



LEASING OF OFFICE SPACE TO THE RTMC

RTMC BID 10/2016/17

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

Road Traffic
Management Corporation

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. Proprietary Information

- 1.1 Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the respondent to be proprietary to RTMC. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent 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 should be in writing, on the below details:

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this tender must be in English.
- 2.3 Written enquiries to the aforementioned email will be entertained up until two weeks before closing date, ie **(09 September 2016)**. All enquiries will be consolidated and posted to the RTMC website under tenders next to the same bid.
- 2.4 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 a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

4.3 Successful bidder(s) are required to comply with the above condition, and also provide a scorecard on how their product / service offering is being measured to achieve the objectives of this condition.

5. Instructions on submission of Bids

5.1 Bids should be submitted in **Five (5) copies** and one electronic copy (on CD in PDF format) all bound in a sealed envelope endorsed, **RTMC BID 10/2016/17: Leasing of Office Space to the RTMC.**

5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Boardwalk Office Park, Boardwalk Boulevard, Phase 5, Faerie Glen, Pretoria East by no later than **11:00 AM on 23 September 2016.**

5.3 Compulsory briefing session will be held on the **26 August 2016, at 10:00 AM** at the above physical address, wherein a **briefing session certificate** will only be issued to bidders who would have 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 disqualify the bid)

5.4 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.

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 telegram, telex, email, facsimile or similar medium will not be considered.
- 5.9 Where a bid document is not received 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 Where a bid has a **compulsory briefing session** as a condition, bidders who do not attend or send a representative **will be automatically disqualified** and bid responses will not be accepted/evaluated.
- 5.12 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 / site visit and the bidder shall be notified thereof no later than 2 (two) days before the actual presentation date. Such presentation / site visit may include presentation of requirements as they relate 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 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

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 or not 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 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.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

8.1 The RTMC promotes enterprise development. In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.

8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1

black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

- 8.3** To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. **Bidders Details and Contact Person**

DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation.

10.2.2 **Annexure 2** of this RFP document (Duly completed and Signed)

10.3 Schedule 2:

10.3.1 Original and Valid Tax clearance certificate(s); please refer to annexure below:

Annexure 3 Tax Clearance Certificate Requirements

10.3.2 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.3 BEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor (option only for Exempted Micro Enterprises with annual turnover less than R5 million)

10.3.4 **Annexure 4** Declaration of Interest (SDB 4)

Note: Bidders must not declare their pricing on SBD 4 document

10.3.5 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.6 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

Note: *If a Consortium, Joint Venture or Subcontractor, the documents listed above must be submitted for each Consortium/ JV member or subcontractor.*

10.4 Schedule 3:

10.4.1 Responses to Section two of this document, in line with the format indicated in this bid document.

10.5 Schedule 4:

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. The price schedule must be submitted on a separate sealed envelope.

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1)

NB: All requirements to **Schedule 4** including pricing must be submitted in a separate envelope. Failure to submit pricing on a separate envelope will be a disqualification.

11. SPECIAL INSTRUCTIONS TO BIDDERS

11.1 Bidders shall provide full and accurate answers to the questions posed in this document. Bidders **must** substantiate their response to all questions, including full details on how their proposal will address specific technical requirements by RTMC. All documents as indicated must be supplied as part of the bid response.

11.2 The contract with the successful bidder will be effective from the required occupation date including the relocation period that will be prior to occupation.

11.3 Should unforeseen circumstances arise that are related to the provisioning of the Leased Accommodation and are currently excluded, RTMC reserves the right to contact the service provider and negotiate its inclusion in the contract.

11.4 Building must comply with the required safety and regulatory standards (OHS, fire extinguishers, fire hoses, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord. Prior to occupation that the building is fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated.

11.5 If there are multi tenants, provide names and detail of business

11.6 In terms of technology and communications, the property on offer must have the following:-

11.6.1 Power supply: clean power and backup generator to run all the lights, computers, server room and its air conditioning, Call Centre and reception. Alternatively a back-up generator to run all the lights, lifts, computers, server room and all air conditioning, Call Centre and reception.

