



**PANEL OF SERVICE PROVIDERS TO  
RENDER GENERAL MAINTENANCE AND  
REPAIRS ON A NEED BASIS TO RTMC FOR  
THE PERIOD OF 36 MONTHS**

**RTMC BID NO:17/2018/19**

## 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 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	<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, one original and 4 copies** all bound in a sealed envelope endorsed, **RTMC BID 17/2018/19: Panel of service providers to render general maintenance and repairs on a need basis to RTMC for a period of 36 months.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng** later than **11:00 AM on 14 December 2018.**
- 5.3 **Compulsory briefing session will be held on the 30 November 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.**
- 5.4 The compulsory briefing session certificate must be attached to the bid documents. Failure to include it will result in a disqualification of your bid.
- 5.5 A valid tax clearance certificate must be included in the bid response or proof of application endorsed by SARS in this regard.
- 5.6 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.7 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.8 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.
- 5.9 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.10 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.**
- 5.11 Amended bids may be sent in an envelope marked **"Amendment to Bid"** and should be placed in the bid box before the closing time.

- 5.12 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.
- 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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DETAILS OF BIDDERS			
Name of your Company / Joint venture Consortium (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

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Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked): **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 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.

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

10.3.3 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.4 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.5 **Annexure 7** Preference Point Claim Form – SBD 6.1

10.3.6 **Annexure 8** Central supplier database (CSD report)



10.3.7 **Annexure 9** Joint Venture/Consortium Agreement (In case of Consortium  
or Joint Venture)

**Note: Where bidders form a Consortium or a Joint Venture, both bidders must submit the following signed documents;**

- (a) All attached SBD documents**
- (b) CSD Report OR CSD reference number**
- (c) Joint Venture Certificate (If already in existence)**
- (d) Joint Venture Agreement**
- (e) Details of Joint Venture Bank Account**

**10.4 Schedule 3:**

- 10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

## **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.
- 11.4 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with appointed service provider.
- 11.5 Bidders must be registered on centralised supplier database( CSD).
- 11.6 Only bidders with Grade 2 to 5 of Construction Industrial Development Board (CIDB) in classes of work/category outlined in the scope of work will be considered.
- 11.7 In the event the bidder qualifies for more than one class of work/ category RTMC reserves the right to allocate in any category it deems fit.
- 11.8 Failure to comply with with the special instructions may lead to disqualification.

## **12. EVALUATION CRITERIA**

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**The bid will be evaluated on a two stage process.**

- a) Stage 1 – Compliance to all Mandatory Requirements**
- b) Stage 2 – Functionality evaluation . Bidders are expected to score 60 points to be considered for Stage 3**
- c) Stage 3 will be applied once the panel has been approved, and specific maintenance 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 will be used, unless directed otherwise by SCM.**

**NB: 80/20 PRINCIPLE WILL BE USED DURING THE RFQ STAGE..**

### **13.1 STAGE 1 – MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENT (1)</b>	<b>Comply (Yes / No)</b>
<p><b>COMPLIANCE</b></p> <p>Bidders must be registered with Construction Industry Development Board (CIDB)</p> <p><b>Requirement</b></p> <p>Proof of valid CIDB certificate</p> <p>Or</p> <p>CRS number</p> <p>Or</p> <p>Proof of CIDB application for registration</p> <p><b>NB: Only bidders with Grade 2 to 5 of Construction Industry Development Board (CIDB) in classes of work/category outlined in the scope of work will be considered.</b></p>	
<b>MANDATORY REQUIREMENT (2)</b>	<b>Comply (Yes / No)</b>
<p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a>)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a></p> <p>Requirement: CSD report or reference number</p>	
<b>MANDATORY REQUIREMENT (3)</b>	<b>Comply (Yes/ No)</b>
<p>Bidders must sign all SBD bidding forms attached</p>	

<b>MANDATORY REQUIREMENT (4)</b>	<b>Comply (Yes / No)</b>
<p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of mandatory briefing session.</p> <p>(In case of joint venture etc briefing session certificate from any party that attended the briefing session will suffice)</p> <p>Requirement:</p> <p>Briefing session certificate</p>	

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

### **13.2 STAGE TWO – FUNCTIONALITY EVALUATION CRITERIA**

**Functional evaluation criteria comprises of 100 points and bidders must score 60 points to qualify for further evaluation.**

