONTACT PERSON'S FULL NAME				
TELEPHONE NUMBER 1	CODE		NUMBER	
TELEPHONE NUMBER 2	CODE		NUMBER	
FACSIMILE NUMBER	CODE		NUMBER	
CELLULAR PHONE NUMBER				
E-MAIL ADDRESS				
TAX CLEARANCE CERTIFICATE	YES		NO	
REGISTERED ON NATIONAL TREASURY CENTRALISED SUPPLIER DATABASE	YES		NO	
FULL NAME OF AUTHORISED SIGNATORY				
TITLE OF AUTHORISED SIGNATORY				
SIGNATURE OF AUTHORISED SIGNATORY				

DATE OF SIGNATURE	
ALTERNATIVE TENDER	<i>Word limit – [500] words</i>
Where a Bidder also submits an Alternative Tender, it must include any supplementary material, together with associated prices, which demonstrates in detail that such an alternative will fully achieve and/ or exceed all the specifications or requirements together with references as to why the alternative proposal/s may be advantageous. This should be cross-referenced to the Specification.	
CONFLICT OF INTEREST	
Provide details of any interests, relationships or clients which may give rise to a conflict of interest and the area of expertise in which that conflict of interest may arise.	<i>Complete as attached in SBD 4</i>

Register on the Central Supplier Database for Government managed by National Treasury

with effect from **1 April 2016** the Central Supplier Database (CSD) will serve as the single source of key supplier information for all spheres of government providing consolidated, accurate, up-to-date, complete and verified supplier information to procuring organs of state.

The establishment of a CSD will result in one single database to serve as the source of all supplier information for all spheres of government. The purpose of centralising government's supplier database is to reduce duplication of effort and cost for both supplier and government while enabling electronic procurement processes.

Prospective suppliers interested in pursuing opportunities within the South African Government and those that are already registered on the GMA supplier database are encouraged to **self-register** on the CSD. This self-registration application represents an expression of interest from the supplier to conduct business with the South African Government. Once submitted, your details will be assessed for inclusion on the CSD.

Access the CSD site on www.csd.gov.za

Contact National Treasury for further clarity on the process:

Email: csd@treasury.gov.za

Telephone: 012 315 5509

Bidders must submit with their proposals proof of registration on CSD. The proof of registration must indicate the following:

- CSD Supplier Number
- CSD Unique RRN

BID NO. GMA/001/22 PROVISION OF REVIEW, PREPARATION, AND UPDATE OF THE TWENTY-FIVE YEAR INTEGRATED TRANSPORT MASTER PLAN ("ITMP25") FOR THE GAUTENG PROVINCE

SBD 1 (A)

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE GAUTRAIN MANAGEMENT AGENCY					
BID NUMBER:	GMA/001/22	CLOSING DATE:	29 JULY 2022	CLOSING TIME:	11H00
DESCRIPTION	PROVISION OF REVIEW, PREPARATION, AND UPDATE OF THE TWENTY-FIVE YEAR INTEGRATED TRANSPORT MASTER PLAN FOR THE GAUTENG PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE SUBMITTED THROUGH A WEB-BASED AUTOMATED TENDER SYSTEM (ATS)					
Link address: https://eprocurement.gautrain.co.za/					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	SABELO MKWAE		CONTACT PERSON	SABELO MKWAE	
TELEPHONE NUMBER	011 086 3500		TELEPHONE NUMBER	011 086 3500	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	tenderenquiries@Gautrain.co.za		E-MAIL ADDRESS		
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS 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.					

SBD 1 (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, 2017, 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.
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-FILED 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:

SBD 3.1

PRICING SCHEDULE

Name of Bidder:	Ref Number: GMA/001/22
Closing Time: 11H00 AM	Closing Date: 29 July 2022

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

Bidders are required to submit a separate detailed price proposal.

SBD 3.2

PRICING DECLARATION

Dear Sir/Madam

After having carefully read through and examined this RFP Reference Number GMA/001/22 in its entirety together with all the provisions contained in each section of the RFP document,

We hereby offer to provide review, preparation, and update of ITMP25 for the Gauteng Province to the Gautrain Management Agency on behalf of TAG as per requirements stated in the Terms of Reference(TOR) section of the REQUEST FOR PROPOSAL document:

IN AMOUNT: R _____ (including VAT)

IN WORDS: R _____ (including VAT)

We confirm that this price covers all costs associated with the review, preparation, and update of ITMP25 for the Gauteng Province to the Gautrain Management Agency as per the requirements in the TOR.

We confirm that GMA will incur no additional costs whatsoever over and above this amount.

