



Road Traffic Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER FOR
THE SUPPLY, DELIVERY AND MAINTENANCE
OF THE MOBILE VEHICLE TESTING STATIONS
FOR A PERIOD OF THREE (3) YEARS WITH AN
OPTION TO EXTEND FOR ONE (1) YEAR AS
AND WHEN A NEED ARISES**

RTMC BID NO: 04/2024/25

CONDITIONS AND UNDERTAKINGS BY THE BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, provided to the Bidder to be proprietary of RTMC. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information about this bid should be channelled to the email below. However, the cut-off date will be on **25 June 2024**.

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion, and the Bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for **120 days**, counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 Upon receipt of written notification of an award, the successful Bidder shall be required to conclude SBD 7.2 and the Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will be a tool to measure, monitor, and assess the Bidder's performance level and ensure effective service delivery, quality, and value-add to RTMC business.
- 4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful Bidder and the RTMC, and the successful Bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (one original and one copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope that contains the original document)

5.1.2 Financial envelopes

- The pricing schedule should be submitted separately. Two (2) copies (one original and one copy)
- PDF soft copy of a memory stick of the pricing schedule (to be enclosed in the envelope that contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 04/2024/25: Appointment of a service provider for the supply, delivery, and maintenance of the Mobile Vehicle Testing Stations for a period of three (03) years with an option to extend for one (01) year as and when a need arises.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157, by no later than 11:00 am on 01 July 2024.**

5.4 Compulsory Briefing Session: Online/Virtual

The online/Virtual compulsory briefing session details are as follows:

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to bidadmin@rtmc.co.za by **12 June 2024 at 14:00pm** to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

5.4.2 Upon registration, a link will be shared with the bidders to enable them to participate in the stated virtual meeting.

5.4.3 Bidders will be required to log in using their company name thirty (30) minutes before the start of the briefing session to allow for virtual registration. For example, if the session starts at 10:00, bidders can log in at 09:30, and the session will begin promptly at 10:00 am.

5.4.4 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

NB: The mentioned briefing certificate must be attached to the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 Compulsory Briefing Session: Online/Virtual

5.5.1 The online/Virtual compulsory briefing session will be held on **14 June 2024 at 10:00 am**.

5.6 The envelope must also endorse the Bidder's company name, closing date, and return address.

5.7 All bids submitted must be signed by a person or persons duly authorized thereto.

5.8 Suppose a courier service company is being used to deliver the bid document. In that case, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before the closing date and time.

- 5.9 Bid received by email, facsimile, or similar medium will not be considered.
- 5.10 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.11 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.12 Bidders should check the number of the pages to satisfy themselves that all are included and not duplicated. RTMC will accept no liability regarding anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The Bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the Bidder's account.
- 6.2 The Bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of and incorporated into, this proposal at the prices inserted therein).
- 6.3 The Bidder shall prepare for a possible presentation should RTMC require such, and the Bidder shall be notified by 4 (four) days before the presentation date. Such presentation may include a demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful Bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract or
 - 6.5.2 claim specific performance from the successful bidder and
 - 6.5.3 claim damages from the successful bidder.

- 6.6 The Bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price (s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price (s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

7. RTMC's Rights and Obligations

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or whole. RTMC typically awards the contract to the Bidder, who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or any client sites if required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The Bidder hereby consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.
- 7.6 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.
- 7.7 The RTMC hereby undertakes—
- 7.7.1 In favour of the Bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information.
- 7.7.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid;

7.7.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and
7.7.4 not process Personal Information for any purpose other than to perform its obligations under this bid.

7.8 The RTMC will never request any compensation in whatever form; from any supplier to be awarded a contract. Suppliers are hereby advised not to fall for these scammers.

8. SPECIAL INSTRUCTIONS TO BIDDERS

- 8.1** Bidders shall provide complete and accurate answers to the questions posed in this document.
- 8.2** Bidders must substantiate their response to all questions, including details on how their proposal/solution will address specific functional/technical requirements. All documents, as indicated, must be supplied as part of the bid response.
- 8.3** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 8.4** RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.
- 8.5** The RTMC will not be held responsible for any costs incurred in preparing and submitting bid documents.
- 8.6** RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.
- 8.7** Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with the appointed service providers.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

- 1.1. This bid aims to invite service providers to supply, deliver, and maintain Mobile Vehicle Testing Stations for a period of three (03) years with an option to extend for one (01) year as and when a need arises.