<b>A. References of Similar Work</b>	<b>50 Points</b>
<p><b>A1. References of Similar Work Done (in relation to class of work or category of items selected)</b></p> <p>Bidders must provide reference of similar work successfully completed. The references should be contactable</p> <p><b>Successful submission of reference Letters:</b></p> <p>a) 1 to 3 reference letters = <b>30 points</b></p> <p>b) 4 to 6 reference letters = <b>40 points</b></p> <p>c) 7 and above reference letters = <b>50 points</b></p> <p>Bidders are expected to attach copies of reference letters from entities/ Departments where service was/were rendered 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> </ul>	

<ul style="list-style-type: none"> <li>• Duration of involvement (in months),</li> <li>• Contactable References. (letter of references in letterhead of the clients signed by any of the following; Head of SCM or CFO or any other authorized person)</li> </ul> <p><b>NB:</b> In the event where a bidder was sub-contracted for previous work, main contractor must obtain reference letter/s from the clients where services were rendered and attach affidavit confirming that indeed the bidder was subcontracted.</p> <p><b>Bidders are warned that the information provided will be verified and any misrepresentation may lead to disqualification or reported to relevant authorities for further action.</b></p>	
<b>C Financial Capacity</b>	<b>20</b>
<p><b>C1</b> Bidders must demonstrate financial capacity to provide or deliver the items required.</p> <p>Bidders must provide the following as proof of Financial Capacity:</p> <ul style="list-style-type: none"> <li>• A bank statement not older than 3 months showing at least a debit balance not less than R30 000.</li> <li>• Access to over draft services</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Letter of commitment (specific to this bid) from a financial service provider or any third party indicating commitment to fund the bidder should they be successful.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Any other supporting information to prove financial capability</li> </ul> <p>The purpose of this requirement is to assess financial capability to deliver this type of service.</p>	
<b>ACCESS TO TRANSPORT</b>	<b>30</b>
<p>Bidders must own or have access to appropriate transport in order to reach service centre/s as and when required especially for 24/7 emergency basis = <b>30 points</b></p> <p>Requirement:</p> <ul style="list-style-type: none"> <li>• Proof of Ownership of the vehicle</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Rental agreement between the two parties and vehicle supporting documents</li> </ul> <p><b>NB: The vehicle type should be appropriate to the scope of work</b></p>	
<b>TOTAL POINTS</b>	<b>100 POINTS</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

### STAGE 3 OF PRICE AND B BBEE

Stage 3 will be applied once the panel has been approved, and specific maintenance related projects called for from panel members. It will be project based and price proposals will be obtained through Request for Quotation (RFQ) process from panel members. 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**

1.1. The purpose of this request for services is to appoint the panel of maintenance service providers (electrical, plumbing, locksmith and general maintenance etc.) for the RTMC for a period of 36 months.

### **2. BACKGROUND AND DISCUSSION**

2.1. The Corporation is encountering maintenance problems on a continuous basis and these include amongst others, electrical, plumbing problems and changing of locks and keys, etc.

2.2. RTMC is responsible for Boekenhoutkloof Traffic College in PTA West , Waterfall Office at Midrand which from time to time require some maintenance and repair work for various services such as plumbing, electrical works, painting, handy man services etc.

2.3. The stated facilities have been marred by sudden blockages of sewerage pipes, electrical faults which require emergency repairs.

### **3. DETAILED SPECIFICATION AND SCOPE OF WORK**

**3.1 Project Brief and Deliverables of the for repairs and maintenance are as follows:-**

#### **3.1.1 Plumbing**

- Unblocking of drainage, pipes and toilets
- Repair of leakages i.e. basins, showers, toilet etc.
- Repair and cleaning of manholes and sewerage lines
- Repair of sewerage pumps and systems



### **3.1.2. Electrical**

- Fault finding and repair of electrical
- Repair of lights, plugs, circuit breakers, switches etc.
- Supply and installation of electrical consumables such as ballasts, starters etc.

