



# Road Traffic

Management Corporation

**LEASING OF PROPERTY TO BE USED AS A  
VEHICLE IMPOUNDING FACILITY AND  
OFFICE SPACE FOR RTMC LAW  
ENFORCEMENT UNIT FOR A PERIOD OF  
THREE YEARS WITH AN OPTION TO  
EXTEND**

**RTMC BID NO:04/2019/20**

## 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 within 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 SUBMISSION OF BIDS**

Bids should be submitted in **Five (5) copies** (1 original and 4 copies) and one all bound in a sealed envelope endorsed, **RTMC BID 04/2019/20: Leasing of property to be used as vehicle impounding facility and office space for RTMC Law Enforcement unit for a period of three years with an option to extend** (The property should be located in Gauteng Province within Midrand/Centurion from /to M1/N1).

### **5.2 CLOSING DATE AND TIME OF THE BID**

The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC **Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 01 July 2019**.

### **5.3 DETAILS OF THE COMPULSORY BRIEFING SESSION**

**5.4 DATE:** Compulsory briefing session will be held on the **14 June 2019** wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.

**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)

**TIME :** 10h00am.

**VENUE:** Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157

**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 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

<b>DETAILS OF BIDDERS</b>			
<b>Name of your Company</b> (in block letters)			
<b>Signature(s) of the Bidder</b> <b>or assignee(s)</b>		<b>Date</b>	
<b>Name of person signing</b> (in block letters)			
<b>Capacity</b>			
<b>Are you duly authorized to</b> <b>sign this Bid?</b>			
<b>Company Registration</b> <b>Number</b>			
<b>VAT Registration Number</b>			
<b>Postal address</b> (in block letters)			
<b>Physical address</b> (in block letters)			
<b>Domicilium citandi et executandi in the RSA (full street address) (in block letters)</b>			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone 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 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;

10.3.2 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.

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

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

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



10.3.6 **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.

**12. EVALUATION CRITERIA**

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The bid will be evaluated on a three-stage process.

- **Stage 1 - Mandatory Requirements**

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

- **Stage 2 - Functionality Evaluation**

Functionality evaluation is made up of a total of **100** points, as a result bidders are required to score minimum of sixty five (65 points) in order to be eligible for consideration in the next stage.

- **Stage 3 – Price and B-BBEE**

Stage 3 will be evaluated either on 80/20 or 90/10 Preference Point System (i.e. Price and B-BBEE). This is as a result of uncertainty regarding the estimated price. The lowest acceptable tender will be used to determine the applicable preference point system (*regulation 3 of PPPFA 2017*)

## 12.1 STAGE ONE – MANDATORY REQUIREMENTS

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

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<b>1. PROPERTY OWNERSHIP</b>  Bidder must be the owner of the property being leased. If the owner provide the power of attorney to act on his/her behalf a copy of the power of attorney must be included in the submission of the bid.  <b>Compliance requirement:</b> <ul style="list-style-type: none"> <li>• Certified copy of the Title deed if owner is directly bidding or</li> <li>• If acting on behalf of the owner attach both certified copy of title deed and copy of power of attorney</li> </ul>	
<b>2. PROPERTY SIZE</b>  Gross Leasable Area (GLA) of a minimum of 8000m <sup>2</sup> for occupation. <ul style="list-style-type: none"> <li>• minimum of 5000m<sup>2</sup> for impounding facility</li> </ul>	

