



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

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Request For Proposals

Request for Approval to appoint external service provider to conduct Training and Entrench the Ethics Practices at the Agency

Date: /2022

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Request for Proposals Training and Entrenchment of Ethics

1. BACKGROUND

The RTIA established and formalised its social and ethics transformation programme during August 2021. During that process, it developed a business case, the implementation strategy, ethics policy and social responsibility policy and strategy and the reporting framework. As part of the entrenchment process of the programme, the Agency developed the terms of reference and appointed members into the social and ethics committee and appointed to the committee.

2. PURPOSE

The Agency hereby invites quotations from suitable service providers to provide the following:

- Conduct the training of the appointed ethics champions, EXCO members and members of the Oversight Committees in the following: social and ethical role of business in South African context, governance of ethics, interaction of the social and ethics committee with other oversight committees on common ethics and social issues, strategies and processes for an effective social and ethics committee. The total number for those to be trained is 35 personnel as listed above.
- To review of the current ethics strategy and assist the Agency to entrench the principles, enunciated in that strategy document.
- To advice and make recommendations of the systems and controls which need to be put in place in order to sustain the establishment of the programme at the Agency.
- To develop a change management processes as part of the entrenchment of the programme at various facets of the business.
- To advise how the Agency can replicate its ethics programme at the businesses of its key transaction collaborates i.e. SAPO, Issuing Authorities etc.

3. COMMITMENT PERIOD

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

4. REQUIRED EXPERTISE AND SKILLS

The Service Provider should:

- Demonstrate working knowledge and experience of offering the training, using different approaches and platforms in line with the different user requirements.
- Demonstrate knowledge of entrenching ethics programmes in public and private sector.
- At least 5 - 10 years' experience in training and strategy development.

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- Have at least three (3) references with details of the nature of the contract and contact details.

5. EVALUATION CRITERIA

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

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

Description of functions criteria	Points
Delivery Expertise and Relevant Experience	40
Methodology and Project Approach	30
Qualifications and skills of resources	20
Cost and Fee Structure	10
TOTAL	100
Minimum required score	80

Detailed functionality evaluation criteria

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

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

Description of functions criteria	Points
Delivery Expertise and Relevant Experience	40
Demonstrate the following:	
❖ Demonstrate ability and capacity to provide training materials as specified in Requirements (section 3 above).	20
❖ At least 5 - 10 years' experience in the provision of training programmes.	10
<ul style="list-style-type: none"> 10 and above years of experience = 5 9 – 10 years of experience = 4 8 – 9 years' experience = 3 7 – 8 years' experience = 2 5 – 6 years' experience = 1 	
❖ The service provider must submit at least three (3) references with details of the nature of the contract and contact details	10
<ul style="list-style-type: none"> 5 letters attached = 5 4 letters attached = 4 3 letters attached = 3 2 letters attached = 2 1 letters attached = 1 	
Non-submission	0

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Methodology and Project Approach A comprehensive schedule of how the services are to be provided as the terms of reference.	30
Non-submission	0
Qualifications and skills of resources Summarised CV's of the proposed team members/consultants which should highlight the relevant experience in similar project and qualifications. <ul style="list-style-type: none"> 1 year combined applicable experience = 1 2 years combined applicable experience = 2 3 years combined applicable experience = 3 4 years combined applicable experience = 4 5 years and above combined applicable experience = 5 	20
Non submission	0
Cost and Fee Structure Fees structure and quotation aligned to project methodology and cover all aspects of the project. All associated costs must reflect on the quotation. Fees must be quoted in South African Rand and must be VAT exclusive. The service provider is responsible for any costs associated with this contract.	10
Non submission	0
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100	100
MINIMUM REQUIRED SCORE	80

6. SUBMISSION OF PROPOSALS

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

- An original and valid tax clearance certificate (TCC), not to be faxed and or emailed but delivered at the Agency as part of the bid document;
- A company profile that highlight previous relevant experience;

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- A detailed list of at least three (3) current and completed contracts/projects with references that specify the institution name, contact details and nature of the contract;
- Summarised CV's of the proposed team member(s) which should highlight the relevant experience in similar projects and qualifications; and
- Proposals to be addressed and delivered to the Agency.

The following conditions will be applied:

- This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- All price (s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period. VAT must be shown separately. Price (s) quoted must be valid for the at least thirty (30) days from the closing date of the quotation and a firm delivery period must be indicated; and
- All quotes should be submitted within 7 days after receiving the terms of reference on the letterhead of your business and prices must be indicated as a monthly fee.

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

7. CLOSING DATE AND SUBMISSION OF QUOTES

- 7.1** Quotes are expected to be submitted no later than 16h00 Friday, 03 February 2023;
- 7.2** Quotes may be submitted electronically by email to Daphney.Matlhoko@rtia.co.za or quotes@rtia.co.za.

8. CLOSING DATE AND SUBMISSION OF QUOTES

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