### **3.1.3. General maintenance**

- Repair of flooring and replacement of carpets and tiles
- Repair and replacement of internal doors
- Repair and replacement of broken door locks and keys
- Assisting in opening of locked doors
- Repair of office furniture and equipments
- Glass and aluminium works
- Roof repairs and sealing
- Wood and ceiling works
- Painting works

## **3.2. Applicable service centers**

This bid/contract is envisaged to service the below mentioned service centres namely

**3.2.1 Boekenhoutkloof Traffic College in Pretoria West** (Cnr Sandui and Kenneth Road, Rietfontein, Pretoria West Mahem).GPS Coordinates: 25° 42' 45.4" South, 28°04'35.0" East

**3.2.2 Eco-Origin office park in Centurion**, Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion

**3.2.3 Waterfall office park in Midrand**, Howick Close, Waterfall Office Park, Bekker Road, Midrand, 1682

**3.2.4 Denel Training Facility**, Atlas Road, Kempton

**3.2.5** RTMC reserves the right to increase the number of centers over and above the listed centers.

### 3.3 Emergency / Unplanned maintenance

Bidders who want to be considered for emergency repairs (24/7) must complete the table below by indicating with an X and signature next to the appropriate level/s.

**Table 1**

Level of emergency service	Turn around times	Bidder Selection( X)	Service Centre/s (Bidder to indicate applicable service centre)
Level 1 Emergency	2hrs to 10 hrs		
Level 2 Emergency	11 hrs to 24 hrs		
Level 3 Emergency	25 hrs to 48 hrs		

### 4. Insurance/ Idemnity

4.1 Bidders will be required to provide liability insurance prior commencement of the Job, however an assessment will be made to determine the nature of work to be done. This will also form part of the service level agreement (SLA)

### 5. Legislative requirements

5.1 Bidders will be required to provide proof that they comply with applicable legislative and regulatory requirements

# **ITEM SELECTION TEMPLATE**

## 6. Item selection template

**Bidder(s) MUST choose each class of works applying for on the table provided below;**

**NB: Bidders are allowed to choose more than one class of work/category however they can only be allocated into one category, unless decided otherwise by the RTMC.**

<b>CIDB Code</b>	<b>Class of works/ Category</b>	<b>Please mark and attach CIDB certificate of registration for each category/ class of work chosen</b>
GB	General building e.g Building for domestic, institutional or commercial occupancies ie replacement of carperts, tiles, general painting, replacement and repair of roof, road markings etc	
EB	Electrical Engineering Works – Building eg electrical installations, general electrical repairs and maintenance, verification and certification of electrical installation on premises etc	
ME	Mechanical Engineering repairs, replacement and maintenance eg refrigeration , cold rooms, kitchen equipment, airconditioning,mechanical ventilation, centralised hot water generation, Vehicle and Motor cycle testing equipment, Industrial lawn mowers etc	
SF	Fire prevention and protection systems. The development, extension, installation, renewal, removal, renovation, alteration or dismantling of fire prevention and protection infrastructure (drencher and sprinkler systems and fire installation)	
SG	Glazing, curtain walls and shop fronts. The development, extension, installation, renewal, removal, renovation,alteration and dismantling of glazing, curtail walls and shop fronts	
SN		

	Waterproofing of basements, roofs and walls using specialist systems. The extension, installation, repair, maintenance, renewal, removal, renovation or alteration, as relevant, of the Waterproofing of basements, roofs and walls using specialist systems	
SO	Water supply and drainage for buildings (wet services, plumbing) and waste water drainage associated with buildings (wet services and plumbing), reservoir, sewerage sump and plant	

**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**ATTACHED**

**BIDDERS MUST SIGN AND SUBMIT ALL  
ATTACHED SBD FORMS**

## SBD FORMS THAT MUST BE SUBMITTED FOR Pre-QUALIFICATION

Document that must be submitted	Non-submission may result in disqualification?	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied SBD form document
Tax Status x Clearance Certificate – SBD 2	YES	<ul style="list-style-type: none"> <li>i. A valid and original Tax Clearance Certificate must be submitted with the bid.</li> <li>ii. The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the tax status of the Bidder is in order will be verified against the information recorded in the Central Supplier Database (CSD).</li> <li>iii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</li> </ul>
Declaration of Interest – SBD 4	YES	Complete and sign the supplied SBD form document
Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on BBBEE
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied SBD form document
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied SBD form document
Registration on Central Supplier Database (CSD)	YES	The Bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration

## **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.