



**ACQUISITION OF LAND FOR CONSTRUCTION OF THE  
RTMC OFFICE PREMISES**

**RTMC BID NO:14/2017/18**

## SECTION: 1

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. **Proprietary Information**

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

### 2. **Enquiries**

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- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channeled to the email below, however such enquiries will be entertained until within ten (10) days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

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

### 3. **Validity Period**

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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**

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- 4.1 Supplier Performance Management is viewed by the RTMC as critical a 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 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 the RTMC business.

## **5. Instructions on submission of Bids**

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- 5.1 Bids should be submitted in **Five (5) copies** (1 original and 4 copies) and one all bound in a sealed envelope endorsed, **RTMC BID 14/2017/18: Acquisition of land for construction of RTMC office premises.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC **Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 13 December 2017.**
- 5.3 **Compulsory briefing session will be held on the 23 November 2017 at 10h00am. Venue: Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157**
- 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 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 placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

- 5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

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- 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 offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid document (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than four (4) days before the actual presentation date. Such presentation may include demonstration of products and/or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

## **7. RTMC's Rights**

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- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

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

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- 8.1 The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMMEs 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**

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<b>DETAILS OF BIDDERS</b>	
<b>Name of your Company</b> <b>(in block letters)</b>	

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

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

## **10. RESPONSE FORMAT**

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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. (Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid 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 CIPC 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 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed a combined B-BBEE Certificate must be provided.

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

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)

10.3.7 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)



**Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture.**

#### **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) and B-BBEE Certificate

### **11. SPECIAL INSTRUCTIONS TO BIDDERS**

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**11.1** Bidders shall provide full and accurate answers to the questions posed in this document.

**11.2** Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

**11.3** Bidders must submit a geological report/ Map of the land on offer.

**11.4** Bidders must submit proof of municipal property rates and taxes for the land on offer

### **12. EVALUATION CRITERIA**

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The bid will be evaluated on a three stage process. Stage 1 will be on Mandatory requirements, Stage 2 will be on Functionality and Stage 3 will be on 80/20 Price and B-BBEE.

#### **(a) Stage 1 – Mandatory**

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

#### **(c) Stage 2 – Evaluation criteria**

Only bidders that meet the minimum of seventy (70) points will be eligible for consideration for Stage 3.

**(b) Stage 3 - Price and B-BBEE**

**NB:** This will be on 80/20

**12.1 STAGE 1 – MANDATORY REQUIREMENTS**

MANDATORY REQUIREMENT	Submitted / not submitted
<b>REGISTRATION ON CSD</b>  Bidders must be registered on CSD	
<b>LAND SIZE</b>  <b>Requirement:</b>  The land/plot size on offer must be between a total of size 15 000 m <sup>2</sup> – 20 000m <sup>2</sup> .  <b><u>Compliance</u></b>  (a) The bidder must submit a plan indicating the total size of the land/plot on offer, in line with the size indicated above.	
<b>LAND OWNERSHIP</b>  <b>Requirement:</b>  The bidder must either be owner or authorised person to sell the property. Bidders must submit proof ownership or mandate to transact on behalf of the owner.  <b>Compliance</b>  (b) Bidder must provide title deed in the name of the bidder as proof of ownership. Where the bidder is acting on behalf of the land owner, a letter of authorization issued by the bidder must be attached or any other form of ownership that is legally acceptable.	

<p><b>LOCATION</b></p> <p><b>Requirement</b></p> <p>The land must be situated in the area along the N1 motorway. The proximity should be within Midrand/Centurion area. Visibility along the highway is key. (See also Technical Evaluation Criteria B).</p> <p><b>Compliance</b></p> <p>(c) The bidder must submit a topographical locational map of the land on offer inclusive of GPS co-ordinates.</p>	
<p><b>LEGAL STANDING</b></p> <p><b>Requirements</b></p> <p>The land must be free from any encumbrances, encroachment, squatters or any litigation whatsoever. In case the land is used a security for debt/finance, there should an undertaking to release it from such at the seller's cost before commencement of sale.</p> <p><b>Compliance</b></p> <p>(d) The bidder must submit an affidavit disclosing that the land is free from any incumbent's, squatters or any litigation of any kind.</p> <p>(e) The bidder should also submit a letter that exempts the RTMC from any claim etc</p>	

## 12.2 FUNCTIONALITY EVALUATION CRITERIA

Stage two will be based on functional requirements.