11.6.2 Provision for Telecommunication DB box.

11.6.3 Power and network cabling compatibility.

11.6.4 Fibre

11.6.5 Server room should have at least 1.5m clearance in front and behind rack

11.6.6 Ensure that the server room allows for extra space for a raised ramp to bring racks into the server room

11.6.7 The Server room should also consider routing of cat 5 cables which will need to be routed through the building and be separated from power cables

11.6.8 Bidders must ensure that the server room is not positioned anywhere near where there are waterworks, sewage pipes, etc

12. EVALUATION CRITERIA

The bid will be evaluated in three stages.

(a) Stage 1 will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.

(b) Stage 2 will be on Functionality and Technical Requirements. Only bidders that meet the minimum requirements for Stage 2 will be eligible for consideration in Stage 3.

(c) Stage 3 will be on 90/10 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS

(1) MANDATORY REQUIREMENT	Comply (Yes / No)
PROPERTY OWNERSHIP Bidder must be the owner of the property being leased. Alternatively must be the authorised representative of the owner:	

<ul style="list-style-type: none"> Details of all partners to the offer Compliance Requirement Submission of proof of ownership or signed principle representative agreement must be in place.	
(2) MANDATORY REQUIREMENT	Comply (Yes / No)
PROPERTY SIZE Gross Leasable Area (GLA) of a minimum of 6500m ² for occupation. Compliance Requirement Property prospectus to be attached with schematic drawings and GPS location <ul style="list-style-type: none"> Physical address and stand number 	
(3) MANDATORY REQUIREMENT	Comply (Yes / No)
PROPERTY GRADE A Grade (per SAPOA specifications) <ul style="list-style-type: none"> Tabulate current specifications in compliance to A Grade requirements (per SAPOA specifications) Universal access: Accommodation for people with disability, internally and externally, in compliance with relevant Acts Compliance Requirement Detailed prospectus to be submitted with all specification	
(4) MANDATORY REQUIREMENT	Comply (Yes / No)
PARKING Require a minimum of 900+ parking bays inclusive of parking for 2 busses, 2 trucks and 2 trailers Compliance Requirement Property prospectus to be attached with schematic drawings	
(5) MANDATORY REQUIREMENT	Comply (Yes / No)
LOCATION OF PREMISES Require building to be in the proximity of Midrand / Centurion. Consideration to be taken into account for the building area is as follows: <ul style="list-style-type: none"> Pedestrian Walkways Public Transport Main Roads No residential area nearby 	

<ul style="list-style-type: none"> • Closer to Amenties Compliance Requirement Provide existing transport report on available routes and modes of transport available for staff to make use of.	
(6) MANADATORY REQUIREMENTS	Comply(Yes/ No)
BUILDING REQUIRMENTS The following certification of compliance must be in place: <ul style="list-style-type: none"> • Mechanical, • Electrical, and • Fire 	
(7) MANDATORY REQUIREMENTS	Comply(Yes/ No)
ARMOURY The leased accommodation must make provision for armoury on occupation and comply with Firearms Control Act 60 of 2000 as well SABS code 953/1 and 953/2	
(8) MANDATORY REQUIRMENTS	Comply(Yes/ No)
BUILDING SUPPORT SERVICES Services must be available on occupation: <ul style="list-style-type: none"> • Water; • Electricity; • Sanitation; and • Refuse removal service 	

NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

NOTE: A SITE INSPECTION WILL BE CONDUCTED TO CORROBERATE INFORMATION SUBMITTED. SHOULD IT BE FOUND THAT BIDDERS SUBMITTED INFORMATION THAT IS FALSE, THEY WILL BE AUTOMATICALLY DISQUALIFIED FROM FURTHER EVALUATION

12.2 STAGE 2 – FUNCTIONALITY CRITERIA

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

FUNCTIONAL TECHNICAL EVALUATION

Requirements	Score
A. Compliance to the outlined response format and quality of the proposal	5
A1 The section relates to responses received according to the specified format and the quality of the bid proposal content.	
B. Detailed Requirements (Technical Specification Plans)	
<u>PROPERTY INFORMATION AND BUILDING GRADING</u> Bid proposal should clearly outline the following: - Tabulate current specifications in compliance to Grading requirements (per SAPOA specifications as quoted): <ul style="list-style-type: none"> Office Building Grades A & P: “Modern Office Building (not older than 15 years – or undergone major renovations) – features: high quality modern finishes, air conditioning and located in an area where the market rental is near the top of the range in the metropolitan area, in which the building is located. Also to be considered are quality of finishes in the lobby of the building, safety and security”. <ul style="list-style-type: none"> Grades A & P = 2 points Additional 5 Points to be allocated to the following: <ul style="list-style-type: none"> Details of Lease Period and related rental terms = 1 point Improved/ increased GLA = 1 point Single Tenant = 1 point 	5
<u>PARKING FACILITIES PROXIMITY TO THE OFFICES</u> Require a minimum of 900+ current parking bays including parking for 2 busses, 2 trucks and 2 trailers. Bid proposal should have a detailed layout of the following types of parking areas i.e. availability of 900 + parking bays <ul style="list-style-type: none"> Availability of 900 + parking bays = 5 points 200 Shaded parking bays = 2 points 690 Open parking bays = 1 point 5 Delivery and/ or drop off zone = 1 point 	20 10

