



Terms of Reference RFQ

**REQUEST FOR PROPOSALS OF ADVANCED ACCREDITED DRIVING SKILLS TRAINING FOR BORDER GUARDS IN LAW ENFORCEMENT, PROTECTORS DRIVING THE COMMISSIONER OF BMA AND OTHER BMA OFFICIALS**

Venue:1035 Tshedimoseetso House, Hatfield Pretoria.0028

**All proposals must be submitted through E-Tender (e-submission). Late quotations will not be accepted.**

## 1. OBJECTIVES

1.1 The objective (aim) of this Request for Proposal is:

1. For the Border Management Authority to appoint an accredited service provider for provision of an **Advanced Accredited Driving Skills Training for Border Guards in Law Enforcement, Protectors driving the Commissioner of BMA and the rest of the staff**. The training should have two (2) unit standards and Learners to accumulate nine (9) credits.
2. The training is aimed at empowering Border Guards to be competent and safer, thus reducing the likelihood of accidents on the roads.

## 2 BACKGROUND

2.1 In July 2020, the President assented to the Border Management Authority (BMA) Act, 2020 into law. Subsequent to the passing of the legislation, border law enforcement functions were transferred to the Minister of Home Affairs through a Presidential Proclamation. To this end, the BMA was formally established as an independent National Public Entity in terms of Schedule 3A of the Public Finance Management Act (PFMA), 1999 on 1 April 2023.

2.2 In terms of the BMA Act, 2020, the BMA is mandated to carry out the following functions:

- a) Facilitate and manage the legitimate movement of persons within the border law enforcement area and at ports of entry;
- b) Facilitate and manage the legitimate movement of goods within the border law enforcement area and at ports of entry; and
- c) Co-operate and co-ordinate its border law enforcement function with other organs of state, border communities, or any other persons.

- 2.3 The BMA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999 and came into effect on the 1st of April 2023, serving as the third law enforcement authority in South Africa. Through the process, the BMA managed the transfer of five key operational functions of immigration, health, agriculture, environmental, and access control at the 72 ports of entry across the Country. These functions emanated from 4 Government Departments, namely, the Department of Home Affairs (DHA), the Department of Agriculture, Land Reform and Rural Development (DALRRD), the Department of Health (DOH), and the Department of Forestry, Fisheries and the Environment (DFFE).
- 2.4 The purpose of this project is to appoint an accredited service provider for provision of training on **Accredited Advanced Driving skills** for 150 Border Guards in Law Enforcement, Protectors driving the Commissioner and the rest of the staff. The training course should have two (2) unit standards i.e. Apply advance driving skills: i) **Defensive driving**, ii) **Offensive driving** and iii) **should be aligned to NQF level 5.**

### **3 SCOPE AND EXTENT OF THE WORK**

- 3.1 BMA seeks to source a qualified and accredited Service Provider who will provide a training on Accredited Advanced Driving Skills for **150** BMA Officials. .
- 3.2 The training course consists of two (2) unit standards i.e. Apply Advanced Driving skills:-
- i) Defensive Driving - **[US ID 377201]** with 6 credits and
  - ii) Offensive Driving – **[US ID 377220]** with 3 credits.
- 3.3 The training course be aligned to NQF level 5
- 3.4 Learners should accumulate nine (9) credits in total.
- 3.5 The training is presented over a period of 5 days
- 3.6 Training should emphasize on:-
- ❖ Vehicle Checks (inside and outside)
  - ❖ Accident Prevention
  - ❖ ABS lane change/overtaking techniques
  - ❖ Vigilant at different speeds

- ❖ Under steer and over steer (How vehicle turn in corners)
- ❖ Skid control/ Skidpan practical
- ❖ Steering through water
- ❖ 180% Hand brake turn
- ❖ 90% Hand brake turn
- ❖ 180% reverse turn
- ❖ Problem solving, critical thinking, making informed decision in emergence situations

3.7 Related consulting costs per session

3.8 Training should be able to accommodate +/-35 delegates per session

3.9 Training should be customizable based on the needs of the Border Management Authority

3.10 The training must also cover aspects such as surviving a hijacking, reduce the risk of accidents and collision, and including identification of possible dangers on the road and to avoid them.

3.11 The Service Provider must also be able to deliver face to face training in the training venue closer to targeted audience.

