



# RTIA

Road Traffic Infringement Agency

Justice in Adjudication

New Road Office Park, 10 Matuka Close, Midrand | P O Box 6341, Halfway House, 1685  
Tel: +27 87 285 0500 | Fax: 086 263 6504 | [www.rtia.co.za](http://www.rtia.co.za)

---

## Request for Quotation

Appointment of a service provider for the  
development of Rehabilitation Strategy for the  
implementation of the Rehabilitation Programme

Date: 14 JANUARY 2026

Board of Directors: Mr BM Ramokhele (Chairperson), Mr M Moloi (Registrar), Adv. NN January, Mr SJ Keswa, Prof. D Khosa,  
Dr MJ Mashinini, \*Adv. L Sakata, Adv. MLT Bilikwana (Company Secretary)

\*NPA Representative

## ***Index***

<b>Section</b>	<b>Topic</b>	<b>Page</b>
<b>1.</b>	<b>Purpose</b>	<b>3</b>
<b>2.</b>	<b>Requirements</b>	<b>3</b>
<b>3.</b>	<b>Closing date &amp; submission of quotes</b>	<b>3</b>

## 1. Purpose

The Road Traffic Infringement Agency (RTIA) herewith invites quotes from selected service providers to develop a strategy document for the implementation of the Rehabilitation Programme

## 2. Requirements

Please provide a quote for that can meet the following requirements:

A strategic framework document that provides clarity on goals, aligning teams towards a shared vision, enabling efficient resource allocation, improving decision-making, fostering adaptability, through better market positioning and proactive problem-solving.

The strategy document must provide structured roadmap, process flow for the Rehabilitation Programme.

## 3. Company experience

10.1 Bidder must have 5 - 9 years of knowledge and experience in developing Strategy document.

10.1 Companies are required to provide proof that they have facilitated/performed similar project accompanied by correspondence from references providing that such a programme was executed as well as their five (5) contactable references.

10.2 Team leaders and members should have at least minimum of 3 to 7 years and should be able provide their CVs for reference check.

## 4. Evaluation Criteria

- Service Providers will be evaluated on delivery expertise, approach and methodology, price as well as equity ownership in accordance with the RTIA's supply chain management policies which are in line with the Preferential Procurement Policy Framework 2022 (80/20) PPPFA scoring principles); and
- The contract will be awarded to the service provider obtaining the highest number of points as per the 80/20 preference points system.

Description of functions criteria	Points
Delivery Expertise and Relevant Experience	30 points
Methodology and Project Approach	30 points

References where similar services were previously provided	20 points
Qualifications and skills of resources	20 points
<b>TOTAL</b>	<b>100 points</b>
<b>Minimum required score</b>	<b>70 points</b>

Detailed functionality evaluation criteria:

#### APPLICABLE VALUES TO SCORE:

**1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent**

Detailed functionality evaluation criteria	Points
<p><b>Demonstrate working knowledge and experience in providing professional and expert services in developing Strategy document.</b></p> <p>Minimum of 5 - 9 and above year experience = 5</p> <ul style="list-style-type: none"> <li>• <i>Minimum of 7 - 8 years' experience = 4</i></li> <li>• <i>Minimum of 6 - 7 years' experience and above = 3</i></li> <li>• <i>Minimum of 5 - 6 years' experience = 2</i></li> <li>• <i>Minimum of 5 years' experience = 1</i></li> </ul>	30 points
<p><b>Provide the approach and methodology as well as demonstration of expertise:</b></p> <p>Elaborate on your normal processes, procedures and approach as well as possible tools, systems or methods you are using when developing Strategy document.</p> <ul style="list-style-type: none"> <li>• <i>5 = Over and above requirements with more than one requirement</i></li> <li>• <i>4 = Over and above requirements with one requirement</i></li> <li>• <i>3 = Comprehensive detailing both advert and response handling</i></li> <li>• <i>2 = Addressing one element</i></li> <li>• <i>1 = non-Responsive</i></li> </ul>	30 points
<b>Have at least five (5) references where similar services were previously provided detailing the nature of the contract and provide contact details:</b>	20 points

<p>List of references <b>MUST be specific</b> to Strategy and will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• <i>Provision of 5 relevant reference letters from previous clients = 5</i></li> <li>• <i>Provision of 4 relevant reference letters from previous clients = 4</i></li> <li>• <i>Provision of 3 relevant reference letters from previous clients = 3</i></li> <li>• <i>Provision of 2 relevant reference letters from previous clients = 2</i></li> <li>• <i>Provision of 1 relevant reference letter from a previous client = 1</i></li> <li>• <i>Non provision = 0 points</i></li> </ul>	
<p><b>Qualifications and Experience of project team</b></p> <p>CVs including qualifications of project team as well the respective roles they will play will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• <i>6 - 7 years and above combined experience of project team = 5</i></li> <li>• <i>5 - 6 years combined experience of project team = 4</i></li> <li>• <i>4 – 5 years combined experience of project team = 3</i></li> <li>• <i>3 – 4 years combined experience of project team = 2</i></li> <li>• <i>Less than 3 years combined experience of project team = 1</i></li> </ul>	20 points

A bidder must obtain a minimum of **70** points in the prequalification phase to progress to the next phase.

Failure to obtain **70** points will render the proposal non-responsive and no further evaluation of the next phase will be considered.

**Phase 2:** Specific goals for the tender and points claimed are indicated as per the table below:  
**(Note to organs of state:** Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must be indicated as such. **Note to RFQ:** The request for quotations must indicate how they claim points for each preference point system).

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the	10		

1983 and 1993 Constitution.			
II. Who is female	5		
III. Who has a disability	2		
V. Specific goal: Youth	3		

**NB: Source documents for claiming of points: Prove of company registration, ID copies of women in the company and their positions, medical report as well as prove of residence.**

## **5. Submission of proposals**

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

- 1.1 All evidence required in the functionality criteria.
- 1.2 Proposal in response to the request for quotation/proposal and.
- 1.3 All mandatory SCM documents, signed SBD forms (4, 6.1), CSD report, Tax Compliance Status.

The following conditions will be applied:

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

## **13. Right to appoint**

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

## **14 Closing Date & submission of quotes**

- 14.1 Quotes are expected to be submitted no later than 16h00 on 21<sup>st</sup> of January 2026.
- 14.2 Quotes may be submitted electronically by e-mails to: [Kwena.moloko@rtia.co.za](mailto:Kwena.moloko@rtia.co.za)

## **15. Enquiries and more information**

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