



Road Traffic Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER
FOR THE RELOCATION OF OFFICE
EQUIPMENT AND RELATED ASSETS FROM
DENEL TO BOEKENHOUTSKLOOF
TRAFFIC TRAINING COLLEGE**

RTMC BID NO: 05/2023/24

CONDITIONS AND UNDERTAKINGS BY 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, which is 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 of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **15 September 2023**.

| | |
|---------------|--|
| 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 a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude SBD 7.2 and Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the Bidder 's performance level and ensure effective delivery of service, 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 (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes

- Pricing schedule should be submitted separately Two (2) copies (1 Original and 1 copy)
- PDF soft copy in a memory stick of the pricing schedule (to be enclosed in the envelope which contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 05/2023/24: Appointment of a service provider for the relocation of office equipment and related assets from Denel to Boekenhoutskloof Traffic Training College.**

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 **11:00am on 20 September 2023.**

5.4 **Compulsory Briefing session**

5.4.1 Compulsory briefing session and walk through (site inspection) of the facility will be held on **06 September 2023 at 10:00am until 12:00pm.** (Arrival time and registration 08:30 until 09:45am).

Address: RTMC Traffic Training Academy – Denel Technical Academy

8B Atlas Road – Bonaero Park
Kempton Park, 1620
GPS Coordinates: -26.14333,28.26361

5.4.2 The signed briefing certificate will be issued at the compulsory briefing session and walk through to all the bidders who attended the briefing session.

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

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the bid document, 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 closing time.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 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.**

5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to 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 account of the bidder.

6.2 The bidder hereby offer 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 thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept 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 claim damages from the successful bidder.
- 6.6 The bidder furthermore confirm 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 accept 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 in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the 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 at any client sites if so required.

- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to 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 gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.
- 7.6 The RTMC acknowledge and agree 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 for the purposes of performing 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.

8. SPECIAL INSTRUCTIONS TO BIDDERS

- 8.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 8.2 Bidders **must** substantiate their response to all questions, including full 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 currently not part of the bid document.

- 8.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 8.6** RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.
- 8.7** Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with the appointed service providers.
- 8.8** Damage compensation: The successful bidder will be held responsible for any damage or theft by his/her employees or due to their neglect whether in the normal execution of their duties or otherwise and a claim for indemnification can accordingly be imposed by the RTMC against the bidder.
- 8.9** A period of two weeks after relocation should be allowed for RTMC to verify that all items and boxes are accounted for and in full working condition / same condition as before the relocation.
- 8.10** The bidder must provide a letter of intent (the letter must be in the letterhead of the insurance company) to insure goods in transit.
- 8.11** Inventory list / asset register will be provided to the bidders who attended the briefing session through an email.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

The purpose of this bid is to invite reputable service provider for the relocation of office equipment and related assets from Denel to Boekenhoutskloof Traffic Training College for the RTMC.

2. BACKGROUND

2.1 The RTMC has been temporarily using the Denel Campus in Kempton Park as its College for the first and second intake of new traffic trainees NQF L6.

2.2 The appointed service provider must work in close consultation with the RTMC multidisciplinary team, augmenting the inhouse re-location plan that will ensure little to no disturbance to the class schedules of the current trainees that need to be re-located. The relocation needs to happen within a window period of one week with no interference to the academical program.

2.3 RTMC's responsibilities in relocation

- Room allocations to enable RTMC to clearly mark all items to be relocated with the final destination (offices, living areas and classrooms)
- Mapping of current furniture to the living quarters, classrooms, offices and mess hall and determining any additional furniture needs
- Floor plans and layout of where items are at Denel as well as where it should be placed at Boekenhoutskloof (RTMC to Supplier)
- Project team to be established, (RTMC and appointed Supplier), with regular meetings leading up to, during and closing out of the relocation project.
- Relocation of the trainee and all the above-mentioned items within prescribed timelines, (RTMC and Supplier)
- Ensuring that the building is returned / left in the same condition (or better) than at the date of occupation. (RTMC and supplier)
- Walk through of the facility with prospective bidders to be able to have a proper understanding of the dimensions as well as types of furniture.

3. SPECIFICATION AND SCOPE OF WORK

3.1 Specification

| NR | DESCRIPTION |
|----|---|
| 1 | The supplier should be able to draw up a project plan and submit to RTMC project team for approval |
| 2 | The supplier must have sufficient resources: <ul style="list-style-type: none">• Project Management on site during the move• Teams of packers/movers• Dismantling and loading equipment• Logistical (i.e., trucks)<ul style="list-style-type: none">○ Vehicles should be enclosed to ensure the safeguarding of all items when being moved.• Specialised vehicle for transportation of musical instruments, bulk filing unit etc. |
| 3 | The re-location should be done within one week with little to no disruption on the trainees' educational timetable. Due care must be taken when loading and off-loading items during the move. |
| 4 | Provide for: <ul style="list-style-type: none">• Boxes for documents• Boxes for IT equipment• Easily removable stickers to clearly assign items to predetermined locations (colour coding of different labels to identify subunit)• Packaging for fragile items• Packaging tape |
| 5 | Regular meetings: <ul style="list-style-type: none">• Planning after appointment leading up to relocation• Progress update meetings during the relocation• Close out meeting at the finalisation of the relocation |
| 6 | Disassemble, relocate, and re-assemble 12 bay bulk filers |
| 7 | Full Insurance cover for any breakages and/or losses suffered during the relocation. |
| 8 | Dismantling and re-assembling of any other furniture items that may be needed during the relocation process |

NB: A project team must be outlined to cover the entire scope of work for the duration of the removal.