#### 4. PROJECT DELIVERABLES AND MILESTONES

NB: The respondent should provide costing for the Services in the following manner:

Activity and Output	Number of Staff
Training consists of two (2) unit standards – US ID 377201 and UD ID 377220	
Training should be NQF level 5 aligned with 9 credits in total	
Five (5) day training on Advanced Driving Skills	150
<b>Certificate on successful completion of your Advanced Driving Course</b>	150

#### 5. CONTENTS OF THE PROJECT PROPOSAL

5.1. A clear and concise project proposal covering the aspect responding to the terms

of reference is required. Furthermore, the BMA considers skills development as an integral part of the out-sourcing process. The process should ensure that skills development and transfer is achieved within the organisation. Progress on skills transfer to be part of the monthly progress report.

- 5.2. An executive summary of the key issues covered in the proposal should be included. This should include profile of each employee/member to work on the project with clear references to similar and related work undertaken in the past with clear evidence where a person member participated in or managed certain projects in the past which bears relevance to the work at hand. Clear indication of actual roles and responsibilities must be presented with verifiable proof.
- 5.3. The methodology should indicate the project milestones that will be used to measure the project progress. Certified copies of all certificates, references, professional registration and related certification for all members of the proposed team must be attached.
- 5.4. Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed. The following technical information should be submitted with the bid proposal:
- 5.5.1. Relevant professional experience of the team leader and core supporting experts;
  - 5.5.2. Organisational, managerial and technical ability;
  - 5.5.3. Full CV's of all proposed team members;
  - 5.5.4. Minimum five (5) contactable current and previous client references for five (5) different clients; and
  - 5.5.5. Associations and Professional Affiliations of companies and individuals.

## **6. INFORMATION GATHERING**

- 6.1. The appointed service provider will be expected to make contact with the Chief Officer: Corporate Affairs to obtain relevant information required from the BMA to ensure proper co-ordination.

6.2. Existing information, which is available within the BMA will be made available to the appointed service provider during the execution of the project.

6.3. Notwithstanding anything written in these terms of reference, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.

## **7. REPORTING AND ACCOUNTABILITY**

7.1. All team members must be available for the duration of the project and the service provider is not allowed to change the composition without prior consent of the Authority.

7.2. During the execution of the project, the service provider will be required to submit progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.

7.3. All information captured and or used to generate the outputs of the project remains the property of BMA and must be handed over in its totality when the project is closed. The BMA will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be or reached during the course of the project become part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and BMA. This agreement must be reached and signed off together with the project plan before the project commences.

## **8. PROJECT MANAGEMENT WITHIN BMA**

8.1 This project will be facilitated by a team consisting of officials within the BMA and any other person/s appointed by the BMA

**9. CONFIDENTIALITY OF INFORMATION**

9.1 All information shared during this bidding process and implementation of this project should the service provider be appointed, remains the property of BMA, and should be kept with the highest confidentiality and cannot be used or shared for any other purpose.

**10. THE BORDER MANAGEMENT AUTHORITY'S MANAGEMENT OF THE SERVICE PROVIDER**

10.1 The successful service provider will be reporting to BMA through the office of the Chief Officer: Corporate Affairs. The service provider will be required to sign a Non-Disclosure Agreement, which agreement will remain in force after the termination of the Service Level Agreement. The service provider will further be required to sign a confidentiality agreement.

**11. RULES OF BIDDING, RFP SUBMISSION REQUIREMENTS AND EVALUATION RULES OF BIDDING**

- 11.1 The Border Management Authority reserves to itself the right to only appoint and enter into a contractual agreement with one entity or multiple entities for the services required, which entity or entities could be an independent contractor or independent contractors or a company or companies. The appointed entity or entities will be held fully accountable for the delivery against the full terms of the contractual agreement with the BMA.
- 11.2 The Border Management Authority reserves the right to terminate this appointment or temporarily defer the work, or any part thereof, should it deem necessary. Should the contract between the BMA and the service provider be terminated by either party due to reasons not attributable to the service provider, the service provider will be remunerated for the appropriate portion of work completed up to a maximum amount of not more than the total fee quoted by the service provider for the appropriate phase of the project during which the appointment was terminated.

11.3 The person or persons proposed for professional work shall remain on the team unless permission is granted by the Border Management Authority to change the individual or individuals. Such permission will only be granted in exceptional circumstances. No data derived from the provision of the services under the contract may be used for any purposes except where authorised in writing to do so.

11.4 The costs of preparing proposals and negotiating the contract shall be borne by the service provider and such costs are not reimbursable. The Border Management Authority is not bound to accept any of the proposals submitted and reserves the right to negotiate price(s) with the preferred service provider. The service provider may request clarification on these Terms of Reference only during the advertised period. The Border Management Authority will not accept any late submissions.