<ul style="list-style-type: none"> • 5 Disabled Parking = 1 point Proximity of parking bays to property on offer Within the premises of the property on offer = 10 points Within 200 to 500 metres = 3 points From 600 to 800 metres = 2 points	10
<u>SECURITY</u> Bid proposal should clearly outline the provision of security of the building: <ul style="list-style-type: none"> • Access Control system • Perimeter boundary walls • CCTV 	5
<u>PROXIMITY TO THE BUILDING</u> The building should be within a reasonable radius of the highway <ul style="list-style-type: none"> • Within 1 Kilometer = 5 points • Between 1 – 5 kilometers = 4 points • Between 6 and 7 kilometres= 3 points Bidders to provide GPS / locational map indicating kilometres.	5
PUBLIC TRANSPORT ACCESIBILITY (GAUTRAIN, BUSES, TAXIS) <ul style="list-style-type: none"> • Within 500 metres = 5 points • More than 500 and above = 3 points 	5
EXPERIENCE OF TEAM MANAGEMENT	10
Bidders are expected to provide CV's and credentials of persons that will be involved in managing the property <ul style="list-style-type: none"> • Account manager 5 years of experience and above = 4 points • Asset /facilities specialist 4 and above years = 2 points • Account/finance specialist 4 to 6 years = 2 points • Contract / legal practitioner 4 to 6 years experience = 1 point • Maintenance team 3 to 4 years = 1 point 	
MANAGEMENT OF QUERIES , RESPONSE HANDLING AND TURN AROUND TIMES	5
Bidders are required to give a detailed description on how the above will be addressed through a schematic or narrative presentation.	

TRACK RECORD	10
<p>The bidder must be able to demonstrate the following:</p> <p>Experience in facilities management and customer relations</p> <p>3 reference letters for providing similar services:</p> <ul style="list-style-type: none"> • From 1 to 5 of letting or leasing = 4 points • 6 and above of letting and leasing = 6 points <p>Bidders are expected to provide the duration of each contract, details of each occupant, contact details and persons.</p>	
FINANCIAL CAPACITY	5
Bidders are to provide recent audited financial statements reflecting positive cash flows/ liquidity acceptable to sustain the contract	
MAINTENANCE PLAN	5
<p>The bidder must provide a detailed maintenance plan and a proposal outlining the following:</p> <p>Proposals should clearly specify the responsibilities and liabilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, cleaning of office premises, hygiene services, garden services, etc.) and the maintenance office should be on-site:</p> <p>The office premises (interior and exterior) to be fully serviced, maintained and cleaned by the Landlord.</p>	
RELOCATION PROJECT PLAN	10
Bid proposal must provide for a realistic and detailed project plan that will outline the activities that will be done during the relocation process. The plan must outline all activities and tasks, timeframes per activity/task and required resources. Bidders must indicate the names of the relocating / removal company including their business profile and registration information.	
MANAGEMENT OF OUTSOURCED SERVICES (Cleaning and Security services)	10

Bidders are expected to give an overview on how the above mentioned services will be sourced, managed and implemented taking into account relevant legislative frameworks ie sectoral wage determination, PSIRA etc	
Total	100
Threshold (minimum score required)	70

NOTE (1) ONLY BIDDER'S THAT SCORE A MINIMUM OF 70 POINTS ON THE ABOVE EVALUATION CRITERIA WILL BE CONSIDERED FOR THE NEXT STAGE

12.2.2 The first stage will be based on written proposals and shall be evaluated based on the evaluation criteria applicable below:

EACH PANEL MEMBER WILL RATE EACH INDIVIDUAL CRITERION ON THE SCORE SHEET USING THE FOLLOWING SCALE:

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
0- Non Compliant	Does not comply to the requirements