We undertake to hold this offer open for acceptance for a period of 90 (ninety) days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this REQUEST FOR PROPOSAL.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

**PRICE DECLARATION
(MANDATORY INFORMATION)**

I the undersigned _____ (full name) hereby
certify that:

- ☐ I have read, understood and unconditionally accept that the conditions contained in
above Section of this RFP.
- ☐ I have supplied all the required information, and all the information submitted as part
of the Pricing Section of this RFP is true and correct.

NAME OF BIDDER	
IDENTITY NUMBER	
POSITION	
SIGNATURE OF AUTHORISED SIGNATORY	

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf, the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder, member):

.....

2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder **YES/NO**

Are you or any person connected with the bidder presently employed by the state?

YES/NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES/NO**

2.7.1.1 If yes, did you attach proof of such authority to the bid document? **YES/NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.1.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members
or their spouses conduct business with the state in the previous 12 months **YES/NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have **YES/NO**
any relationship (family, friend, other) with a person employed by the state and who may
be involved with the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family,
friend, other) between any other bidder and any person employed by the state who may be
involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies whether or not they are
bidding for this contract?

2.11.1 If so, furnish particulars:

.....

.....

.....

3 Full details of director /trustees/members/shareholders.

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / PERSAL Number

DECLARATION

I, THE UNDERSIGNED (NAME).....

- ☐ CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT.
- ☐ I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF BIDDER	
IDENTITY NUMBER	
POSITION	
SIGNATURE OF AUTHORISED SIGNATORY	

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of

contribution are not claimed.

- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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 bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES	
NAME OF BIDDER	
IDENTITY NUMBER	
POSITION	
AUTHORISED SIGNATORIES OF BIDDERS	
WITNESS 1	
WITNESS 2	
DATE	
ADDRESS	

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This declaration is used by GMA in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

- 2 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.

- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

NO.	QUESTION	YES	NO
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.		
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?		
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

- ☐ CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.
- ☐ I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

NAME OF THE BIDDER	
POSITION	
AUTHORISED SIGNATORY	
DATE	

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for GMA which wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

³ 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.

I, the undersigned, in submitting the accompanying bid:

_____ (Bid Number and Description)

In response to the invitation for the bid made by:

_____ (Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid;
- or
- (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

NAME OF BIDDER	
POSITION	
AUTHORISED SIGNATORY	
DATE	

SAFETY, HEALTH AND ENVIRONMENT

REQUEST FOR INFORMATION

1. SAFETY, HEALTH AND ENVIRONMENT

1.1	Do you have a Safety, Health and Environment (SHE) policy statement?	YES/NO Please provide a copy of the policy statement
1.2	Is your SHE programme aligned or certified to comply with the OHSAS 18001 and ISO 14001 standards?	YES/NO Please provide details
1.3	Would you be prepared to have your SHE standards audited or modified according to requirements?	YES/NO Please give reasons if applicable
1.5	How do you record and classify injuries sustained during operations?	Please provide details
1.6	How do you record and classify incidents both safety and environmentally related?	Please provide details
1.9	Does your company have any Health and Safety agreements with any major unions?	Please provide details
1.10	Is your company in good standing with a Workman's Compensation Authority?	Please provide a copy of the Letter of Good Standing which includes the registration number
1.12	Does your company employ a SHE/Q Manager and who does he/she report to?	YES/NO Please provide details of experience and qualifications of this individual
1.13	What ongoing training is conducted with regard to SHE?	Please provide details
1.14	Does your company have an active Safety Committee?	Please provide details
1.15	How does your company communicate issues/targets to the employees regarding SHE?	Please provide details
1.16	Does your company have a medical surveillance programme in place?	YES/NO Please provide details,
1.17	Have the management duties in terms of the OHSA been assigned by written appointment to specific individuals within your company?	YES/NO Please provide details of appointments in place.

2. TECHNICAL AND QUALITY ASSURANCE STANDARDS

2.1	Do you have a quality policy statement and Quality manual?	YES/NO Please provide a copy of the policy statement
2.2	Is your Quality Management aligned or certified to comply with the ISO 9001:2008?	YES/NO Please provide details
2.3	Would you be prepared to have your Quality Management system audited or modified according to requirements?	YES/NO Please give reasons if applicable
2.5	How do you record and classify incidents and non-conformances related to quality?	Please provide details
2.6	Does your company employ a Quality Manager and who does he/she report to?	YES/NO Please provide details of experience and qualifications of this individual
2.7	What ongoing training is conducted with regard to Quality?	Please provide details
2.10	Are you prepared to allow personnel to access your premises to perform a technical assessment of your capabilities?	YES/NO
2.11	How many different inspection agencies have visited your premises in the last 12 months	Please provide details
2.12	Do you have dedicated quality management resources and transparent processes to ensure quality in procured materials and equipment?	YES/NO Please provide a list of the dedicated resources and a description of the quality management processes.

