



**APPOINTMENT OF A RECRUITMENT AGENCY FOR  
RTMC FOR ONE (1) YEAR**

**RTMC BID NO:06/2018/19**

## 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 channelled to the email below, however such enquiries will be entertained within ten (10) days after publication on the 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 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

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- 5.1 Bids should be submitted in **Five (5) copies** and all bound in a sealed envelope endorsed, **RTMC BID 06/2018/19: Appointment of a Recruitment Agency for RTMC for one (1) year with an option to extend for a year.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, **Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion** by no later than **11:00 AM on 30 July 2018.**
- 5.3 **Compulsory Briefing session will be held on the 13 July 2018 at 10h00. Venue: RTMC Building, Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.**
- NB: The mentioned certificate must be attached on the bid document upon submission of the bid (failing which will disqualify the bid)**
- 5.4 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.6 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.
- 5.8 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.9 Where a bid document is not 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 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**

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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 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**

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<b>DETAILS OF BIDDERS</b>	
<b>Name of your Company</b>	

(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)			
<b>Domicilium citandi et executandi in the RSA (full street address) (in block letters)</b>			

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

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

### 12. **EVALUATION CRITERIA**

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The bid will be evaluated on a three stage process. Stage 1 on mandatory requirements , Stage 2 will be on Functionality and Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

#### **(a) Stage 1 – Mandatory requirements**

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

#### **(b) Stage 2 – Functionality Evaluation**

A two step process will be used which comprises of written responses/ proposals and presentation.

Step 1 will be on written responses/proposals which consists of **70 points**.

**NB:** Bidders will be required to score a minimum of **50 points** in order to qualify for Step 2 .

Step 2 will be based on presentation which consists of **30 points**.

Bidders will be required to make a presentation before the evaluation committee, however at least a minimum of **20 points** must be scored during the presentation.

**NB :** Bidders will finally be required to score at least **70 points** on functional evaluation in order to qualify for stage 3.

**(c) Stage 3 – Price and Preference Points Evaluation**

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

**12.1 MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENT (1)</b>	<b>Comply (Yes / No)</b>
African Professionals Staffing Organisation (APSO) membership or any other recognised professional membership by the industry. <b>NB: Bidders must attach relevant certification documents.</b>	
Access to Psychometric / Competency assessment services <b>Requirment:</b> Letter or contract confirming the appointment of such services	
Registration on CSD (avalilable on <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) 012 4069222 TumeloNtlaba,Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a>	
Bidder must have signed and submitted all SBD forms.	

## 12.2 STAGE 2 – FUNCTIONALITY CRITERIA

The second stage will be based on written proposals and responses to functionality criteria requirements. Functionality shall be evaluated based on the following parameters:

<b>A. Capacity and Bidders Relevant Experience, Similar Work done, Financial Capacity</b>	<b>60</b>
<b>A1. Capacity and team experience operating within the staffing industry</b>  (i) Outline years of experience and qualifications of the proposed team <ul style="list-style-type: none"> <li>Project Director/Team Leader = <b>15 points</b></li> </ul> <p><b>Requirements:</b></p> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>10 years experience and above (Attach CV) = 10 points</li> <li>8 to 9 years of experience (Attach CV) = 5 points</li> </ul> <p><b>Relevant Qualification:</b></p> <ul style="list-style-type: none"> <li>Diploma/ B degree (Attach relevant qualification) = 5 points</li> </ul> <li>HR Specialists/ key personnel (talent acquisition, vetting) = 8 points</li> <p><b>Requirements:</b></p> <p><b>Relevant Experience</b></p> <ul style="list-style-type: none"> <li>5 years of experience and above as a specialist (Attach CV) = 4 points</li> <li>3 to 4 years of experience and above as a specialist (Attach CV) = 2 point</li> </ul> <p><b>Relevant qualification:</b></p> <ul style="list-style-type: none"> <li>Diploma/ B degree or equivalent (Attach relevant qualification) = 2 points</li> </ul> <li>HR Practitioners = <b>4 points</b></li> <p><b>Requirements:</b></p> <p><b>Relevant experience:</b></p> <ul style="list-style-type: none"> <li>2 years and above = 2 points</li> <li>Diploma/ B degree or equivalent (Attach relevant</li> </ul>	<b>30</b>