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 lead to bidders being disqualified from evaluation. Below are Standard Mandatory requirements:

- Bidders are required to submit 2 copies [One (1) Original plus one (1) Copy] and PDF soft copy in a memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original). RTMC will not take responsibility for any disqualifications due to documents submitted on a soft copy, but not included on the original.
- All standard bidding documents must be duly completed and signed by authorised person. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing session certificate

(b) Stage 2 – Functionality Evaluation

This process comprises of written responses/ proposals which consists of **100 points**.

NB: Bidders will be required to score a minimum of **70 points** in order to qualify for a stage 3.

(c) Stage 3 – Price and Specific Goals Evaluation Bidders will be evaluated on an 80/20 (i.e., 80 points on Price, 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 1 copy) PDF soft copy in a memory stick | |
| Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za) | |
| Compulsory Briefing Session Certificate | |
| SBD1: Invitation to bid and company information | |
| SBD4: Declaration of interest | |
| SBD6.1: Preference points claim form | |
| ENVELOPE TWO (2) | |
| Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick | |
| SBD 3.1: Pricing schedule | |
| SBD6.1: Preference points claim form | |

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

1.2 STAGE 2 – FUNCTIONALITY CRITERIA

This stage will be based on written proposals and shall be evaluated based on the following parameters for functionality:

| DESCRIPTION | POINTS |
|--|------------------|
| <p>A. Similar Work Done</p> <p>Bidders must have experience in relocation of office furniture and equipment within a corporate environment.</p> <ul style="list-style-type: none"> • 1 – 3 reference letters = 20 points • 4 – 6 reference letters = 30 points • 7 and more reference letters = 40 points <p>Compliance requirement:</p> <p>The bidder must submit clearly visible reference letters in clients' letterhead indicating all the below-mentioned details, viz.</p> <ul style="list-style-type: none"> • Name of the institution/entity where services were rendered, • Address of the institution/entity where work was rendered, • Period, • Contact details and • Reference letters must be signed by the authorized person/s with dates. <p>NB: Bidders are required to ensure that information provided is accurate and correct as the Corporation reserves the right to conduct reference checks.</p> | <p>40</p> |
| <p>B. Proposed Methodology and Approach</p> <p>Bidders must provide a detailed description of how they intend executing the project from inception to completion.</p> <p>The following should form part of the written responses:</p> <ul style="list-style-type: none"> • A detailed project plan with timelines • A clear outlined workflow process covering each aspect of the requirements must be apparent. <ul style="list-style-type: none"> - Loading strategy | <p>40</p> |

| | |
|--|------------|
| <ul style="list-style-type: none"> - Packaging - Human resources (supervision as well as operational) - Logistical resources (e.g., trucks, trolleys, jacks etc.) - Losses and breakages process <p>The following measurers to be used:</p> <p>5 – Excellent: Meets and exceeds the functionality requirements</p> <p>4 - Very Good: Above average compliance to the requirements</p> <p>3 – Good: Satisfactory and should be adequate for stated element</p> <p>2 – Average: Compliance to the requirements</p> <p>1 – Below Average: Does not comply to the requirements</p> <p>0 - Non-Compliant: Does not comply to the requirements</p> | |
| C. RESOURCES | 20 |
| <p>The bidder must have a project manager and 2 site supervisors for the duration of the project.</p> <p>A. Project Manager</p> <ul style="list-style-type: none"> • 1 – 3 years of experience = 05 points • 4 and more years of experience = 10 points <p>B. 2 x Site Supervisors</p> <ul style="list-style-type: none"> • 1 – 2 years of experience = 05 points • 3 and more years of experience = 10 points <p>Compliance requirement:</p> <p>Submit a detailed CV with project management experience</p> | |
| STEP ONE SUB TOTAL | 100 |

NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 3.

1.5 STAGE 3 – PRICE AND SPECIFIC GOAL EVALUATION

Bidder/s who qualify for this stage will be evaluated using the PPPFA and the one scoring highest points will be awarded bid:

| CRITERIA | MAXIMUM POINTS |
|---------------------|----------------|
| Price | 80 |
| QSE or EME | 5 |
| Black Owned Company | 10 |
| Women Owned Company | 2,5 |
| Youth Owned Company | 2,5 |
| Grand Total | 100 |

NB: Inventory list / asset register will be provided to the bidders who attended the briefing session through an email.

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 furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. 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 none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, 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 or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
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 or not.
9. In respect of the paragraphs where the items offered are strictly 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.