<p>and</p> <ul style="list-style-type: none"> <li>• minimum of 2500m<sup>2</sup> for office space</li> </ul> <p><b>Compliance Requirement</b></p> <p>Property prospectus to be attached which must highlight the following:</p> <ul style="list-style-type: none"> <li>• schematic drawings</li> <li>• GPS location</li> <li>• Physical address</li> <li>• Stand number</li> </ul>	
<p><b>3. CONDITION/ REQUIREMENTS OF THE PROPERTY</b></p> <p>The property must meet all relevant legislative requirements.</p> <p>Bidder must provide certification of compliance in relation to the following prior occupation:-</p> <ul style="list-style-type: none"> <li>• OHS requirements</li> <li>• Electrical requirements</li> <li>• Fire requirements</li> <li>• Universal access, it must accommodate people with disability, internally and externally in compliance with relevant Acts</li> <li>• Any other basic requirements RTMC may require</li> </ul> <p><b>NB: All of the above will be required prior occupation and signing of the SLA</b></p> <p><b>Compliance requirement:</b></p> <p>The bidder is required to submit a letter of undertaking/commitment to comply with all the listed certificates on submission of the bid.</p>	
<p><b>4.LOCATION OF PREMISES</b></p> <p>The impounding facility and office space should be located in Gauteng Province within Midrand/ Centurion from / to M1/N1 or 10 Kilometres radius).</p> <p><b>Compliance Requirement</b></p>	

<ul style="list-style-type: none"> <li>• Physical address and GPS coordinates</li> </ul>	
<p><b>5. BUILDING SUPPORT SERVICES</b></p> <p>The following services must be available on occupation:</p> <ul style="list-style-type: none"> <li>• Water</li> <li>• Electricity</li> <li>• Sanitation</li> <li>• Refuse removal service</li> <li>• Other occupational related requirements RTMC may need</li> </ul> <p><b>NB:</b> All relevant documentation from the relevant municipality confirming that all services are fully paid prior occupation (Municipal clearance)</p> <p><b>Compliance requirement</b></p> <p>The bidder is required to submit a letter of undertaking/commitment to comply with all the listed requirements on submission of the bid</p>	
<p><b>6. CENTRALISED SUPPLIER DATABASE (CSD)</b></p> <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><b>Compliance requirement:</b></p> <p>CSD report or reference number</p> <p><b>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit CSD number for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid</b></p> <p><b>NB: SBD3.3 may be completed however must be included in the financial envelope.</b></p>	
<p><b>7 STANDARD BIDDING DOCUMENTS</b></p> <p>Bidders must sign all SBD bidding forms attached.</p>	

<p><b>Compliance requirement:</b></p> <p>Fully completed <b>All</b> SBD forms and signed</p> <ul style="list-style-type: none"> <li>• SBD1</li> <li>• SBD3.3 may be completed however must be included in the financial envelope</li> <li>• SBD4</li> <li>• SBD6.1</li> <li>• SBD8</li> <li>• SBD9</li> </ul> <p><b>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid.</b></p> <p><b>NB: SBD3.3 may be completed however must be included in the financial envelope.</b></p>	
<p><b>8. BRIEFING SESSION CERTIFICATE</b></p> <p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory 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><b>Compliance requirement:</b></p> <p>Briefing session certificate to be attached</p> <p><b>(In case of a joint venture, briefing session certificate from any party that attended the briefing session will suffice)</b></p>	

## 12.2 STAGE TWO: FUNCTIONALITY CRITERIA

Stage 2 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

REQUIREMENTS	Score
<b>1.LOCATION OF THE PROPERTY</b>	<b>20</b>
<b>1.1 PROXIMITY TO THE HIGHWAY M1/N1</b>  RTMC vehicle impounding facility which includes Corporate Office Space for Law Enforcement Unit should be located from / to M1/N1 highway, within the area of Midrand/ Centurion in Gauteng Province.  In order to qualify for points, proximity of the facility should be falling within the radius outlined below: <ul style="list-style-type: none"><li>• Within 2 Kilometres from or to M1/N1 = 10 points</li><li>• Above 2 to 5 kilometres from or to M1/N1 = 5 points</li><li>• Above 5 kilometres to 10 kilometres from or to M1/N1 = 3 points</li></ul> <b>Compliance requirement:</b>  Bidders to submit proof of GPS coordinates / locational map indicating kilometres from or to M1/N1 to the facility.	10
<b>1.2 PUBLIC TRANSPORT ACCESSIBILITY (GAUTRAIN, BUSES, TAXIS)</b>  The vehicle impounding facility must be in an area where there is access to public transport to accommodate employees of the Corporation and general public who utilises public transport. e.g. Gautrain, Busses, Taxis, etc.  The bidder must indicate in detail all transport modes available around the facility.	10