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13 **STAGE 3 - PREFERENCE POINT SYSTEM**

All bidders that will achieve the minimum qualifying score of 70 points to be further considered for Stage 3. Qualifying bidders will be considered for further evaluation on pricing based on a 90:10 principles as outlined below:

CRITERIA	POINTS
Price	90
BEE	10
TOTAL	100 points





SECTION: 2

SPECIFICATION DETAILS

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SECTION 2: TECHNICAL REQUIREMENTS SPECIFICATION

1. PURPOSE OF THE PROJECT

- 1.1 The Road Traffic Management Corporation ("RTMC") invites certain qualified companies / service providers ("Bidders") to submit proposals/bids ("Tenders") in accordance with the rules set out in this RFP for the provision of lease for a **minimum period of 24 months with an option to extend for a further 12 months** in either, Centurion or Midrand area.

NB: RENTAL CONTRACT COMMENCEMENT DATE IS 01 APRIL 2017.

2. SCOPE OF WORK

Building Standard Facilities Requirements		
Item No.	Description	Specification
1.	Property Size	Gross Leasable Area of minimum 6500m ² on occupation
2.	Property Grade	A Grade (per SAPOA specifications)
3	Property Information	Bid proposal should clearly outline the following: - <ul style="list-style-type: none">• Physical address, stand number,• Details of all partners to the offer,• Detailed rental option,• Tenant installation allowance,• Building insurance information• Single tenant occupation
4.	Parking Facilities	Requires a minimum of 900+ current parking bays including parking for 2 busses, 2 trucks and 2 trailers. Bid proposal should have a detailed layout of the following types of parking areas i.e. <ul style="list-style-type: none">• Basement,• Shaded,

		<ul style="list-style-type: none"> • Open parking bays • Delivery and/ or drop off zone • Disabled Parking
5.	Security	<p>Bid proposal should clearly outline the provision of security of the building:</p> <ul style="list-style-type: none"> • Access Control system • CCTV • Perimeter boundary walls
6.	Main access to the building	<p>Proximity of the building to:</p> <ul style="list-style-type: none"> • Main Roads • Pedestrian Walkways • Amenties • Public transport etc.
7.	Building Compliance	<p>Following certificates of compliance must be in place:</p> <ul style="list-style-type: none"> • mechanical, • electrical, and • Fire
8.	Accessibility of offices or building	Accommodation for people with disability, internally and externally, in compliance with relevant Acts
9.	Technology and communication	<p>Power supply: clean power and backup generator to run all the lights, computers, server room and its air conditioning, Call Centre and reception.</p> <p>Alternatively a back-up generator to run all the lights, lifts, computers, server room and all air conditioning, Call Centre and reception. Provision for Telecommunication DB box.</p> <p>Power and network cabling compatibility.</p> <p>Fibre</p> <p>Server room should have at least 1.5m clearance in front and behind rack</p> <p>Ensure that the server room allows for extra space for a raised ramp to bring racks into the server room</p>

		<p>The Server room should also consider routing of cat 5 cables which will need to be routed through the building and be separated from power cables.</p> <p>Bidders must ensure that the server room is not positioned anywhere near where there are waterworks, sewage pipes, etc</p>
10.	Lifts	<p>Lifts should comply with the SA Standard Code of Practice for the application of the National Building Regulations. The number of lifts required to service the functional areas shall be determined as per the regulation and should be detailed in the submission.</p> <p>Breakdown allowed per lift per month shall not exceed eight hours. In the event of breakdowns exceeding the allowed breakdown time, it shall be deducted as a penalty from the maintenance fee.</p>
11.	Health & Safety	<p>Building must comply with the required standards, OHS etc.; and should have firefighting equipment in terms of the fire requirements (fire extinguishers, fire hoses, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord.</p> <p>Prior to occupation, the building must be fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated.</p>
12.	Maintenance	<p>Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) and the maintenance office should be on-site:</p> <ul style="list-style-type: none"> • The office premises (interior and exterior) to be fully serviced and maintained by the Landlord; • Turn-around time to be clearly stated on

