



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

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Request Quotation

For

Provision of Secretariat Services

18 October 2024

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Request for Quotation Secretariat Services

1. Purpose

The Road Traffic Infringement Agency (RTIA) herewith invites submission of quotes for the provision of Secretariat Services for a period of twelve (12) months from different qualifying service providers.

2. Objectives

The Agency to appoint a highly qualified service provider for the provision of secretariat services in order to produce accurate minutes and provide excellent, efficient and effective support for its formal meeting proceedings for a period of twelve (12) months.

3. Requirements

The appointed service provider is required to provide the Agency with secretariat support services as follows:

- 3.1** Provision of secretariat services for 5 Committees' namely: Board, Audit & Risk Committee, Human Resources & Remuneration Committee, Social & Ethics Committee and Technical Committee during their quarterly meetings.
- 3.2** Provision of secretariat services for Executive Committee during the monthly meetings.
- 3.3** The secretariat services will also be required during the Strategic Planning session of the Board.
- 3.4** The Annual General Meeting (AGM).
- 3.5** Any other special meetings (ad-hoc) that might be called by the Board, its Committees and the Shareholder.

4. Deliverables

The appointed service provider is required to deliver for the Agency on the following:

- 4.1** Ensure that the minutes taken are reflecting the true record of the meeting.
- 4.2** Distribution of resolutions and matters arising after the meeting through an action list.
- 4.3** Circulations of minutes for inputs and comments to the Executive Manager: Legal, Governance and Compliance at least 3-days after the meetings.
- 4.4** Circulation of previous minutes with edits to the Administrators of such meetings should be within 1-day after the minutes were approved.
- 4.5** Ensure secure record keeping and confidentiality of Agency documents within their space.
- 4.6** Utilise the provided templates and should there be a need for a change it shall be done in consultation with the Executive Manager: Legal, Governance and Compliance.

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5. Commitment Period

The commitment period will be for a period of 12 months or depleting of funds, whichever comes first.

6. Required expertise and skills

The Service Provider be able to:

- Demonstrate working knowledge and experience providing professional and expert in secretariat services. Expert knowledge in roles and responsibilities of the Board and Committees and Executive Committee.
- Provide the approach and methodology as well as demonstration of expertise in the secretariat services function.
- At least 5 -10 years' experience as a credible professional on secretariat services function.
- Have at least five (5) references where previously similar services were provided, detailing the nature of the contract including contact details.
- Understanding of the Public Finance Management Act (PFMA) and Regulations.
- Understanding of meeting protocols.
- Strong corporate governance background.
- Strong administrative skills.
- Familiarise themselves with the protocols and procedures of the Agency.

7. 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.

Description of functions criteria	Points
Company Delivery Expertise and Relevant Experience - Demonstrate working knowledge and experience providing professional and expert in secretariat services. Expert knowledge in roles and responsibilities of the Board and Committees and Executive Committee.	20 points

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Experience, Qualifications and Skills of Resources of Project Staff (Attach CVs and certified copies of qualifications of at least three (3) staff members)	20 points
Have at least five (5) references where previously similar services were provided, detailing the nature of the contract including contact details.	20 points
Methodology and Approach with demonstrated expertise in rendering secretariat services.	30 points
Cost and Fee Structure	10 points
TOTAL	100 points
Minimum required score	80 points

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

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

Evaluation Criteria	Guidelines for Criteria Application	Weight
Company Delivery Expertise and Relevant Experience: Demonstrate working knowledge and experience providing professional and expert in secretariat services. Expert knowledge in roles and responsibilities of the Board and Committees and Executive Committee.	5 – 10 years' of Professional Secretariat Services 10 years' and above experience = 5 9 – 10 years of experience = 4 7 – 8 years' experience = 3 8 – 7 years' experience = 2 6 years' experience = 1	20
Experience, Qualifications and Skills of Resources of Project Staff: Summarised CV's of the proposed team members/consultants, which should highlight the relevant experience in similar project and qualifications.	3 to 10 years of experience for key project staff members and their roles in the project. (Attach CVs and certified copies of qualifications of at least three (3) staff members). 10 years' and above combined experience = 5 8 – 9 years' combined experience = 4 7 – 8 years' combined experience = 3	20

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	• 5 – 6 years' combined experience = 2 • 3 – 4 years' combined experience = 1 • 0 – 2 years' combined experience = 0	
Have at least five (5) contactable references where similar services were previously provided detailing the nature of the contract and provide contact details.	A least five (5) reference letters and MUST be specific to providing such Secretariat Services and will be evaluated as follows: • 5 letters attached = 5 • 4 letters attached = 4 • 3 letters attached = 3 • 2 letters attached = 2 • 1 letters attached = 1 • 0 letters attached = 0	20
Methodology and Approach with demonstrated expertise in rendering secretariat services	• Elaborate on your normal processes and approach indicating a practical framework to demonstrate adequate understanding of Secretariat Services with rendering services to Board, its Committees and Executive Committee.	30
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 rands and must be VAT exclusive. The service provider is responsible for any costs associated with this contract.	10
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100
MINIMUM REQUIRED SCORE		80

NB.: The Bids that fail to achieve a minimum of **80** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated further on Price and Special goals.

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INSTRUCTION AND EVALUATION CRITERIA:

- (1) The bidder **must complete in full all of the TECHNICAL FUNCTIONALITY requirements**.
- (2) The bidder **must provide a unique reference number** (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, RTIA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- (3) **Evaluation per requirement.** The evaluation (scoring) of bidders’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (4) **Minimum threshold.** To be eligible to proceed to the next stage of the evaluation the bid must achieve a minimum threshold score of **80** points.
 - **Pricing and Special Goals:** In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

Table 1: 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 tenders:** The tender 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 1983 and 1993 Constitution.	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	3		

8. Submission of Quotations

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 five (5) 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;
- 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 5-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.

9. Closing date & submission of quotes

9.1 Quotes are expected to be submitted no later than 16h00 on 01 November 2024. The successful bidder will be informed subject to the approval of finance.

9.2 Quotes may be submitted electronically by e-mail to kwena.moloko@rtia.co.za.

10. Enquiries and more information

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