2. BACKGROUND

- 2.1. Road carnages still pose a huge public health and a developmental problem in South Africa. As the population grows and motorists increases, the problem is worsened. The biggest contributory factor remains human behaviour, followed by vehicle conditions, which can be attributed to different vehicle standards and levels of roadworthiness that apply and lastly environmental factors. Although vehicles are seldom identified as the primary cause of crashes, they can be responsible for triggering poor reactions by drivers and subsequent crashes.
- 2.2. Most vehicles particularly in the freight industry and public transport undergo periodic testing at corrupt public and private Vehicle Testing Stations; therefore, drivers continue operating un-roadworthy vehicles on our roads. Overloaded vehicles, especially freight vehicles are destroying the road infrastructure, impacting negatively on economic growth.
- 2.3. Damage to roads because of overloading leads to higher maintenance and repair costs and shortens the lifespan of a road which in turn places an additional burden on the state as well as law abiding road users who ultimately carry the costs of careless and inconsiderate overloading.
- 2.4. To turn the tide around, road safety programmes focusing on reducing and eliminating crashes on our roads should in the main focus on changing the attitude and behaviour of road users, but also dealing with un-roadworthy vehicles and overloaded vehicles.
- 2.5. Intensified law enforcement during peak periods such as Festive and Easter season are synonymous with high traffic volumes in the country, and it is normally a challenging period in the road safety fraternity. The MVTs will aid in testing motor vehicles for road worthiness and to promote an increased level compliance to legislation.

3. DETAILED SPECIFICATIONS AND SCOPE OF WORK

3.1 SPECIFICATIONS

3.1.1 Semi-trailer with 5th wheel and office

- 1 axle trailer on air suspension, using 5th wheel kingpin. Special air suspension with lowering valve to lower trailer to ground level.
- Special air suspension with lowering valve to lower trailer to ground level.
- Pre-stressed side rails to accommodate brake test rollers, Play detector, Headlamp aimer and Emissions tester.
- Hydraulic system to lift and lower ramps on sides of the trailer.
- ABS brake system with LED lights
- Insulated airconditioned office on front of the trailer. With side windows, front window, and a door.
- Reinforced back deck for generator and electrical panels.
- S/ Wheel bracket- brackets to mount pumps and panels for testing equipment.

3.1.2 Phase generator:

- 60 KVA base load generator set.
- Engine: LOVOL 1004G1/ 1004TG1, water cooled, 4 stroke diesel running at 1500 RPM. The engine is complete with 12 electric starter, battery charging alternator, S.A.E. Bell housing, and heavy flywheel for generator application, Class A1 Governor, fuel control solenoid, low oil pressure and high engine temperature shut down.
- Generator: Crompton Greaves or equivalent brushless electronically regulated producing 60Kva, 231/400volts three phase.
- Build: The engine and is driven by means of a high-quality flex coupling.
- The complete engine and generator combination is mounted on a heavy-duty duplex type base frame with heavy duty anti-vibration mountings fitted between the engine and generator combination and base frame. Vibration is limited to absolute minimum. The 8-hour fuel tank is base mounted. The panel is mounted at the rear or side of the generator set.
- Control Panel: sheet metal container with hinged door housing all required instrumentation for the safe and correct operation of the generator set. Control is by deep Sea or LOVATO PLC.
- Fuel Tank: Is a heavy-duty container fitted with electric fuel gauge, large filler neck, drain plug and low fuel alarm.
- Canopy: Has a fully lockable powder coated structure white and special exhaust silencer to reduce exhaust noise to <70DbA. And Diesel motor

3.1.3 Computer and hardware

a) Hardware:

- The computer hardware platform is based on the latest range of Intel CPUs used in Dell or HP entry level computers or approved equivalent. The computer is accredited by Microsoft to be fully compatible with a currently supported Windows based operating system.
- The computer system complies with but not limited to the following minimum requirements:
 - One complete industrial type of computer will all require peripherals (hard disk, RSM, CPU, DVD writer) of adequate size and speed.
 - One 17" LCD monitor with PC connectivity, complete with mounting brackets or stand.
 - A keyboard is supplied with the computer system. The keyboard is of the totally sealed industrial type, protecting the keys equipment from weather conditions, especially from windy and dusty conditions that may be experiences at vehicle testing stations.
 - One optical USB mouse and mousepad.
 - Operating system recommended by the supplier for the software.
 - An online synchronous (phase locked to supply frequency) compact,

b) Uninterrupted Power Supply (UPS)

- Self-contained UPS is be supplied.
- Provide ample time for saving current and open data/information during a power failure, allowing backup for the computer hardware connected.
- From supplier approved by Engineer and shall be a standard of the shelf item,
- Has a proven track record in the RSA industry.
- Has a power fail indication light or alarm.
- The ability to connect to the computer via a communication table that will send a signal to the computer when a power failure occurs, allowing the computer to save current unsaved information and processed to automatic shutdown of the computer to protect stored information and data.

c) Printer:

- Is capable of printing at least 20 A4, black and white pages per minute.
- Is of dust-proof type capable of operating under dusty above-mentioned conditions

d) Security & Other requirements

- All hardware and cables required to interconnect computer equipment are supplied to provide a fully functional testing system.

- Computer hardware is secured with brackets to protect equipment during transport except for the computer keyboards and pointing devices. The method to secure the computer equipment and materials used shall be to the approval of the Engineer.

3.1.4 Heavy Duty Car and Truck Brake Tester Specifications or similar

- General: Combination type, light, and Heavy vehicles
- Axle Mass: Operation 15ton, safe to 20 ton
- Roller Width: 1100mm (Optional: Wider rollers available)
- Roller Diameter: 205mm (Optional: Other sizes also available)
- Roller Pitch: 450mm (Optional: Other sizes available)
- Roller Surface: Epoxy/Carborundum compound (renewable) Roller
- Speed 2,7km/h – 5,4Km/h
- Minimum distance between rollers: 230mm(normal.600mm)
- Maximum distance between rollers: No maximum
- Total width of pit: (600mm between rollers) – 4100m
- Distance from outer-to-outer edge of rollers: (600mm between – 2800mm)
- Motor kW per side: 11kw
- Co-efficient of friction between roller and tyre: Better than 0.7

3.1.5 Heavy Duty Hydraulic Play detector with Controls

- Capacity: 10 Tons per wheel mass//20
- Ton per axle mass
- Side of plates: 900 x 900mm
- Motor power: 3kW
- Operating pressure: 170 Bar
- Power supply: 380/400volt 30 Amp
- Maximum movement of plates: 100mm in two directions

3.1.6 Scuff Gauge/Wheel alignment indicator.

- Type: Scuff gauge C/F
- Supply voltage: 220.
- Supply ampere: 1.
- Maximum load: 9000 Kg
- Maximum speed: 5 Kilometers P/H

3.1.7 Plate size.

- Width 1040mm
- Length 300mm

3.1.8 Eye Vision Tester:

- Hardware Requirements: Pentium 13 with one available USB port, 4 Gig Ram 500 Gig HDD
- Software requirements: MySql Dot Net (latest version)
- Wuisdom XP/Vista/7/8 Operating

3.1.9 Head Lamp Aime Specification

- The contractor shall provide a headlight tester suitable to test headlights of all heavy vehicles. The headlight tester shall comply with SANS 10047 [68].
- The headlight tester can test the intensify yaw angle, hotspots and headlight position.
- Protocol for the communication of control system using Giegnnet protocol.

