



**APPOINTMENT OF A PANEL OF SOCIAL
(BEHAVIOURAL AND ECONOMIC) ROAD
SAFETY RESEARCHERS FOR A PERIOD OF
THREE (3) YEARS**

RTMC BID NO: 01/2018/19

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 channelled to the email below, however such enquiries will be entertained until ten days prior to the closure of the bid as indicated 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 01/2018/19: Appointment of a Panel of Social (Behavioural and Economic) Road Safety Researchers for a Period of Three (3) Years**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC, Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Gauteng by no later than **11h00 AM on 03 May 2018**.
- 5.3 A **None-Compulsory briefing session** will be held on the **12 April 2018, 10h00 AM** at the above physical address.
- 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 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

- 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).
- 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 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 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 whenever applicable.

7. RTMCs Rights

- 7.1 The RTMC reserves the right not to accept the bid in part or in whole. The 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 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 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: (Only Annexure 8 Applicable for this Bid)

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) **(Not applicable for this Bid)**

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 The RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.

11.4 The project team will have key staff member/s with a Social / Behavioural Scientist / Professional / Technician with a **post graduate qualification** in

14.4.1 Psychology (social / clinical / forensic/ research); criminology or social and development registered with the Health Professions Council of South Africa (HPCSA) and/or the South African Council For Social Service Professions (SACSSP) with at least 3 years' experience; and/or

14.4.2 any other road safety related profession (and registered at the relevant professional body) in line with the road safety mandate of the RTMC; with at least 3 years' experience.

Table 1: Key Focus Area

KEY FOCUS AREA	KEY AREAS OF SERVICE DELIVERY
Key Focus Area 1	Social (Behavioural and Economic) Road Safety Research

12 EVALUATION CRITERIA

The bid will be evaluated on a three Stage process.

For the appointment of the Panel; Stage 1 and Stage 2 will be applicable viz.:

- Stage 1 will be on Mandatory Requirements,
- Stage 2 will be on Functionality

Stage 3 will be applied once the panel has been approved, and specific topic related projects called for from panel members. It will be event based and price proposals will be obtained through Request for Quotation (RFQ) process from panel members; Stage 3 will be on Price and B-BBEE (80/20).

12.1 STAGE 1: MANDATORY REQUIREMENTS

ITEM	DESCRIPTION	YES	NO	COMMENTS
1	Certified proof of registration on the Department of National Treasury Central Suppliers Database (CSD). For CSD registration please access the forms through this link: http://ocpo.treasury.gov.za and completed forms must be forwarded to business.support@csd.gov.za . Alternatively contact Tumelo Ntlaba or Thys Blom on the respective email addresses: tumelo.ntlaba@treasury.gov.za / Tel: 012-3155854 or thys.blom@treasury.gov.za / Tel: 012-3156772			
2	Original valid TAX Clearance Certificate.			
3	Bidder must have signed and submitted all SBD forms.			

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

12.2 STAGE 2: FUNCTIONALITY CRITERIA

The second stage will be based on written proposals and responses to functionality criteria requirements.

NB : Bidders will be required to score at least **70 points** on functional evaluation in order to qualify for appointment on the Panel.

Functionality will be evaluated based on the following criteria:

A. Bidder's Relevant Experience and Similar Work Done, Relevant Social (Behavioural and Economic) Road Safety Research Projects Executed	MAX Points 95
<p>A. RELEVANT EXPERIENCE AND SIMILAR WORK DONE:</p> <p>The bidder must demonstrate their experience by indicating relevant road safety related projects successfully completed by the Bidder.</p> <p>NB: Points claimed must be substantiated by indicating relevant project particulars in relation to 12.2.1 below.</p> <p>A1. Relevant Social (Behavioural and Economic) Road Safety Research Projects Completed</p> <ul style="list-style-type: none">• 3 to 5 projects successfully completed = 10 points• 6 to 8 projects successfully completed = 20 points• More than 8 projects successfully completed = 30 points <p>A2. Acknowledgement/ excellence of bidders Research work:</p> <p>Bidders are expected to indicate related research work published where the research was acknowledged by the sector, legislators, media and or transport forums /conferences (10 points).</p> <p>NB: For bidders to claim the points, proof of the acknowledgement need to be submitted e.g. Newspaper article, speeches, awards etc.</p> <p>A3. Project Team Leader:</p> <ul style="list-style-type: none">• Relevant Experience more than 5 Years = 10 points• Relevant Experience more than 10 Years = 15 points• Relevant Experience more than 15 Years = 20 points	<p>30</p> <p>10</p> <p>20</p>