NAME OF BIDDER	
POSITION	
AUTHORISED SIGNATORY	
DATE	

RFP - PART D

SUPPLIER CODE OF CONDUCT

ABBREVIATIONS, TERMINOLOGIES AND DEFINITIONS

ABBREVIATIONS	DEFINITIONS
B-BBEE	Broad-Based Black Economic Empowerment Act No 53 of 2003 as amended
CEO	Chief Executive Officer
CFO	Chief Financial Officer
GMA	Gautrain Management Agency
MANCO	GMA Management Committee
PFMA	Public Finance Management Act No. 1 of 1999 as amended
PPPFA	Preferential Procurement Policy Framework Act No. 5 of 2000
SCM	Supply Chain Management

TERMINOLOGIES	DEFINITIONS
---------------	-------------

Brand Identity	Means the outward expression of a brand (which is the Gautrain) which includes its name, trademark, communication and visual appearance.
Conflict of Interest	Means a situation where a GMA official or Service Provider or Bidder is in a position of authority which requires him/her to exercise judgment or make decisions, or to participate in a body such as a committee which makes decisions, on behalf of GMA and also has (personal, financial or other) interests or obligations that might interfere with or influence the exercise of his/her judgement.
Five Pillars of Procurement	Means the holding foundation of a procurement system which are - fair, equitable, transparent, competitive and cost effective as mentioned in the Constitution of the Republic of South Africa, Act 108 of 1996, Section 217.
Purchase Order	Means a legally binding document between a GMA and a Supplier, detailing the items/services that GMA agrees to purchase at a certain price point. It also outlines the delivery date and terms of payment.
Suppliers	GMA suppliers and service providers, and their employees, agents, and subcontractors, including prospective suppliers and service providers, as well as their employees, agents, and subcontractors. (Collectively referred to as "Suppliers").
Visual Elements	Means the logo and framework or architecture which specifies how it is used.

PURPOSE OF SUPPLIER CODE OF CONDUCT

The purpose of this code of conduct is to define behaviors and actions which GMA suppliers must commit to abide by during SCM processes, and, where applicable, the discharge of their contractual obligations towards the GMA.

APPLICABILITY/SCOPE

This code of conduct is applicable to all GMA Suppliers.

PREAMBLE

Whereas the GMA is committed to SCM processes that are fair, equitable, transparent, competitive, and cost effective, and to receiving value for money from all its Suppliers; the GMA desires to outline standards to which its Suppliers are required to adhere to. The GMA further expects its Suppliers to replicate these standards further down their supply chains.

5 INTRODUCTION

The GMA aims to conduct its business in a manner that is fair, equitable, transparent, competitive and cost effective (five pillars) as underpinned by Section 217 of Constitution of the Republic of South Africa, and its core values. The five pillars are not only a prescription of standards of behavior, ethics and accountability but are a statement of GMA's commitment to a procurement system which would enable the emergence of sustainable small, medium and micro business and sustainable environment, consequently adding to the common wealth of GMA and its stakeholders.

This Code of Conduct captures the principles that the GMA expects its Suppliers to uphold. It contains globally aligned standards and guidance in each of the following areas:

- Ethics
- Labour
- Safety, Health, Environment and Quality; and
- Management Systems

6 ETHICS

Suppliers are expected to conduct their business in an ethical manner and act with integrity. Where unethical practice comes to light, a Supplier commits to taking appropriate action to report and remedy it. Ethical requirements include the following aspects without limitation:

6.1 Business Integrity

Suppliers are expected not to practice or tolerate any form of corruption, extortion, embezzlement, dishonesty, or unethical conduct of any kind. Consequently, Suppliers commit not offer or accept bribes or any other incentives that may nullify the Five Pillars of Procurement. A Supplier is expected not to donate, on behalf of the GMA, the GMA's employees/ agents/ board members, or offer or accept any gratification that may appear to be aimed at influencing a decision of the GMA or the GMA's current and potential business partners in the Supplier's favour. Suppliers are, furthermore, required to comply with all legal requirements applicable to them.

6.2 Conflict of Interest

Suppliers must avoid potential or actual conflict of interest. GMA must not deal directly or indirectly, with any Supplier with a conflict of interest that has been established. In the event of a Supplier becoming aware of any potential interest, during the course of a procurement process, negotiating the Supplier agreement or performing the Supplier's contractual obligations, the Supplier shall declare the interest to the GMA's management who shall take appropriate action to conduct a materiality assessment of the declared interest depending on the

particular circumstances of each case. Where conflict is established management shall continue to give effect to the foregoing principle.

