



**PROVISIONING OF ACCOMMODATION AND
CATERING TO THE RTMC LAW
ENFORCEMENT OFFICERS**

RTMC BID NO:13/2018/19

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 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 **90 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 (1 Original and 4 copies) all bound in a sealed envelope endorsed, **RTMC BID 13/2018/19: Provision of Accommodation and Catering to the RTMC Law Enforcement officers for a period of two (2) months**. The sealed envelope must be placed in the bid box at the Main Reception area of by no the RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng later than **11:00 AM on 28 September 2018**
- 5.2** **Compulsory briefing session** will be held on the **13 September 2018** at 10h00, RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng wherein a briefing session certificate will be issued to bidders who were in attendance..
- 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)**
- 5.3** A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 5.4** The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5** All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.6** 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.
- 5.7** Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.8** 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.**

- 5.9 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.10 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 as a result, 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 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

12.1 STAGE 1 – MANDATORY REQUIREMENTS

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 Requirements which is **100** points. Only bidders that meet the minimum requirements for Stage 2 (70 points) will be eligible for consideration in Stage 3.
However Functionality will be divided into two parts:
- Part 1** will be evaluated on written responses which will be out of 20 points.
- Part 2** will be on Site inspection which will be 80 points. Bidders must score minimum of 60 points on part 2.
- (c) Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

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

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
Compliance Certificate Bidder must have the required health certificate which certifies where the food is prepared is in compliance with all necessary health standards. Compliance Requirement A valid health certificate upon submission of the bid.	
Bidders must be registered on National Treasury Central Supplier Data base (CSD)	

<p>Registration on CSD (available on www.csd.gov.za)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: CSD@Treasury.gov.za</p> <p>Requirement: CSD report or reference number</p>	
<p>Bidders must sign all SBD bidding forms attached</p>	
<p>Bidders must have valid Occupational Health Certificate (OHS)</p> <p>Requirement: Attach valid OHS certificate</p>	
<p>The facility must have evacuation plan in case of emergency</p> <p>Requirement: The evacuation plan must be attached</p>	
<p>Minimum grading: 3 star</p> <p>Grading of Accommodation in terms of Tourism grading counsel of South Africa</p> <p>Requirement: Valid grading certificate</p>	
<p>The facility must have a capacity to accommodate 35 trainees</p> <p>Requirement: Provide proof on the number of rooms and dining area</p>	

12.2 STAGE 2 – FUNCTIONALITY AND SITE INSPECTION

PART A (Functionality shall be evaluated based on the following parameters:

A SIMILAR WORK DONE	10
<p>A. 1The bidder must be able to demonstrate the following:</p> <p>Experience in similar work done i.e any proof that the bidder hosted group consisting of a minimum of 20 people for a duration of at least two weeks. Similar work in this instance will imply any (but not limited to law enforcement training) form of training.</p> <p>Reference letters for providing similar services:</p> <ul style="list-style-type: none"> • From 1 to 2 of letters = 5 points • 3 and above letters = 10 points <p>NB: Bidders are expected to provide the duration of each contract, details of each occupant (organization), contact details.</p>	
MANAGEMENT OF QUERIES , RESPONSE HANDLING AND TURN AROUND TIMES	10
<p>Bidders are required to give a detailed description on how the above will be addressed through a schematic or narrative presentation</p> <ol style="list-style-type: none"> 1. Emergency queries <ul style="list-style-type: none"> • Method of Handling queries: Bidders to be specific when responding (What and how) = 3 points 2. Normal queries <ul style="list-style-type: none"> • Method of reporting (What and how) = 3 points 3. Induction or Orientation plan (Bidder to detail how this will be done by outling step by step process) = 4 points <p>NB: Bidders response to the above will be included on the service level agreement as part of the deliverables</p>	

PART B (COMPULSORY SITE INSPECTION)

A .<u>PROPERTY INFORMATION</u>	
<p>Site Inspection</p> <p>A site inspection will be conducted using a questionnaire based on the following variables;</p> <ul style="list-style-type: none"> • Location: e.g accessibility, state of the surroundings, proximity to the training centre etc = 10 points • Building features:eg ablution facilities, kitchen, strong room, condition of carperts/flooring, airconditioner, finishings, back up generator, Electrical and Fire etc = 30 points • Security features: e.g burglars, physical security, CCTV, electronic access etc = 10 points • General cleanliness, look and feel of the building: eg Landscaping, painting work etc = 10 points • State/ condition of furniture, Utensils and Linen: eg Beds, tables, chairs, crockery, cutlery, bedding etc = 10 points • Grading of Accomodation in terms of Tourism grading counsel of South Africa (3 star grading) = 10 points 	80
TOTAL	100

NB : The minimum qualifying score for functionality is 70 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE

Functionality will be evaluated using 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- NonCompliant	Does not comply to the requirements

12.3 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

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
Grand Total	100

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE OF THE PROJECT

- 1.1 The purpose of this bid is to invite suitably qualified service provider to provide accommodation and catering to the RTMC Law Enforcement Officers for a period two (2) months.

2. SCOPE OF WORK / SPECIFICATIONS

NB: Bidders are required to indicate by YES/ NO the level of compliance to the specifications on the table provided below and failure to comply will invalidate the bid;

Item NO	Requirement	Description	Compliance	Non compliance
1	Accommodation/ Rooms	Facility must accommodate 33 Officers		
1.1	Gender	19 Females		
	Type of room	<ul style="list-style-type: none">• 1 single room• 18 sharing 14 Males <ul style="list-style-type: none">• 2 single rooms• 12 sharing		
2	Meals	Bidders will be required to provide; <ul style="list-style-type: none">• Breakfast• Lunch		

2.1	Arrangement for lunch	<ul style="list-style-type: none"> • Supper • Bidders will be required to prepare and deliver lunch to the training venue • The lunch must be properly wrapped up in foam packs individually for 35 officers to the training venue specifics to be provided in due course/ briefing session. 		
2.2	The prescribed serving times for meals (To be discussed with the successful bidder and bidder is expected to adhere to the as such)	<ul style="list-style-type: none"> • Breakfast times (06:00 – 07:00) • Lunch time (12:45 – 13:30) • Supper (18:00 – 19:00) <p>Bidder must be able to serve a variety of meals ie Halaal, vegetarian and special dietary food</p>		

		See the attached menu		
3	Period/ Duration	25 October 2018 to 12 December 2018		
4	<p>Location/ Proximity of the accommodation facility to the Training centre. Details of the training facility;</p> <p>Tshwane Metro Police Academy</p> <p>11 Artillery road, Pretoria West, 0002 (GPS coordinates 25.7397 S,28.1631E)</p>	The proximity of the accommodation facility should be between 10 to 20 kilometres radius from the Training centre		
5	Grading of Accommodation in terms of Tourism grading counsel of South Africa	Minimum grading: 3 star		
6	Laundry services	The facility must provide laundry services for bedding, linen and trainees clothing once a week.		
7	Wi-Fi services	The facility must have access to Wi-Fi services		

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**Bidders must sign and submit
ALL sbd documents as attached**

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.