<p>The bidder must provide a detailed proposal which may include plans indicating all modes of public transport available and indicate distance in metres for each transport mode and where such transport modes are stationed.</p> <p>(Reasonable walking distance to busses, taxis, trains, etc should at least be within 500 metres to 1 kilometre).</p> <p>The response will be evaluated as indicated below;</p> <ul style="list-style-type: none"> <li>5 - Excellent Meets and exceeds the functionality requirements</li> <li>4 - Very Good Above average compliance to the requirements</li> <li>3 - Good Satisfactory and should be adequate for stated element</li> <li>2 - Average Compliance to the requirements</li> <li>0 - Non Compliant Does not comply to the requirements</li> </ul> <p><b>Compliance requirement:</b></p> <p>Bidder is required to give an indication of the routes of public transport from the facility.</p> <p>Bidders to provide a detailed response including maps etc. indicating all modes of transport available around the property/ facility on offer. Bidders may also include any other information that is deemed critical and beneficial to Road Traffic Management Corporation, in relation to availability of Public Transport</p>	
<p><b>2.PROPERTY SIZE</b></p>	<p><b>20</b></p>
<p>The property on offer should be able to meet the following minimum requirments</p> <p>(1) Gross Leasable Area (GLA) of a minimum of 8000m<sup>2</sup> for occupation.</p> <ul style="list-style-type: none"> <li>1.1 minimum of 5000m<sup>2</sup> for vehicle impounding facility <ul style="list-style-type: none"> <li>1.1.1 A minimum of 300 to 500 marked parking bays of which should be under roof (Impounding facility) <ul style="list-style-type: none"> <li>➤ Parking should be within the premises of property</li> </ul> </li> </ul> </li> <li>1.2 minimum of 2500m<sup>2</sup> for office space <ul style="list-style-type: none"> <li>1.2.1 A minimum of 150 covered marked parking bays</li> </ul> </li> </ul> <p>See scope of work for more details.</p>	

<p><b>Compliance Requirement:</b></p> <p>Property prospectus to be attached which must highlight the following;</p> <ul style="list-style-type: none"> <li>• Approved plan of the facility</li> <li>• Sketch or draft plan reflecting possible amendments to the existing plan indicating how will the bidder ensure that RTMC requirements are fully complied with.</li> <li>• Letter of commitment from the bidder confirming willingness to fully adhere to the requirements and timelines that will be prescribed by the RTMC</li> </ul> <p><b>Submission of all above = 20 points</b></p> <p>Bidders must respond fully to the above in order to obtain maximum points</p>	
<p><b>3. MANAGEMENT OF OUTSOURCED SERVICES ( Cleaning services and Security services)</b></p>	<p><b>15</b></p>
<p>RTMC is looking for vehicle impounding facility in a form of turnkey solution which will encompass support services such as cleaning and security services. Bidders are therefore expected to give an overview on how the above mentioned services will be sourced, managed and implemented taking into account relevant legislative frameworks linked to each i.e sectoral wage determination (cleaning services) and PSIRA (security services).</p> <p><b>1.1 SECURITY SERVICES = 8 points</b></p> <p>Bidder to demonstrate ability to secure security services from PSIRA registered security company/ service provider which conforms to the requirements specified on scope of work/specifications.</p> <p><b>Compliance requirements:</b></p> <ul style="list-style-type: none"> <li>• Letter from the security company/service provider confirming commitment to render security services on behalf of the bidder to the RTMC with the terms and conditions of the bid = 4 points</li> <li>• Valid proof of PSIRA certificate = 4 points</li> </ul>	<p><b>8</b></p> <p><b>7</b></p>