Failure to disclose known interest by the Supplier or submitting a false declaration shall be perceived as an attempt by the Supplier to abuse GMA SCM policies and result in disqualification from the procurement process or cancellation of contract.

6.3 Fair Competition

Suppliers shall not engage in collusive bidding, price fixing, price discrimination, or other unfair trade practices not in line with fair competition and in accordance with all applicable anti-competition laws that govern the jurisdiction in which it conducts business.

6.4 Privacy and Intellectual Property

Suppliers must safeguard and maintain confidential and proprietary information or trade secrets of the GMA and use such information only for the authorised purpose. Suppliers shall, to the foregoing end, implement measures aimed at restricting access to the GMA's confidential and proprietary information to persons requiring such access for the purpose of discharging the Supplier's obligations towards the GMA.

6.5 Reputation Management

Suppliers must acknowledge the importance and relevance of the Gautrain Brand Identity (the Brand) and visual identity. Suppliers shall, to the foregoing end, follow relevant GMA policies, procedures, directions and guidelines to ensure that the Brand and corporate visual elements is reflected positively and appropriately in order to maintain a good reputation of the GMA.

7 LABOUR AND HUMAN RIGHTS

Suppliers are expected to give effect to the human rights of their employees and treat them with dignity and respect. This includes the following aspects without limitation:

7.1 Diversity and Inclusion

The GMA encourages Suppliers to provide an inclusive and supportive working environment and to exercise diversity when it comes to their employees as well as their decisions to select subcontractors. Suppliers are expected to act lawfully in this regard.

7.2 Child Labour Avoidance

The GMA does not subscribe to child labour. Suppliers must, therefore, comply with all minimum working age laws or regulations and not use child labour. Suppliers cannot employ anyone under the legal minimum working age for employment. The GMA only supports the development of legitimate workplace apprenticeship programs, for the educational benefit of young people, and will not do business with those who abuse such systems. Workers under the legal working age cannot perform hazardous work and may be restricted from night work, with consideration given to educational needs.

7.3 Freedom of Association

Suppliers must comply with all applicable laws that pertain to freedom of association and collective bargaining and will not discriminate on the basis of affiliation or non-affiliation. Suppliers will respect employees' rights to seek representation and will not disadvantage employees who act as workers' representatives.

7.4 Abuse/Harassment/Disciplinary Action

While the GMA recognizes and respects cultural differences, Suppliers are required to provide their employees a workplace free of harsh and inhumane treatment, without any sexual harassment, sexual abuse, corporal punishment or torture, mental or physical coercion or verbal abuse of employees or threat of any such treatment. Suppliers must treat all employees with respect and dignity and comply with applicable legislation on disciplinary practices.

7.5 Fair and Equal Treatment

Suppliers' terms and conditions of employment, including hiring, training, working conditions, compensation, benefits, promotions, discipline, termination or retirement are based on the individual's qualifications, performance, skills and experience.

7.6 Forced Labour

Suppliers will employ all employees on a voluntary basis and do not use any prison, slave, bonded, forced labour or engage in any other forms of slavery or human trafficking.

7.7 Working Hours

Suppliers commit to complying with all applicable laws regarding regular working hours, rest periods and overtime hours. Suppliers will not force employees to work overtime and employees will not be punished, penalised or dismissed for refusing to work overtime.

7.8 Compensation and Benefits

Suppliers will fairly compensate all employees by providing wages and benefits in accordance with all applicable laws.

8 SAFETY, HEALTH, ENVIRONMENT AND QUALITY

Suppliers are expected to provide a safe and healthy working environment and, if applicable, safe and healthy company living quarters, and to operate in an environmentally responsible and efficient manner. Suppliers will comply with all applicable laws and regulations pertaining to health, safety, environment and quality in the workplace. GMA recognizes its social responsibility to protect the environment and expects its Suppliers to share its commitment by responding to challenges posed by climate changes and working toward protecting the environment. Suppliers commit to continuously strive to improve performance in all these areas by integrating sound safety, health and quality management practices into all aspects of business without limitation:

8.1 Occupational Health and Safety

Suppliers will protect their employees from any chemical, biological and physical hazards and physically demanding tasks in the workplace as well as from risks associated with any infrastructure used by their employees. Suppliers will provide appropriate controls, safe working procedures and preventative maintenance and necessary technical protective measures to mitigate health and safety risks in the workplace.