3.1.10 Combo Petrol and Diesel Emission Tester

- There are two types of emissions that are available for testing:
 - Petrol
 - Diesel

a) The specification for the **Diesel smoke meter**:

- RPM measurement range 300-9990 RPM
- Resolution 10 RPM
- Display 4 digit
- Power supply 10-28V DC display
- Power 0,5A DC

b) The Multi Gas Analyser must comply to:

- OIML R 89 Class 0 accuracy
- ISO 3930
- UK MOT Norms & VOSA Norms

3.1.11 Surveillance System consisting of the following:

- 6U CP black wall mount cabinet with 2-way fans and Cabinet Shelt
- Power supply 10 Amp 16 way for cameras

- 3000VA ON-LINE Tower UPS to power DVR, Cameras, Controller, Monitor, etc.
- 32" LED Display Monitor
- 8 Channel HD1/H.264 Digital
- SEAGATE SV35 4TB 3.5" 7200RPM 64MB CACHE (K1A) Hard Disk Drive for DVR
- 1 x ¼ Outdoor High-Speed Dome 36X Optional Zoom (Pan, Tilt, Zoom)
- 2 x 60M Infrared 1000TVL Varifocal Cameras. (Facing ramps, on & off)
- 1 x 1/3" 700TVL DIS Infrared Dome Camera (Inside office)
- Keyboard Controller 3-D Axis Joystick
- Inline Surge Protection on all units

3.1.12 Surveillance to check undercarriage.

- Undercarriage camera used for surveillance of moving parts.
- Move joystick controls to move Play detector in left/right and backward and forward directions.
- Camera images will be displayed on monitor inside office.
- Static cameras do not move, only for surveillance.

3.1.13 Alcohol Breathalyser Tester Specifications

- Made from durable material to withstand level of abuse.
- Resistant to cold weather and moisture
- Easy to operate handheld device.
- All measurement functions are controlled by a single button.
- Easily understandable full text messages on large backlit display
- Two menu buttons for navigation and collection of statistical data
- Is equipped with proven electrochemical Drager sensor.
- Test results are always reliable regardless of whether the temperature is -5 or +50 degrees Celsius.
- Case, 1x instrument , 3x mouth pieces, 2x AA batteries , 1 rechargeable battery , 1x hand strap

3.2 SCOPE OF WORK

The appointed service provider will be required to supply, deliver, and the maintenance of Mobile Vehicle Testing Stations as and when required. The service should also comply as per the below:

3.2.1 Roadworthiness certification

Both the semi-trailer and truck tractor must be delivered with valid road worthiness certificates.

3.2.2 Calibration

The bidder will be required to deliver the vehicles with valid calibration certificate and calibrate the equipment on a six-monthly basis and service as determined by the manufactures.

3.2.3 Maintenance and warranty

The bidder will be required to provide the maintenance plan and warranty in-line with the lifespan of the equipment.

3.2.4 Quality assurance

Each unit after production must have all necessary documentation and certification i.e. Testing, SABS and applicable documentation that confirms fit for purpose.

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements will invalidate the bid. Below are the Standard Mandatory requirements.

- Bidders are required to submit bid documents as follows:
 - one original,
 - one hard copy
- PDF electronic copy in a marked/ labelled memory stick. Documents submitted electronically must be the same as the hard copy (original).
- In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents (SBD 1, SBD 4, and SBD 6.1) for each of the entities in an agreed business relationship accompanied by an agreement.
- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate

(b) Stage 2 – Mandatory Requirements

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(c) Stage 3 – Functionality Evaluation

This process comprises written responses/ proposals, which consist of 100 points.

NB: Bidders will be required to score a minimum of 70 points to qualify for stage 4.

(d) Stage 4 – Price and Specific Goals Evaluation

Bidders will be evaluated on 80/20 scale (i.e., 80points for price and 20 points for specific goals).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

STANDARD COMPLIANCE REQUIREMENTS	COMPLY (YES / NO)
ENVELOPE ONE (1)	
Total number of copies submitted – Two (2) (1 original and one copy) All the documentation under the bid proposal is to be converted and submitted in a PDF within a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)	
Compulsory Briefing Session Certificate	
SBD 1: Invitation to bid and company information	
SBD 4: Declaration of interest	
ENVELOPE TWO (2) – FINANCIAL PROPOSAL	
Total number of copies submitted – Two (2) (one original and one copy) All the documentation under the financial proposal is to be converted and submitted in a PDF within a memory stick	
Pricing Schedule NB. Bidders are required to complete the attached provided price schedule – Annexure “A” (either as issued or on the company letterhead)	
SBD 6.1: Preference points claim form	

NB: Failure to comply with the above requirements will lead to a bid disqualification.