		<p>maintenance and repair work by the Landlord;</p> <ul style="list-style-type: none"> • Bid proposals to allow the Road Traffic Management Corporation to do its own repairs in cases where the Landlord's turn-around time was not met and to have the expenses reimbursed by the landlord
13	Building support services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> • Water; • Electricity; • Sanitation; and • Refuse removal service.
14	Relocation Service	<p>Bid proposal must provide for:</p> <ul style="list-style-type: none"> • Office furniture and equipment removal • Documents removal • Decommissioning, removal and commissioning of ITC infrastructure <p>NB Insurance cover must be taken into account. Proof thereof must be attached</p>
15	Security services	<p>The property on offer must have Grade C physical 24/7 security services.</p> <p>Equipment will be provided for by the bidder. This will include two way radios, flashlight/torch, etc</p> <p>All Uniform will be provided for by the service provider and should reflect clearly the company's logo.</p> <p>The security company must</p> <ul style="list-style-type: none"> • Maintain a high level of visibility • Proactively safeguard RTMC employees and visitors at all times • Administer effective access control at all times and ensure that appropriate record keeping is maintained to gain entry / exit from the

		<p>premises (including equipment)</p> <p>Ensure that they inform RTMC immediately of any incident that requires the attention of the Corporation</p> <p>The bidder must provide the following in order to be assessed for functional capability:</p> <ol style="list-style-type: none"> 1. Organisational Registration: Provide organisational profile and indicate PSIRA registration of the following: <ol style="list-style-type: none"> a. Company PSIRA registration certificate b. Company Director's PSIRA registration c. Letter of Good Standing (COID) 2. Staff Registration: Provide registration of Grade C guards including firearm competency certificate 3. Company capabilities: Indicate the company's existing capabilities and infrastructure including the following: <ol style="list-style-type: none"> a. Existing Control Room b. Vehicles and other security assets. The bidder must comply with relevant legislative framework. <p>The security company must provide relevant documents, ie tax clearance, BBBE certificates, company registration, subcontracting agreements and all other related information. Failure to submit the required documents will invalidate the bid.</p>
16	Cleaning services	<p>The bidder must ensure that the property on offer will have an experience team to render cleaning, hygiene and garden services to the RTMC seven days a week.</p> <p>Type of cleaning required include:-</p> <ol style="list-style-type: none"> a) Offices, Kitchens, Bathrooms (Hygiene services) and all common areas within the office premises b) Basement areas and parking areas c) Garden services (Landscaping) <p>The bidder must ensure that the relevant equipment, consumables, protective clothing and uniform are</p>

		<p>provided for the required standard of cleaning in terms of offices, hygiene requirements and garden services.</p> <p>The bidder must comply with relevant legislative framework.</p> <p>The cleaning company must provide relevant documents, ie tax clearance, B BBE certificates, company registration, subcontracting agreements and all other related information. Failure to submit the required documents will invalidate the bid.</p>
17	Lease Agreement	Draft lease agreement to be attached to the bid documents that takes into consideration the salient terms and conditions.
18	Rental contract commencement date	01 April 2017

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SECTION 3

PRICING PROPOSAL

See below format

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1 COST PROPOSAL FORMAT

1.1 Electronic copy of the price schedule (price proposal)

- a) Leasing cost for the bidder's proposed solution should be submitted on a proposal pricing schedule.
- b) All value adds and additional costing should be outlined in the pricing proposal
- c) Annual escalation to be included
- d) Bidders must submit separate pricing envelope(s). Failure to do so will result in a disqualification of your bid response.

Section Number	Title : ENVELOPE TWO - PRICE PROPOSAL
1.	Standard Bidding Documents <ul style="list-style-type: none">• Price Schedule Summary (SBD 3.3)• Preferential Point Claim (SBD 6.1)
2.	Electronic Copy of Price Proposal (Excel Spreadsheet) FORMAT FOR PRICING TO BE CLEARLY DETAILED BY THE BIDDER Rental of office space Operating Costs Common Areas Store rooms / Storage Basement Parking Shaded Parking Open Parking Security Services Cleaning Services Hygiene Services Garden Services / Landscaping Tenant Installation Allowance:- <ul style="list-style-type: none">➤ Spatial design layout➤ Partitioning, any additional altering wet work, door locks, ironmongery, etc➤ All floor coverings

	<ul style="list-style-type: none"> ➤ Paint and wall finishes ➤ All HVAC requirements ➤ Additional electrical requirements, including lights ➤ Kitchenette requirements ➤ Ceiling grids and tiles ➤ Any standby power requirements and/or uninterrupted power supply (UPS) ➤ Any professional fees required for design, compliance or otherwise ➤ Any other item that is not specified above that will be covered by TIA <p>Relocation and related insurance costs etc</p>
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SECTION: 4