8.2 Product Safety

Suppliers will make available material safety data sheets containing all necessary safety-relevant information for all hazardous substances and will be provided to GMA and other parties in case of legitimate need.

8.3 Resource Conservation and Climate Protection/Waste and Emissions

Suppliers will minimise or eliminate negative impact on the environment and climate at their source or by practices such as the modification of production, maintenance and facility processes, material substitution, conservation, recycling, material reutilisation, use of climate-friendly products, processes to reduce power consumption and greenhouse gas emissions. Suppliers will have systems in place to ensure safe handling, movement, storage, recycling, reuse and management of waste, air emissions and wastewater discharges. Suppliers will have systems in place to prevent or mitigate accidental spills and releases into the environment.

8.4 Quality Requirements

Suppliers will meet generally recognised or contractually agreed quality requirements in order to provide goods and services that consistently meet GMA's needs, perform as warranted and are safe for their intended use.

9 MANAGEMENT SYSTEMS

Suppliers are encouraged to fulfil the expectations set forth in this Supplier Code of Conduct by implementing management systems to facilitate compliance with all applicable laws and to promote continuous improvement and sustainability performance. Suppliers must communicate the principles set forth in this Supplier Code of Conduct to their employees and supply chains, and are expected to take disciplinary action against any of its employee or business partner, involved in discharging the Supplier's obligations towards the GMA, who acts contrary to the letter or spirit of this Code of Conduct.

Suppliers are expected to self-monitor and demonstrate their compliance with this Code of Conduct. Where non-compliance is detected, the GMA may, at its sole discretion:

- immediately remove from GMA premises, a Supplier who behaves in a manner that is inconsistent with this Code of Conduct or any GMA policy; or
- suspend any Purchase Order from the Supplier until satisfactory corrective action is implemented;
- terminate its relationship with the Supplier;
- facilitate the listing of the Supplier in the National Treasury Register of Restricted Suppliers or its equivalent; and/or
- report the Supplier to appropriate authorities or associations.

Suppliers are responsible for prompt reporting of actual or suspected fraud, corruption, theft, financial misconduct, dishonesty, or unethical conduct, relating to SCM processes in which they are involved, or the discharge of their contractual obligations towards the GMA, to the GMA's management, or the GMA's Fraud Hotline.

10 ROLES AND RESPONSIBILITIES

Responsibility	Designation	Level of Responsibility / Accountability
Accounting Officer	Chief Executive Officer (CEO)	<ul style="list-style-type: none">• The Chief Executive Officer is responsible for articulating the core values for the GMA.

Responsible Authority	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> Responsible for communicating this code to the Suppliers and providing guidance on the management of exceptions to this code. Responsible for implementing suitable systems to support the implementation of this code of conduct.
Executing Authorities	All GMA employees and Suppliers	<ul style="list-style-type: none"> Responsible for upholding and putting into action this code of conduct. Responsible for ensuring compliance and reporting non-compliance to this code of conduct.
Administrative/Revisions/Amendments Responsibility	Executive Manager: SCM	<ul style="list-style-type: none"> Responsible for the annual review of the code and/or amending of the code as necessary.
Enquiries	Chief Financial Officer (CFO)	<ul style="list-style-type: none"> Responsible for the overall management and implementation of GMA SCM policies. Proposed Corrections and/or amendments to this document must be forwarded to the Executive Manager: SCM in the Finance Department.

11 RELATED DOCUMENTS

Content of this Code of Conduct is informed by the following legal standards:

- i. The Constitution of the Republic of South Africa, act 108 of 1996, Section 217;
- ii. Occupational Health and Safety Act, 1993;
- iii. Public Finance Management Act (PFMA) of 1999;
- iv. Preferential Procurement Policy Framework Act (PPPFA) of 2000 and its related Regulations;
- v. Construction Industry Development Board Act of 2000 and its related Regulations;
- vi. Prevention and Combating of Corrupt Activities Act of 2004;
- vii. Gautrain Management Act of 2006;
- viii. Broad-Based Black Economic Empowerment Act (B-BBEE) and Codes of Good Practice of 2013 and its related Regulations;
- ix. GMA Supply Chain Management Policy;
- x. GMA Fraud Prevention and Whistle Blowing Policy;
- xi. GMA Brand Policy; and
- xii. GMA Strategic Plan for 2018/19 to 2020/21.

12. REVIEW OF THE SUPPLIER CODE OF CONDUCT

This will be reviewed as and when there are regulatory or GMA business changes which impact on the principles articulated in this document.

The bidder hereby declares to comply with the GMA Supplier Code of Conduct.

NAME OF BIDDER	
POSITION	
AUTHORISED SIGNATORY	
DATE	