1.2 STAGE 2 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT	Comply (Yes / No)
<p>Expert Evidence</p> <p>The service provider must be prepared to give expert evidence in a Court of law or any other matter as requested on behalf of the Corporation regarding the mobile vehicle testing station at no additional cost for the duration of the contract.</p> <p>Compliance requirement:</p> <p>Letter confirming that service provider will avail a technical expert to support RTMC in court proceedings or any other matter as and when required.</p>	
<p>Accreditation and approval</p> <p>The service provider must support and assist the RTMC to ensure that all equipment procured/supplied are accredited by all relevant agencies/authorities.</p> <p>Compliance requirement:</p> <p>A signed letter of undertaking confirming that the service provider will support and assist the RTMC to comply with the accreditation of all relevant agencies/authorities with respect to equipment used for law enforcement</p>	

1.3 STAGE 3 – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WILL BE SPLIT INTO TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – PRESENTATION AND DEMONSTRATION

STEP 1: WRITTEN RESPONSE

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
A. Experience and Reference Letters	40
Bidders to demonstrate capacity in the supply and delivery of mobile vehicle testing stations by providing details of clients and quantities where similar service was rendered = 40 points	
References: = 20 points	
<ul style="list-style-type: none">▪ 1 – 2 reference letters = 5 points▪ 3 – 4 reference letters = 10 points▪ 5 and above reference letters = 20 points	
Quantity: = 20 points	
<ul style="list-style-type: none">▪ 1– 3 units produced = 5 points▪ 4 – 6 units produced = 10 points▪ 7 or more units produced = 20 points	
Compliance requirement:	
The bidder must submit clearly visible reference letters in clients' letterhead indicating all the below-mentioned details, viz.	
<ul style="list-style-type: none">• Name of the institution/entity/client where services were rendered,• Address of the institution/entity/client where work was rendered,• Duration/Period, and• Contact details, and• Reference letters must be signed by the authorized person/s	

NB: Bidders are required to ensure that information provided is accurate and correct as the RTMC reserves the right to conduct reference checks.	
B. FINANCIAL CAPACITY	10
<p>Bidders must provide proof of financial capacity with a minimum of R1 500 000 positive cash balance, not a turnover, at the time of bid closure and / or access to credit through a single or various sources, considered as one/combined from the following:</p> <ul style="list-style-type: none"> Bank statement stating a positive balance available in the bank account (signed or bank stamped) <u>at the time of bid closure</u>. <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> Provide proof of access to bank credit facilities, <u>at the time of bid closure</u>. (Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure) and also provide proof of the available bank balance. (Not a conditional assessment of Credit Rating or Bank Rating) <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful, <u>at the time of bid closure</u>. <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> Signed letter of commitment from any third party other than the aforementioned indicating a commitment to fund the bidder in relation to this bid should they be successful. Submitted with the letter of commitment, the third party must provide a signed (or stamped) confirmation from their bank indicating a required positive cash balance, <u>at the time of the bid closure</u>. <p>NB: ALL FULL POINTS TO BE SCORED</p>	
C. AFTER SALES SUPPORT (FOR HANDLING QUERIES, TROUBLESHOOTING, MAINTENANCE, ETC.)	10
<p>Bidder to demonstrate the ability to provide support and maintenance services.</p> <ul style="list-style-type: none"> 24/7 working hours = 10 points <p>Compliance requirement:</p>	

<ul style="list-style-type: none"> • Bidder to give an indication of the turnaround time applicable as reflected above. • Letter of commitment confirming the availability of services and any supporting document confirming existence of the after-support service. <p>NB: ALL FULL POINTS TO BE SCORED</p>	
STEP ONE SUB TOTAL	60

NB: BIDDERS ARE REQUIRED TO SCORE ATLEAST MINIMUM POINTS AT CATEGORY A, CATEGORY B & C FULL POINTS MUST SCORED

THE MINIMUM OF FORTY-FIVE (45) POINTS MUST BE SCORED FROM ALL THREE (03) CATEGORIES IN THE ABOVE STAGE TO QUALIFY FOR STEP 2 (PRESENTATION AND DEMONSTRATION).