***All proposals must be submitted to BMA through tender box before 11h00. Late proposals will not be accepted.***

## **12. THE BID EVALUATION WILL BE AS FOLLOWS:**

### **12.1 Administrative Compliance (First stage of evaluation)**

12.1.1 Suppliers must ensure that the following documents are attached, signed, and completed:

- (i) SBD 1: Invitation to quote/bid
- (ii) SBD 3: Pricing Schedule
- (iii) SBD 4 Form: Bidders Disclosure
- (iv) SBD 6.1 Form: Preference Points claim form in terms of the Preferential Procurement Regulation 2022;  
(Note to tenderers: the tenderer must indicate how they claim for each preference point system).

**NB: Only bidders who meet all the above requirements will be considered for the next stage.**

### **12.2 Minimum Mandatory Requirement (Second Stage)**

- 12.2.1 The service provider should have experience in providing Advanced Driving Skills training in the schedule 3A public entities
- 12.2.2 The service provider must have a, Project Manager and a minimum of one (1) team member

- 12.2.3 Project Manager must have NQF level 9/ Accredited Advanced Driving Qualification ( attach certified copy of Qualification).
- 12.2.4 Team member must an Advanced Driving Qualification, ( attach certified copy of Qualification).
- 12.2.5 Certified copies of qualifications must not be older than 6 months.

**NB: Only bidders who meet all the above requirements will be considered for the next stage.**

**13. TECHNICAL EVALUATION CRITERIA**

13.1 The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality. On first stage, bids will be evaluated on functionality and bidders who meet the 70% minimum threshold will be considered for the next stage of preference point system.

Functional Factor	Criteria Description	Scoring Methodology	Weighting	Score
Relevant Company experience	<p><b>Five (5) Project Completion certificates/ Reference letters not older than 5 years</b></p> <p>The service provider must submit project completion certificates/ reference letters on provision of similar projects in public sector. Completion certificate/ reference letters must be on the clients letterhead, signed, dated and stating the durations of the projects completed.</p>	<ul style="list-style-type: none"> <li>• 5 Reference letters = 25 points</li> <li>• 4 Reference letters = 20 points</li> <li>• 3 Reference letters = 15 points</li> <li>• 2 Reference letters = 10 points</li> <li>• 1 Reference letters = 5 points</li> </ul>	25	
Team Members	<p><b>Project Manager</b></p> <ul style="list-style-type: none"> <li>• With experience in Advanced Accredited Driving role <b>(Attach CV with references)</b></li> </ul> <p><b>Team member</b></p>	<p><b>Project Manager’s experience (20)</b></p> <ul style="list-style-type: none"> <li>• ≥10 years’ and above = 20 point</li> <li>• ≥7 - ≤10 years’ experience = 15 points</li> <li>• ≥5 – ≤7 years’ experience = 10 points</li> <li>• ≥3 - ≤5 years’ experience = 5 points</li> <li>• ≥1 - ≤3 years’ experience = 1 points</li> </ul>	40	

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Functional Factor	Criteria Description	Scoring Methodology	Weighting	Score
	<ul style="list-style-type: none"> <li>With experience in Advanced Accredited Driving <b>(Attach CV with references)</b></li> </ul>	<b>Team Member's experience (20)</b> <ul style="list-style-type: none"> <li>≥10 years' and above = 20 point</li> <li>≥7 - ≤10 years' experience = 15 points</li> <li>≥5 – ≤7 years' experience = 10 points</li> <li>≥3 - ≤5 years' experience = 5 points</li> <li>≥1 - ≤3 years' experience = 1 points</li> </ul>		
<b>Methodology</b>	Proposed methodology must indicate an understanding of Advanced Driving Skills in line with the scope of work.  Attach the methodology and approach	<ul style="list-style-type: none"> <li>The methodology is innovative and tailored to BMA needs = 35 points</li> <li>The methodology is generic and not tailored to fully meet the BMA needs. = 15 points</li> <li>The methodology does not meet the BMA needs. = 0 points</li> </ul>	35	
<b>TOTAL</b>			<b>100</b>	
<b>Technical Qualification Threshold is 70.</b>				

**14. PREFERENTIAL PROCUREMENT EVALUATION BASED ON 80/20 PRINCIPLE**

14.1 The applicable formula (80/20) will be utilised to evaluate the bid, of which eighty (80) points are allocated for price as allocated in the enclosed form SBD 6.1. that must be completed, and the remaining twenty (20) points are allocated for the specific goals as indicated in the table below

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SKILLS TRAINING***

14.2 Responsive bids will be adjudicated by the State on the 80/20-preference point claim in terms of the Preferential Procurement Regulation 2022 which points are awarded to bidders on the basis of:

- a) The bid price (maximum 80 points)
- b) Specific Goals (maximum 20 points)