REQUIREMENTS	MAXIMUM POINTS/SCORE
<b>A. SHAPE OF THE PLOT</b>	<b>30</b>
<p>The bidder must provide the plan showing the maximum size in square meters of a square or rectangular inside the plot to enable the RTMC to determine the maximum potential use of land.</p> <p>The bidder's plan must indicate percentage coverage of the square or rectangle of the total plot/land on offer.</p> <p>The points will be allocated based on the criteria below –</p> <ul style="list-style-type: none"> <li>• Above 80% of the land ----- 30 points</li> <li>• Between 70% and 50%----- 20 points</li> <li>• Between 50% and 40%----- 10 points</li> <li>• Less than 40% ----- 00 points</li> </ul> <p><b>COMPLIANCE</b></p> <p>A <b><u>certified</u></b> plan indicating the maximum percentage coverage of the square or rectangle of the total plot/land on offer.</p>	<b>30</b>
<b>B. VISIBILITY OF THE PLOT/LAND ON OFFER FROM N1 HIGHWAY</b>	<b>30</b>
<p>The plot/land on offer should be within a reasonable radius of visibility to N1 highway using the shortest distance from the plot/land on offer. The plot/land on offer should allow the RTMC future development to be visible to the N1 highway as a lead agency on road safety.</p> <p>The bidders plan must indicate distance in meters/kilometres from the plot/land on offer to N1 highway for visibility.</p>	<b>30</b>

<p>The score will be allocated based on the following criteria –</p> <ul style="list-style-type: none"> <li>• Within 500 metres ----- 30 points</li> <li>• Between 500metres to 1000metres----- 15 points</li> </ul> <p><b>COMPLIANCE</b></p> <p>Bidders to provide a plan/map with calculations indicating distance in metres/kilometres from the plot/land to N1 Highway for visibility. As far as possible, bidders must indicate if there are any obstructions to visibility if any.</p>	
<p><b>C. AVAILABILITY AND PROXIMITY OF THE PLOT/LAND ON OFFER TO PUBLIC TRANSPORT</b></p>	<p><b>10</b></p>
<p>The plot/land must be placed in an area where there is access to public transport to accommodate employees of the Corporation who utilise public transport. e.g. Gautrain, Buses, Taxis etc. The bidder must indicate in detail all transport modes available around the plot/land.</p> <p>The bidder must provide a proposal/plan indicating all modes of public transport available and indicate distance in meters for each transport mode and where such transport modes are stationed.</p> <p>The score will be allocated based on the following criteria –</p> <ul style="list-style-type: none"> <li>• Within 100meters to 500metres ----- 10 points</li> <li>• Above 500metres ----- 05 points</li> </ul> <p><b>COMPLIANCE</b></p> <p>Bidders to provide a map/plan indicating all modes of transport available around the plot/land on offer indicating distances for various modes from the plot/land to area where such stationed.</p>	<p><b>10</b></p>

D. TOPOGRAPHY, SLOPE AND TERRAIN OF THE PLOT/LAND	20
<p>The bidder must submit survey drawing showing contour map of the plot and specify the level difference between highest level and lowest level of the plot. The bidder must also provide a description of the plot/land on offer whether it is sloppy/flat or even/uneven etc in order for the Corporation to award points.</p> <p>The points will be allocated based on a scale of 1 – 4 calculated as per criteria below -</p> <ul style="list-style-type: none"> <li>• 4/4 Perfectly Flat and Even Plot/Land ----- 20 points (difference between highest level to lowest level of the plot/land less than 3metres)</li> <li>• 3/4 Moderately Flat and Even Plot/Land ----- 15 points (difference between highest level to lowest level of the plot/land more than 3 metres but less than 5 metres)</li> <li>• 2/4 Moderately Sloppy and Uneven Plot/Land ----- 10 points (difference between highest level to lowest level of the plot/land more than 5 metres but less than 7 metres)</li> <li>• 1/4 Perfectly Sloppy and Uneven Plot/Land ----- 05 points (difference between highest level to lowest level of the plot/land more than 7 metres but less than 10 metres)</li> </ul> <p><b>COMPLIANCE</b></p> <p>Bidders to provide a contour drawings/plans indicating the evenness and sloppiness of the plot/land on offer. The plan must include calculation in metres from the highest level to the lowest level of the plot.</p>	20
E. LOCATION AND SAROUNDINGS OF THE PROPERTY	10
<p>The bidder must provide a detailed proposal on the location of the property on offer including accessibility to essential service which should includes Shops, Schools, Banking Facilities, Food and Entertainment, Transport and Public Services, Hotels &amp; Lodges</p>	

