



**APPOINTMENT OF SERVICE PROVIDER FOR
UPCOMING WREATHLAYING EVENT TO THE
RTMC**

RTMC BID NO: 12/2017/18

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

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1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal which is provided to the bidder to be proprietary 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**

- 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 last ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

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

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude 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 RTMC business.

5. **Instructions on submission of Bids**

- 5.1 Bids should be submitted in **Five (5) copies** and one all bound in a sealed envelope endorsed, **RTMC BID 12/2017/18: Appointment of service provider for upcoming Wreathlaying event to the RTMC.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building **Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 18 September 2017.**
- 5.3 **Compulsory briefing session** will be held on the **31 August 2017, 10h00 am** at the **Boekenhoutkloof Traffic College, Cnr Sandui and Kenneth Road, Rietfontein, Pretoria West Mahem. GPS Coordinates : 25° 42' 45.4" South,**
28°04'35.0" East
- 5.4 a briefing session certificate will be issued to bidders who would have attended the briefing session.
- 5.5 **NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid (Failing which will invalidate the bid)**
- 5.6 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 5.7 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.8 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.9 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.
- 5.10 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.11 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.**

- 5.12 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.13 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 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 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

- 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 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.(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

- 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 RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.
- 11.4 Bidders must be registered on centralised supplier database(CSD).

12. EVALUATION CRITERIA

The bid will be evaluated on three (3) stage process.

- (a) Stage 1 will be on Mandatory requirements.

- (b) Stage 2 will be based on Functionality requirements. (Bidders must at least score **70** points to qualify for the next stage.
- (c) Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS

NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION

MANDATORY REQUIREMENT	Comply (Yes / No)
Bidders must be registered on CSD	
Bidders must complete and sign all SBD bidding forms attached	
Health Compliance certificates. Bidder must have a valid health compliance certificate or the identified subcontractor that will provide catering services MUST have a valid health certificate. In the case of sub-contracting, the profile of the catering service provider must be made available.	
Engineers compliance and accreditation certificates Bidder must have a qualified engineer to provide a structural engineers certificate for all structures that will be erected for the event. The structural engineer should be registered with (ECSA) and must have at least 5 years experience. A detailed CV should be attached with all necessary qualifications and valid certificates.	
Valid registration with SAACI or EXSA	

12.2 STAGE 2 – FUNCTIONALITY EVALUATION CRITERIA

Stage two will be based on functional requirements.

Functionality shall be evaluated based on the following parameters:

A. Bidders Relevant Experience, Portfolio, Financial Capacity, Capacity to execute Service	
A1 Bidders to submit letters of reference from current and past clients indicating bidders' ability to deliver timeously, quality service and handling of client queries. <ul style="list-style-type: none">• Reference letters should be on letterhead/s of institutions where services were rendered and indication of quality of service/s delivered. (Reference letters should be signed by a senior representative of the company and should be within the past 24 months) Contact details must be included as part of the submission.• Previous experience should be for events of a similar scale and size to RTMC's own event. This will confirm capability to deliver on such a large and strategic event. Succesful submission of reference letters of a similar scale and magnitude (ie section 2 Technical requirents/scope of work): 1-2 letters = 5 points 3-5 letters = 10 points 6 and above= 25 points	25
B. Bidders Financial Capability	
B1. Financial Capacity B1.1. Bidders must demonstrate financial capacity to provide or deliver the service. B1.2. Bidders must provide the following as proof of Financial Capacity: <ul style="list-style-type: none">a) Letter of commitment (specific to the bid) from reputable financial service provider/s minimum of R1million.	15

<p>Or</p> <p>b) Letter of good standing from the bank with available overdraft of atleast R1million.</p> <p>NB – It should be noted that RTMC reserves the right to conduct due diligence on your company to confirm financial ability to successfully render this service</p>	
C. Subcontractor reference letters	20
<p>The following documents are required for submission</p> <p>C1 – The catering service provider that will be used for the all catering services must provide reference letter's with contactable details. The reference letters should not be older than 12 months and should be for events of a similar nature. The evaluation team will conduct reference checks to verify the nature and extent of service offered .see section 2 (5 points)</p> <p>1 to 3 = 2 points</p> <p>and above = 5 points</p> <p>C2 – Signed sub contracting agreement of caterer relating to catering services as outlined in scope of work (if not employed) (5 points)</p> <p>C3 – Signed sub contracting agreement of engineer relating to engineering services (if not employed) (5 points)</p> <p>C4 – Profile of the structural engineer indicating all previous related work done in the past 5 years. The profile will be evaluated based on the extent of complexity of previous projects done and completed successfully. Contact details should be included of previous project done (5 points)</p>	
D. Logistics and delivery Plan (implementation methodology)	
<p>D.1 Delivery Plan</p> <p>Bidders must provide a detailed event plan of how they will deliver the required services on time and in a manner that is satisfactory:</p> <p>a)Logistical plan: The bidder must demonstrate ability to carry out the contract by outlining key variables that must be in place to ensure compliance to agreed delivery lead- times and specifications. This must include a detailed plan that outlines the various elements necessary to ensure that all infrastructure and required services are in</p>	40

<p>place.</p> <p>b) This plan must be aligned to the required scope of work and should detail where capacity is inhouse or insourced. All necessary supporting agreements must be in place and bidder's must complete the attached checklist spreadsheet outlining where services are inhouse or sourced in. The bidder must demonstrate the capacity/means of delivery through existence of arrangements/agreements with reputable supplier/wholesalers/distributors and/or manufacturers. All timelines must be indicated (30 points)</p> <p>c) Inhouse infrastructure: Bidder must indicate inhouse capacity as follows:</p> <p>a. Project leader experience (5 points)</p> <p>i. Attach detailed CV</p> <p>ii. Minimum experience must be in large scale projects and should be a minimum of 10 years. The extent of experience in large scale projects will be evaluated based on the criteria</p> <p>b. Financial and Administrative project support (3 points)</p> <p>i. Attach detailed CV</p> <p>ii. Minimum experience in project administration should be 5 years in large scale projects</p> <p>c. Design and graphics (2 points)</p> <p>i. Attach detailed CV</p> <p>ii. Minimum experience in design and concept development should be 5 years</p>	
Total Score	100
Minimum threshold	70