<p><b>1.2 CLEANING SERVICES = 7 points</b></p> <p>Bidder to demonstrate ability to secure cleaning services from a cleaning services company/ service provider that conforms with the legislative requirements applicable to the relevant industry and RTMC scope of work/specifications.</p> <p><b>Compliance requirements:</b></p> <ul style="list-style-type: none"> <li>• Proof that the service provider is registered with the relevant Bargaining council and complies with the requirements of sectoral wage determination = 3 points</li> <li>• Letter/ certificate of good standing from Department of Labour = 4 points</li> </ul> <p>Bidder/s (Letter) must respond fully to the above in order to obtain maximum points</p>	
<p><b>4. MAINTENANCE PLAN</b></p>	<p><b>10</b></p>
<p>The bidder must complete maintenance schedule outlining the following variables:</p> <ul style="list-style-type: none"> <li>• Routine/ preventative maintenance ( Internal and External)</li> <li>• Reactive Maintenance ( Internal and External)</li> </ul> <p>Response should clearly specify the responsibilities and liabilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts if applicable, electricity, fumigation, plumbing work, day-to-day maintenance of the building, cleaning of office premises, hygiene services, garden services, etc.)</p> <p><b>Compliance requirement:</b></p> <p>Bidder to complete the maintenance schedule and attach letter of commitment confirming adherence to maintenance schedule.</p> <p><b>NB: PLEASE COMPLETE MAINTENANCE SCHEDULE REFER TO ANNEXURE A OF THE BID DOCUMENT</b></p>	

5. FACILITY MANAGEMENT TEAM	15
<p>In order to ensure optimal functioning of the vehicle impounding facility that will enable the RTMC to perform its daily functions, the bidder is expected to provide support in a form of facility management team</p> <p>Management team is expected to ensure that the following minimum functions linked to proposed positions are performed.</p> <p><b>Option 1- Insourcing arrangement: = 15 points</b></p> <p>In the event the bidder intends to hire or employ his/her personnel the following requirements must be met:</p> <p>I. Facility manager (overall responsible for strategic and operational functions of the facility)</p> <p>➤ Minimum 10 years of experience in facility management = <b>5 points</b></p> <p>II. Administrative assistant ( responsible for accounts and general administration of the contract and other related functions in facility management)</p> <p>➤ Minimum 6 years experience = <b>5 points</b></p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>• CV and any relevant certificate/Diploma/ Degree</li> </ul> <p>III. Maintenance officer( responsible for handyman services and general maintenance of the facility)</p> <p>➤ Minimum 3 years experience = <b>3 points</b></p> <p>IV. Client liaison services/ customer care/ help desk ( day to day handling of queries, ensure needs of clients and challenges are fully addressed)</p> <p>➤ Minimum of 2 years of experience = <b>2 points</b></p> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>• CV confirming the required experience</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Option 2 - Outsourcing arrangement: = 15 points</b></p>	

<p>In the event the bidder intends to outsource the management of the facility to a facility/property management service provider.</p> <p><b>Compliance requirement:</b> To qualify for points all requirements listed below must be met</p> <ul style="list-style-type: none"> <li>• Company profile which includes company registration details</li> <li>• Letter from the company confirming willingness to render the facility management service</li> <li>• Company to provide at least two reference letters of similar work/facility management ( reference letters must reflect name of company, period, value of the contract and contact details)</li> </ul>	
<p><b>6. SITE INSPECTION</b></p>	<p><b>20</b></p>
<p>A site inspection will be conducted by the RTMC to verify the following with regards to the property/ facility on offer.</p> <ul style="list-style-type: none"> <li>• Property Boundries and surroundings</li> <li>• Physical Access</li> <li>• Pedestrian Walkways</li> <li>• Public Transport</li> <li>• Main Roads</li> <li>• Closer to Amenities ie shopping facilities</li> <li>• General state of the facility (Internal and External) <b>(A checklist will be made available when assessing the general state of the facility)</b></li> </ul> <p>Each element listed above will be individually evaluated on the sliding scale as indicated below –</p> <ul style="list-style-type: none"> <li>5 - Excellent Meets and exceeds the functionality requirements</li> <li>4 - Very Good Above average compliance to the requirements</li> <li>3 - Good Satisfactory and should be adequate for stated element</li> <li>2 - Average Compliance to the requirements</li> <li>0 - Non Compliant Does not comply to the requirements</li> </ul>	
<p><b>Total</b></p>	<p><b>100</b></p>

**NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 65 POINTS . ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY WILL NOT BE CONSIDERED FOR FURTHER EVALUATION ON PRICE AND B-BBEE.**

Functionality will be evaluated at the following scales:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements

### **12.3 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)**

Stage 3 will be evaluated either on 80/20 or 90/10 Preference Point System (i.e. Price and B-BBEE). This is as a result of uncertainty regarding the estimated price. The lowest acceptable tender will be used to determine the applicable preference point system (***regulation 3 of PPPFA 2017***)

CRITERIA	MAXIMUM POINTS
Price	90/80
B-BBEE Rating	10/20
<b>Grand Total</b>	<b>100</b>

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

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

### **1. INTRODUCTION**

RTMC is looking for facilities/properties to be utilized as vehicle impounding facility that will include Corporate Office Space for Law Enforcement Unit which should be located along M1/N1 highway. The location of the facility on offer should be within the area of Midrand/Centurion in Gauteng Province. (The centrality of the facility is of strategic importance and key to the Road Traffic Management Corporation.)

### **2. PURPOSE**

The purpose of this request is to invite suitably qualified service providers to submit bids for the leasing of their facilities/properties to RTMC for the following; vehicle impounding facility, office space (Law Enforcement Unit) and support services (cleaning and security services) for the period of three years with an option to extend.

### **3. PROBLEM STATEMENT**

The public passenger transport industry has been plagued by sporadic incidents of violence Countrywide. These incidents of taxi conflicts are as a result of illegal taxi operators taking over lucrative routes by force and this has resulted in a number of fatal killing of drivers; passengers; operators and innocent citizens in the industry. In direct response to this challenge, the Road Traffic Management Corporation is enforcing the National Land Transport Act, 2009. The NLTA provides that a public transport operator who operate without permits/ operating licence or who operates contrary to the conditions thereof must be impounded. The Act provides that an impounded vehicle must be delivered to the Head of the depot (vehicle impounding facility).

### **4. BACKGROUND AND DISCUSSION**

The RTMC has a law enforcement arm established in terms of the RTMC Act read with the National Road Traffic Act;1996 (Act No.93 of 1996) as well as the land transport law enforcement in terms of the National Land Transport Act; 2009 (Act No.05 of 2009) as amended. Traffic officers in the employ of the RTMC are also empowered in terms of the Criminal Procedure Act; 1977 (Act No.51 of 1977) to enforce road traffic and transport legislation and other relevant laws.

Part of the duties includes the issuance of citations in terms of section 56 of the Criminal Procedure Act for certain categories of offences and impound public passenger transport vehicles that are operating without the required documents in terms of section 87 of the National Land Transport Act; 2009.