ANNEXURES AND STANDARD BIDDING DOCUMENTS

Road Traffic
Management Corporation

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Tax Clearance Requirements (SBD 2)
Annexure 4	Declaration of Interest (SBD 4)
Annexure 5	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 6	Certificate of Independent Bid Determination (SBD 9)
Annexure 7	Pricing Schedule (SBD 3.3)
Annexure 8	Preference Points Claim Forms (SBD 6.1)
Annexure 9	Template of Contactable References
Annexure 10	Template of a Detailed Price Schedule (To Accompany SBD 3.3)



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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 particulars 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.

13. All delivery costs must be included in the submitted bid prices.
14. Unless specifically provided for in the bidding document, no bids transmitted by telegram, telex, facsimile, e-mail or similar apparatus shall be considered.
15. All forms and tables must be completed as required. Non-submission of some required information will result in the bid declared invalid. In addition to the required information, brief additional information may be appended.
16. Bidders must ensure themselves that all the required forms, certificates and required documents are completed, signed and attached.
17. All bids are subjected to : the Project Specification, Special Provisions, Special Conditions and General Conditions of Contract.
18. Only the successful Bidder will be required to complete and sign a written Contract – Form SBD 7.
19. These conditions and information from part of the bid and failure to comply therewith may invalidate a bid.
20. For completion of SBD 6 Forms see relevant sections in Special Conditions of Contract.
21. Have the company or any of its Directors, Shareholders or Joint Venture Partners in their present or previous capacity ever been restricted from bidding by any organ of the State? ***Yes / No**

If in the affirmative, please provide full details of restriction:

.....

.....

.....

.....

(*Please circle the applicable Yes or No response above clearly)

..... Signature of Declarant Bid Number Date
..... 1.1.1.1.1 Position of Declarant 1.1.1.1.2 Name of Company / Organisation / Enterprise / Bidder	
Witness 1. :		Witness 2. :

IMPORTANT BIDDING CONDITIONS

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing, or to complete the attached forms, questionnaires and specification in all respects, may invalidate the bid.
2. Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions of bidding. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions on these bid forms are in conflict with any special conditions, stipulations or provisions incorporated in the bidding documents, such special conditions, stipulations or provisions shall apply.
4. Each bid must be submitted in a separate, sealed envelope on which the **bid number, bid description, name and address of the bidder, and the closing date and time** must be clearly endorsed.

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD TRAFFIC
MANAGEMENT CORPORATION**

BID NUMBER: **CLOSING DATE:** **CLOSING TIME:** 11:00

DESCRIPTION:.....
.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED

TO:.....
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
.....
.....

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE..... NUMBER.....

FASCIMILE NUMBER CODE..... NUMBER.....

EMAIL ADDRESS

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)

☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

☐

OR

☐

A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS

SIGNED.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:

Contact Person:

Tel:

Fax:

E-mail address:.....

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person:

Tel:

Fax:

E-mail address:.....



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ANNEXURE 2 ACCEPTANCE OF BID CONDITIONS AND BIDDERS STRUCTURE

ACCEPTANCE OF BID CONDITIONS

BID REFERENCE NO.	
NAME OF BIDDER:	
AUTHORISED SIGNATORY:	
NAME OF AUTHORISED SIGNATORY:	
POSITION OF AUTHORISED SIGNATORY:	
BY SIGNING ABOVE, THE BIDDER HEREBY ACCEPT FULL RESPONSIBILITY FOR THE PROPER EXECUTION AND FULLFILMENT OF ALL OBLIGATIONS AND CONDITIONS DEVOLVING ON HIM/HER UNDER THIS BID.	