<p>qualification) = 2 points</p> <ul style="list-style-type: none"> <li>Administrator/s = 3 points</li> </ul> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>2 years administrative experience and above = 2 points</li> <li>Relevant Senior Certificate = 1 point</li> </ul>	
<p><b>A2. References of Similar Work Done</b></p> <p><b>A2.1.</b> The bidder must provide details of similar work completed in relation to recruitment services.</p> <p>(a) Less than 4 similar work = <b>10 points</b></p> <p>(b) 4 to 10 = <b>20 points</b></p> <p>(c) 11 and above = <b>30 points</b></p> <p>Requirements:</p> <p>Bidders are expected to attach copies of reference letters from reputable service providers that they rendered the service to in the past three years. The following details must be reflected in the content of the reference letter/s:-</p> <ul style="list-style-type: none"> <li>Name and short description of project successfully completed/involved in</li> <li>Role and Responsibilities,</li> <li>Duration of involvement (in months),</li> <li>Value of the contract,</li> <li>Contactable References. (letter of references in letterhead of the clients signed by any of the following; Head of HR, Head of SCM or CFO)</li> </ul>	<b>30</b>
<p><b>A3. Financial Capacity</b></p> <p><b>A3.1.</b> Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of more than R 250 000.</p> <p><b>A3.2.</b> Bidders must provide the following as proof of Financial Capacity:</p> <p>a) Letter of commitment (specific to the bid) from reputable financial service</p>	<b>10</b>

provider or any third party.  <p style="text-align: center;"><b>OR</b></p> b) Recent audited financial statement reflecting positive cash flows/ liquidity acceptable to sustain the contract.		
<b>TOTAL FOR FUNCTIONALITY:</b>		<b>70</b>

## 12.2 PRESENTATIONS

<b>A. Knowledge Of The Subject Matter</b>	<b>30</b>
<ol style="list-style-type: none"> <li>1. Outline summary displaying extensive knowledge and experience in the provision of a comprehensive and confidential recruitment services = 5 points</li> <li>2. Outline and give a high level overview of all items listed under the scope of work by illustrating capability/mechanism to address issues specified = 10 points.</li> <li>3. Demonstrate turnaround times and strategy in terms of recruitment process = 5 points</li> <li>4. Provide a detailed approach and methodology (work plan and processes) to meet the organization's recruitment requirements = 10 points</li> </ol> <p><b>NB: This area must be incorporated in the bid response as part of functionality. The service provider will be invited to present this in a form of Power point once they have qualified to this step.</b></p>	
<b>STEP TWO SUB TOTAL</b>	<b>30</b>
<b>OVERALL TOTAL FOR FUNCTIONALITY</b>	<b>100</b>

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 TWO – 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
<b>Grand Total</b>	<b>100</b>



## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**



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

### **1. PURPOSE**

The Road Traffic Management Corporation would like to invite suitably qualified and experienced service providers to submit proposals for the provision of competency based recruitment services.

### **2. SCOPE OF WORK**

2.1 Road Traffic Management Corporation hereby requests experienced and reputable bidders to submit proposals for provision of recruitment services and competency assessment/psychometric (where applicable) for a period of one year on “as and when required basis”. This service providers need to provide a comprehensive range of recruitment, search and placement services to facilitate:

- Permanent Staff Placement;
- Executive Search;
- Head Hunting;
- Temporary staffing and
- Response Handling

2.2. Road Traffic Management Corporation is a values-based employer and therefore requires a recruitment agency that have experience in both sourcing appropriately technically skilled candidates and candidates that demonstrate a values match with the corporate culture of the Road Traffic Management Corporation.

2.3 Permanent/ Temporary Staff referral should cover:

- Brief taking (where applicable)
- Sourcing of suitable candidates as per job specification provided by RTMC
- Pre-Screening of all potential Candidates, that is interviews, employment checks, ITC, Criminal Qualifications checks)
- Scheduling and interviewing with the shortlisted candidates
- Response handling
- Progress and Interview Reports

#### 2.4. Head Hunting should cover:

- Candidate profiling
- Candidate report presentation
- Reference checking
- ITC, Criminal and qualifications checks
- Employment contracting facilitation
- Response handling
- Progress and interview reports

### 3. DURATION

The duration of this contract is one (1) year based on performance which will be assessed and reviewed on a quarterly basis.

### 4. TEAM COMPOSITION

The service provider is expected to assemble a team with the following expertise:

4.1. Qualified Recruitment professionals

4.2. APSO membership or other related professional membership will be advantageous

**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**(see the attached pricing schedule)**

**Bidders are required to complete in  
the pricing schedule**

## **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 6.1)</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.