## 5. SCOPE OF WORK AND MINIMUM REQUIREMENT FOR THE VEHICLE IMPOUNDING FACILITY AND LAW ENFORCEMENT OFFICE BLOCK

Building Standard Facilities Requirements			Indicate YES/NO and sign next to each item
Item No.	Description	Specification	
1.	Property Size and location	Gross Leasable Area of minimum of 8000m <sup>2</sup> on occupation	
1.1		➤ minimum of 5000m <sup>2</sup> for impounding facility	
1.2		➤ minimum of 2500m <sup>2</sup> for office space	
		Property Location:	
		<ul style="list-style-type: none"> <li>• The pounding yard should be located within the jurisdiction of the Gauteng Province in Midrand / Centurion along the N1/M1 route.</li> <li>• It should have the potential of frontage branding facing the N1/M1 route.</li> <li>• It must be situated where</li> </ul>	

		there is easy access to public transport facilities.	
2.	Condition of the Property/Building compliance	Property must be in a good condition and habitable and must have the following documentation prior occupation:	
2.1		➤ Certificate of occupation	
2.2		➤ Electrical installation certificate	
2.3		➤ Fire Fighting Equipment certificate	
2.4		➤ OHS and any other documentation RTMC may require	
3	Property Information	Bid proposal should clearly outline the following: -	
3.1		• Physical address, stand number,	
3.2		• Details of all partners to the offer,	
3.3		• Detailed rental option	
3.4		• Tenant installation allowance	
3.5		• Building insurance information	
3.6		• Armoury and it must comply fully with the following: The successful bidder will be required to make provision for armoury on occupation and comply with Firearms Control Act 60 of 2000 as well SABS code 953/1 and 953/2.	
		• pigeonhole two-way lockable gun safes for 20 guns	



4.	Property description	Two Types of recommended / acceptable facility / property set-up	
4.1	Impounding facility	<p><b>4.1.1 Type of set-up</b></p> <p><b>(i) Warehouse or Closed set-up</b></p> <p>(It is a building which is fully covered and has parking bays and offices inside)</p> <ul style="list-style-type: none"> <li>• <b>Parameter fencing requirement</b></li> </ul> <p>(Any of the following type/s of fencing are acceptable for a warehouse set-up)</p> <ul style="list-style-type: none"> <li>➤ Solid wall</li> <li>➤ Palisade</li> <li>➤ Clearvu or similar</li> <li>• Entrance and Exit (External Main gate into the yard)</li> <li>➤ Physical Security for access control</li> <li>➤ Guard house (Brick and mortar)</li> <li>➤ Lockable gates</li> <li>➤ Electric fence linked to an alarm system which is monitored both in-house and offsite</li> </ul> <p><b>(ii) Open Plan/Outdoor set-up</b></p> <p>(It is a yard or facility which has office space built separately and parking bays/lot within the premises)</p> <ul style="list-style-type: none"> <li>• <b>Parameter fencing requirement</b></li> </ul> <ul style="list-style-type: none"> <li>➤ Fully fenced by solid walls with barbed wire to limit outside viewing and entrance (minimum</li> </ul>	

4.2	Generic features applicable to both types of warehouse set-ups	<p>height required: 2.5 Metres) and electric fence linked to an alarm system which is monitored both inhouse and offsite.</p> <p>➤ <b>Parking bays/lots</b> Parking bays must be covered to protect the vehicles from weather conditions, i.e. rain, sunlight or any inclement weather condition</p> <p>4.2.1 <b>Security features</b></p> <p>➤ <b>CCTV control room</b></p> <ul style="list-style-type: none"> <li>Fully installed CCTV room covering the following areas; <ul style="list-style-type: none"> <li><b><u>Internal</u></b> (it must cover armoury/firearm safe, cashier office, strong room entrance, pounding office entrance and other important areas as maybe determined by RTMC)</li> <li><b><u>External</u></b> (must cover all four corners of the yard, all parking bays and other areas as maybe determined by RTMC)</li> </ul> </li> <li><b><u>NB:</u></b> CCTV system must cover the entire pound on a 24/7 basis with the ability to provide for offsite view</li> <li>The network video recording must have the capacity to store information for at least sixty (60) days</li> </ul>	
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		<ul style="list-style-type: none"> <li>• All installed cameras must be IP type</li> </ul> <p><b>4.2.2 Parking facilities requirements</b></p> <ul style="list-style-type: none"> <li>• Requires a minimum of 300 parking bays including parking for 2 busses, 2 trucks and 2 trailers.</li> <li>• Bid proposal should have a detailed layout of the following types of parking areas i.e. <ul style="list-style-type: none"> <li>• Basement (if applicable)</li> <li>• Shaded</li> <li>• Open parking bays</li> <li>• Delivery and/ or drop off zone</li> <li>• Disabled Parking</li> </ul> </li> </ul> <p><b>12.3.1 Guard house</b></p> <ul style="list-style-type: none"> <li>• Guard house must be erected next to the entrance</li> <li>• It must be built with bricks and mortar</li> <li>• It must be fitted</li> </ul> <p>with all the requisite equipment, such a hand-held metal detectors, two-way communication infrastructure.</p>	
5.	Main access to the building	<p>Proximity of the building to; (bidder to give a brief description or schematic presentation)</p> <ul style="list-style-type: none"> <li>• Main Roads</li> <li>• Pedestrian Walkways</li> </ul>	