A. Bidder's Relevant Experience and Similar Work Done, Relevant Social (Behavioural and Economic) Road Safety Research Projects Executed	MAX Points 95
<p>A4. Key Staff Members:</p> <p>Bidders are expected to submit proof of valid registration in line with paragraph 11.4 of this document.</p> <ul style="list-style-type: none"> All Key Staff Members registered in line with paragraph 11.4 of this document = 25 points At least 50% of the researchers team must comprise of youth and /or women, and/ or people with disabilities, and HDI's. = 10 points <p>NB: Points claimed must be substantiated by indicating relevant particulars in section 12.3 below. Supporting documents must be attached in order to qualify for points.</p>	<p>25</p> <p>10</p>
B Financial Capacity (Pls Attach relevant documents for which points are Claimed)	MAX Points 5
<p>B1. Bidders must indicate financial capacity to provide or deliver the services as required.</p> <p>Bidders must provide the following as proof of Financial Capacity:</p> <ul style="list-style-type: none"> A bank statement not older than 3 months showing at least a debit balance not less than R250,000-00. <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> Letter of commitment (specific to this bid) from a reputable financial service provider. <p>The purpose of this requirement is to assess financial capability to deliver this type of service / sustain contract.</p>	<p>5</p>
TOTAL FUNCTIONALITY	100

12.2.1 PARTICULARS WITH REGARD TO POINTS CLAIMED IN 12.2.1 ABOVE:**A1. Relevant Social and/or Behavioural and/or Economic Road Safety Research Projects Completed:**

#	Research Project Title	Date Completed /Published	Client	Where Published	Project Value ZAR (Incl VAT)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

A2. Project Team Leader (If more than one speciality field, indicate relevant Project Team Leaders):

#	Team Leader Name	Qualification	Profesional Body Registered with	Years Relevant Experience	Indicate Youth/ Female/ Disabilities/ HDI
1					
2					
3					
4					

A3. Key Staff Members:

#	Name	Team Position	Post Graduate Qualification	Profesional Body Registered with	Years Relevant Experience	Indicate Youth/ Female/ Disabilities/ HDI
1						
2						
3						
4						
5						
6						
7						
8						

12.3 STAGE THREE: PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

NB: Stage 3 will be applied once the panel has been approved, and specific topic related projects called for from panel members. It will be event based and price proposals will be obtained through Request for Quotation (RFQ) process from panel members; Stage 3 will be on Price and B-BBEE (80/20).

NO PRICING PROPOSAL WILL BE REQUIRED ON THIS BID

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. Background Information

The RTMC is mandated by the RTMC Act, 20 of 1999, to stimulate research in road traffic matters and effectively use the resources of existing institutes and research bodies.

Various social and behavioural research topics need to be aligned into the South African context for it to be applicable to our unique circumstances as well as new topics identified which need to be researched.

The South African road and transport environment is complex and there is a need for an understanding as to how human elements/factors influence and interact with other traffic management functions and activities. Within the road and traffic management discipline the components of the system encompasses the road, road environment and the vehicle, all of which are influenced by human behaviour in one way or another.

In order to be able to provide input into planning and execution of programmes and activities that aim to make the transport system safer, human factor professionals need to have an overall understanding of the road and traffic management system, its underlying principles, theories and the application of these along with knowledge related to indicators and methods for monitoring and evaluating programmes and interventions.

As this is a multi-disciplinary approach, the human factor professional need to have multidisciplinary background with experience in projects that include aspects of sociology, education, psychology, transport engineering and ergonomics.

Topic specific experience need to include experience in programme development that encompasses road safety education and communication; law enforcement and engineering as well as programme monitoring and evaluation and road safety related economics.

2. Detailed Specification and Scope of work

2.1 In this multi-disciplinary field, the ideal candidate needs to have experience in;

- Projects that aim to integrate the fields of social sciences, ergonomics, transport engineering and road safety related economics;
- relating social/human/economic factors to the wider context of road and traffic management;

- relating and highlighting the contribution of the social/human factor in relation to the road, environment and vehicle;
- the planning, design implementation and evaluation of appropriate and targeted interventions which addresses the road safety problem at an adequate level;
- the conceptualisation, design and implementation of projects related to road safety, transport management, non-motorised transport and passenger transport;
- mixed methods (quantitative and qualitative research approaches) and economic analysis.
- Conducting interdisciplinary research that promotes all aspects of a safe transport system.

2.4 Bidders will be appointed on their capacity to perform extensive research on the above road safety fields by means of the capacity/experience of the personnel in their employment.

2.5 We are looking at securing interest and capacity from partners in driving the above, thereby contributing to the goals of adding value to RTMC and our shareholders through:

- Service Level Agreement to ensure alignment of expectations and continuously engage on scope clarity and modifications where deemed necessary.
- Research projects or any service required shall be assignment based, meaning for each assignment that must be undertaken the task directive will determine which service providers must be invited depending on their relevance to the category/key focus area.
- Each assignment will have its own task directive, Scope of work, Functional evaluation criteria and pricing
- By virtue of being in the panel does not guarantee business or work as complete bidding process will apply as indicated above.
- Service providers who are on the panel may from time to time be invited to make inputs on specifications/ToR, project deliverables and timelines
- RTMC may invite or request expert advice from the panel based on their expertise and knowledge of the subject matter, however this process will be kept transparent as much as possible and should not undermine the spirit of fairness, transparency and equitableness.
- The panel may recommend topics to be researched and International best practices, however all will be kept transparent and be shared with other service providers on the panel and no obligation should be placed on RTMC to accept such proposal.
- Appointed panel members may be required to participate in donor funded Projects.

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**Bidders must sign and attach all
SBD forms attached as Annexure A**

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) – (Not Applicable for this Bid)
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.