<p>The proposal will be evaluated on the sliding scale as indicated below –</p> <p>5 - Excellent Meets and exceeds the functionality requirements</p> <p>4 - Very Good Above average compliance to the requirements</p> <p>3 - Good Satisfactory and should be adequate for stated element</p> <p>2 - Average Compliance to the requirements</p> <p>0 - Non Compliant Does not comply to the requirements</p> <p><b>COMPLIANCE</b></p> <p>Bidders to submit a proposal in line with the above requirement.</p>	<b>10</b>
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**NB: BIDDERS ARE EXPECTED TO SCORE SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 3 OF THE PRICING AND B BBE**

Functionality will be evaluated at the following scales:

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

### 12.2 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

**NB:**Stage 3 - This stage will be evaluated on a 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
<b>Grand Total</b>	<b>100</b>



## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

### **1. PURPOSE**

The purpose of this bid is to request proposal for the acquisition of land for the construction of the RTMC office premises.

### **2. BACKGROUND**

- 2.1 The Road Traffic Management Corporation has been leasing buildings from different service providers for the past ten years. This has been costly and resulting in no asset after the end of each leasing term.
- 2.2 The Corporation has also been through numerous changes in the past years and has grown from a staff complement of fifty-four (54) personnel when it opened its doors in 2005 to six hundred and sixty-four (664) in 2017. It is also worth mentioning that the Corporation also has special needs which are not provided for through normal conventional office premises that are found in the market.
- 2.3 These special needs include amongst others – Larger than normal parking facilities for National Traffic Police (NTP) Fleet and the fleet of the Corporation; Armory and Shift Change Facilities for the NTP; Natis Training Facilities to host Provinces, Municipalities, Private Sector etc.
- 2.5 It is against this background that a request to advertise a bid for the procurement of land for the RTMC.

### **3. SCOPE OF WORK**

- 1.1 RTMC is looking to procure land for the future development of an office park and related infrastructure. The land requirements are outlined below but are not limited to:
  - (a) The land/plot size on offer must be between a total of size 15 000 m<sup>2</sup> – 20 000m<sup>2</sup>.
  - (b) The land should be accessible with easy access to the highway.
  - (c) The land should be free from any encumbrances, squatters or any litigation whatsoever.

- (d) An official title deeds from the registrar that is within a month before tender closing date.
- (e) A schematic geographical drawing of the land on offer that reflects at least 15 000 m<sup>2</sup> to 20 000 m<sup>2</sup>
- (f) A valuation certificate from an independent assessor that is not older than 3 months
- (g) The land should be located within area along the N1 freeway between Midrand and Centurion.
- (h) Visibility to the highway is a key requirement. Preferably it should be within close proximity to the current offices of RTMC which are in Eco Park (Centurion).
- (i) The land should have access to utilities such as water, electricity and similar services etc
- (j) Proof of ownership should be in the name of the bidding entity. Alternatively, the bidder should have an authorization letter from the owner of the land to submit this bid.

**SECTION: 3**

**ANNEXURE AND STANDARD**

**BIDDING DOCUMENTS**

**ATTACHED**

## **ANNEXURE AND STANDARD BIDDING DOCUMENTS**

<b>DOCUMENT</b>	<b>DESCRIPTION</b>
<b>BDGI</b>	<b>Bid Documents General Information</b>
<b>Annexure 1</b>	<b>Invitation to Bid (SBD 1)</b>
<b>Annexure 2</b>	<b>Acceptance of Bid Conditions and Bidder's Structure</b>
<b>Annexure 3</b>	<b>Tax Clearance Requirements (SBD 2)</b>
<b>Annexure 4</b>	<b>Declaration of Interest (SBD 4)</b>
<b>Annexure 5</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 6</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 7</b>	<b>Pricing Schedule (SBD 3.3)</b>
<b>Annexure 8</b>	<b>Preference Points Claim Forms (SBD 6)</b>



## **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.