NB BIDDERS MUST SCORE A MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 3 OF BBEE AND PRICING

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

12.3 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on a 90/10 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. BACKGROUND



RTMC requires the services of an experienced event management company that will assist the RTMC in successful hosting the upcoming wreathlaying event that is planned for the **26th October 2017** at Boekenhoutkloof Traffic Training College, Pretoria West. It is aimed at honouring fallen heroes during the line of duty within the traffic law enforcement fraternity. It is envisaged that there will be a total of 1000 attendees including political stakeholders that will also grace the occasion. The event will be televised on national television and will be a national strategic event of the country.

2. SCOPE OF WORK

No.	Item Description	Quantity
1	SERVING TENT Marquee tent with frames + side covers that will accommodate 1000 people to be used as a serving point for the mass catering NB: Setup to be completed by 24 October 2017	1
2	SERVING TENT Round tables with white table cloths (runners with RTMC colours) for the serving tent NB: Setup to be completed by 24 October 2017	100
3	Banquet chairs (SERVING TENT) NB: Setup to be completed by 24 October 2017	1000
4	MAIN TENT Stretch tent that can accommodate 1000 people for the main event. This will be used for covering of the grand stands area NB: Setup to be completed by 24 October 2017	1
5	MAIN TENT Flooring in certain parts of the tent <ul style="list-style-type: none">• Clip on flooring with carpeting• Site plan will be discussed during the briefing session NB: Setup to be completed by 24 October 2017	m ²

6	MAIN TENT Grand Stands to sit 1000 people NB: Setup to be completed by 24 October 2017	1
7	Flower arrangements for the main tent	4
8	Stretch tent to cover wreaths NB: Setup to be completed by 25 October 2017	1
9	Stage for the main tent (4m x 3m) NB: Setup to be completed by 25 October 2017	1
10	PA System NB: Setup to be completed by 25 October 2017	1
11	Ear mics	2
12	Standing mics for choir NB: Setup to be completed by 25 October 2017	4
13	Long tables covered with cloths (at various locations) NB: Setup to be completed by 25 October 2017	15
14	Fire extinguishers	10
15	Generator 30kw	1
16	Mobile Toilets <ul style="list-style-type: none"> • Male 6 ea • Female 10 ea • VIP 4 ea NB: Setup to be completed by 25 October 2017	20
17	Mobile Toilets for disabled NB: Setup to be completed by 25 October 2017	2
18	Videographer to record the proceedings of the ceremony	8 hours
19	DVD of the wreath laying ceremony (Edited) NB: Delivery to be latest on 10 November 2017	20 copies

20	Mobile Fridge (to store 2000 bottled water)	2
21	Wreaths – colour's that should dominate must be Traffic Blue, Gold & Khakhi. Other flowers that should be included should be Red Roses mixed with Cedar leaves. The wreaths should be delivered on the morning of the event (26 October 2017) by 06:00 a.m	10
22	VIP breakfast <ul style="list-style-type: none"> • VIP breakfast room to be setup in the designated area • Full English breakfast to be served • Tea/Coffee/Juice to be served • All cutlery and crockery to be provided • Table cloth to be provided Serving time: 6:30am	100
23	Lunch to be served- <ul style="list-style-type: none"> • Lunch menu: rice, pap, stew beef, grilled chicken ,two vegetables, two salads and 1 x soft drinks • All cutlery and crockery to be provided(No disposable) • Lunch to be served at the designated area Serving time: 12:00 onwards	900
24	VIP lunch <ul style="list-style-type: none"> • VIP lunch to be setup in the designated area • Lunch menu: rice, pap, stew beef, grilled chicken ,two vegetables, two salads and 1 x soft drinks • All cutlery and crockery to be provided (No disposable) Serving time: 12:00 onwards	100
25	Wall Clock Description: Police royal air force clock with regimental wall plaque shield RTMC to pre approve the art work and design NB: Delivery to be on 13 October 2017	10

	 <ul style="list-style-type: none"> • Example: 	
26	<p>Trolley luggage bag with branding and engraved names</p> <ul style="list-style-type: none"> • Black genuine leather travel bag / 57(w) x24(d) x309h) • Side zippered compartment with silver trims • Laser engravement (RTMC LOGO) 30mm x 10 mm • Front zippered compartment engraved (2017 NATIONAL WREATH LAYING CEREMONY) <p>NB: Delivery to be on 13 October 2017</p>	10
27	<p>South African Provincial Flags</p> <p>180cm x 270cm ceremonial flag</p> <p>100% polyester with a 9m flag pole</p> <p>NB: Delivery to be on 13 October 2017</p>	9
28	<p>Umbrella</p> <p>Large umbrella (122cm) with 6/8 panels</p> <p>NB: Delivery to be on 13 October 2017</p>  <p>Example</p>	30
29	<p>Candles:</p> <p>Big one with names of deceased officers (Quantity: 1 candles)</p> <p>Small ones for the families (Quantity: 20 candles)</p>	
30	<p>6m x 3m platform (to be positioned infront of the MAIN EVENT TENT for salute)</p>	1

SECTION: 3

**ATTACHED ANNEXURE AND
STANDARD BIDDING
DOCUMENTS**

**(Bidders must sign and submit ALL attached standard
bidding documents)**

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)

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.