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BIDDING STRUCTURE

Indicate the type of bidding structure by marking with "X"	
Individual Bidder	
Joint Venture/Consortium	
Company	
Other	

BIDDING STRUCTURE INFORMATION

Bidder Information:	
Name of Company	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Cellphone Number	
Fax Number	
Email Address	
Postal Address	
Physical Address	

If Partnership/Joint Venture/Consortium, bidders must provide bidder information for each partner/joint venture member/consortium member.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF TENDERS)	
	IT IS A CONDITION OF TENDER THAT: –
1.	It is an absolute requirement that the taxes of the successful tenderer must be in order or that suitable arrangements have been made with the Receiver of Revenue to satisfy them.
2.	The Application for Tax Clearance Certificate (in respect of tenders), must be completed by the tenderer in all respects and submitted to the Receiver of Revenue where the tenderer is registered for income tax purposes. The Receiver of Revenue will then furnish the tenderer with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original with the tender under this section , that is before the closing time and date of the tender. Failure to submit an original and valid Tax Clearance Certificate may invalidate your tender.
3.	Each party to a Consortium/Sub-contractors must complete a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

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APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF BIDDERS)

1. Name of taxpayer / bidder :
2. Trade name:
3. Identification number
4. Company / Close Corporation registration number:
5. Income tax reference number:
6. VAT registration number (if applicable):
7. PAYE employer's registration number (if applicable):

Contact person requiring Tax Clearance Certificate: Signature :

Name :

Telephone number : Code: () Number :

Address :

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.....
.....
.....
.....
.....
Code :

Date :

PLEASE NOTE

THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS) WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/ OR ADDITIONAL TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY SYSTEM NOT BEING YEAR 2000 COMPLIANT

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

 - (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

ANNEXURE 4**SBD 4 (page 3)**

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Number / Number	Employee / Persal

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011



Road Traffic
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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Declaration forms part of the bidding documents and must be completed and submitted by the bidder. Failure to do so may result in the bid being rejected.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:-
 - (a) abused the institution's supply chain management system;
 - (b) committed fraud or any other improper conduct in relation to such system; or
 - (c) failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (*Please circle the applicable Yes or No response below clearly)
 - 4.1 ***Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?*** ***Yes / No**
(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).
 - 4.1.1 If so, state the particulars:

 - 4.2 Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? ***Yes / No**
 To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.
 - 4.1.2 If so, state the particulars:

 - 4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? ***Yes / No**
 - 4.3.1 If so, state the particulars:

 - 4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? ***Yes / No**
 - 4.4.1 If so, state the particulars:

DECLARATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED IN SECTIONS 4.1, 4.2, 4.3 and 4.4 ABOVE IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO MY/OUR BID BEING REJECTED AND/OR CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME, SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... 2.7.1.1.1 Signature of Declarant 2.7.1.1.2 Bid Number 2.7.1.1.3 Date
..... 2.7.1.1.4 Position of Declarant 2.7.1.1.5 Name of Company / Organisation / Enterprise / Bidder	
Witness 1. :		Witness 2. :



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ANNEXURE 6 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 (Page 1)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

ANNEXURE 6 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 (Page 2)

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

ANNEXURE 6 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 9 (Page 3)

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

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ANNEXURE 7 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 3.3 (Page 1)

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:
CLOSING TIME 11:00 CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES)
1.	The accompanying information must be used for the formulation of proposals.	
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	
	R.....	
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)	
4.	PERSON AND POSITION HOURLY RATE DAILY RATE	
	-----	R-----
	-----	R-----
	-----	R-----
	-----	R-----
	-----	R-----
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT	
	-----	R-----days
	-----	R-----days
	-----	R-----days
	-----	R-----days

ANNEXURE 7 CERTIFICATE OF INDEPENDENT BID DETERMINATION SBD 3.3 (Page 2)

5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT

TOTAL: R.....

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

5.2 Other expenses, for example accommodation (specify, eg. Three Star hotel, bed and breakfast, telephone cost, reproduction cost, Etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project
.....

8. Are the rates quoted firm for the full period of contract? *YES/NO

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

.....
.....
.....
.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –
(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;

- 2.17 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

80/20 or 90/10

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that

such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

- 7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

- 8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted?%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

- 9.1 Name of company/firm

- 9.2 VAT registration number :

- 9.3 Company registration number
:

- 9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

3

DATE:.....

ADDRESS:.....

.....

.....

.....



Road Traffic
Management Corporation

ANNEXURE 9

REFERENCE OF PREVIOUS SIMILAR WORK

ANNEXURE 9

PROJECT NAME:					
PROJECT DESCRIPTION					
PROJECT DURATION					
PROJECT VALUE					
ROLE PLAYED					
RELEVENCE TO THIS BID					
KEY LESSONS LEARNT					
REFERENCE CONTACT DETAILS	NAME AND SURNAME	EMAIL ADDRES	BUSINESS ADDRESS	CELL NUMBERS	TELEPHONE NUMBERS





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