STEP 2 PRESENTATION AND SITE INSPECTION:

REQUIREMENTS	SCORE
KNOWLEDGE OF THE SUBJECT MATTER	40
<p>Site inspection will be divided into two (2) segments/ parts, the first segment will be based on presentation and walkabout/site inspection.</p> <p>1. Presentation: 20 Points</p> <p>A bidder will be required to provide a power point presentation which will be based on the following aspects:</p> <p>1.1 Logistics and delivery Plan</p> <p>Bidders must provide a detailed plan outlining deliverables and milestones on how they will deliver the specified items on time to the required destination/ delivery point in relation to the following:</p> <p>1.1.1 Number of units to be produced within two (2) months (Bidder to select the quantity/ number of units as listed below by plotting it on the project plan, specifying deliverables, milestones, capacity, etc.)</p> <ul style="list-style-type: none"> ➤ 1 unit to be produced within two (2) months = 5 points ➤ 2 units to be produced within two (2) months = 10 points ➤ 3 units to be produced within two (2) months = 15 points ➤ 4 units to be produced within two (2) months = 20 points 	

Compliance Requirements

Bidder's project plan to reflect the following:

- Quantity/ number of units to be produced within two (2) months.
- Activities/ work breakdown structure, deliverables, milestones and timelines
- Indicate dependencies, machinery, personnel to be used, software requirements etc.
- Details of the training plan for train the trainer must be included in the overall project plan.

NB: As indicated above, the project plan must be able to collaborate capacity in terms of meeting RTMC requirements (i.e. in terms of units to be produced)

Points claimed will only be considered if bidder has fully complied with the above requirements.

2. Site inspection (walk about in the premises) = 20 points.

The bidder will be expected to use the walk about exercise within the premises/ workshop to convince the panel from RTMC by corroborating what has been presented above with the actual / practical situation.

The walk about will be based on the following:

2.1 Personnel / Technicians (Capacity, expertise, and experience) = 5 points

- ✓ Applicable Certificates for the trade they are assigned to perform.
- ✓ Proof of inhouse training provided to carry out the functions.

2.2 Machinery/ Equipment / Tool of trade to be used = 5 points

- ✓ Bidder to show and illustrate machinery that will be used to produce the required quantities/ units as points claimed.

2.3 Helpdesk/ Call center/ Customer Service point = 5 points

- ✓ The bidder to indicate to the RTMC panel how will this be done in the event a call is logged in cases of emergencies / urgent matters.
- ✓ Bidders to show how process will be done and point out existing protocols or systems.

2.4 IT and applicable systems = 5 points

- ✓ Bidder to show availability of any applicable IT system, software used etc.
- ✓ Quality assurance systems etc.

The values on the table below will be used to score presentation/ site inspection and bidders are expected to score a minimum of 25 points on this step.

The following measures to be used:		
VALUE	DESCRIPTION	
5- Excellent	Meets and exceeds the functionality requirements	
4- Very Good	Above average compliance to the requirements	
3- Good	Satisfactory and should be adequate for stated element	
2- Average	Compliance to the requirements	
1- Below Average	Below average of the requirements	
0- Non-Compliant	Does not comply to the requirements	
STEP TWO SUB TOTAL		40

Bidders will be required to make a presentation before the evaluation committee, however at least a minimum of **25 points** must be scored during the presentation and the site inspection.

NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 4.

1.4 STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION

The bidder who qualifies for this stage will be evaluated using the PPPFA, and the bidder who score highest points will be awarded a bid:

CRITERIA	MAXIMUM POINTS	MAXIMUM POINTS
Price	80	90
Black Owned Company	10	2
Women Owned Company	2.5	2
Youth Owned Company	2.5	2
*Company owned by people with disabilities	5	4
Grand Total	100	100

* Medical Practitioners certificate/letter must be attached.

SECTION: 4
ANNEXURE AND
STANDARD BIDDING
DOCUMENTS

**See the attached SBD
forms.**

**(All SBD forms must be
signed)**

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be provided in the enclosed questionnaire(s) or a separate annexure.
2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that all are included and duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.
5. If attached, the forms regarding the Preference Points Claim shall be completed and submitted with the completed bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract.
7. If non-firm prices are submitted, the bidding documents should clearly state this.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification.
9. Regarding the paragraphs where the items offered are strict to specification, bidders shall insert the words "as specified."

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.