		<ul style="list-style-type: none"> <li>• Amenities</li> <li>• Public transport etc.</li> </ul>	
6.	Accessibility of offices or building	Building must be user friendly for people with disability, internally and externally, in compliance with relevant Acts	
7.	Technology and communication	<p>Building must have the following infrastructure</p> <ul style="list-style-type: none"> <li>• Power supply: clean power and backup generator to run all the lights, computers, server room and its air conditioning units,</li> <li>• Call Centre and reception: Provision for Telecommunication DB box.</li> <li>• Power and network cabling compatibility.</li> <li>• <b>Fibre</b></li> <li>• Server room should have at least 1.5m clearance in front and behind rack</li> <li>• Ensure that the server room allows for extra space for a raised ramp to bring racks into the server room</li> <li>• The Server room should also consider routing of cat 5 cables which will need to be routed through the building and be separated from power cables.</li> <li>• Bidders must ensure that the server room is not positioned anywhere near where there are</li> </ul>	

		waterworks, sewage pipes, etc.	
8.	Health & Safety	<p>Building must comply with the required standards, OHS etc.;</p> <ul style="list-style-type: none"> <li>• <b>Fire equipment</b></li> <li>• Building must have firefighting equipment in terms of the fire requirements (fire extinguishers, fire hoses, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord.</li> <li>• To be installed in all strategic points</li> <li>• The installed equipment must comply with all SABS regulations</li> <li>• They must be maintained and tested at frequent intervals</li> <li>• Installation of smoke and fire detection</li> </ul> <p><b>Fumigation:</b></p> <p>The building must be fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated.</p>	
9.	<b>Maintenance</b>	<p><b>Maintenance plan:</b></p> <p>Maintenance plan should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) and the maintenance</p>	

		<p>office should be on-site:</p> <ul style="list-style-type: none"> <li>• The office premises (interior and exterior) to be fully serviced and maintained by the Landlord;</li> <li>• Turn-around time to be clearly stated on maintenance and repair work by the Landlord;</li> <li>• Bid proposals to allow the Road Traffic Management Corporation to do its own repairs in cases where the Landlord's turn-around time was not met and to have the expenses reimbursed by the landlord</li> </ul> <p>NB: Plan will be attached to the SLA and will be required prior occupation</p>	
10	Building support services	<p>Bidders are expected to ensure the availability of the following services on occupation:</p> <ul style="list-style-type: none"> <li>• Water;</li> <li>• Electricity;</li> <li>• Sanitation; and</li> <li>• Refuse removal service.</li> </ul>	
11	Services to be outsourced by RTMC	<p>The bidder is expected to execute the following services on behalf of RTMC</p> <p><b>11.1 Relocation services</b></p> <p>Bidder is expected to ensure that the all assets as listed below are moved to the proposed premises;</p> <ul style="list-style-type: none"> <li>• Office furniture and equipment removal</li> <li>• Documents removal</li> </ul>	

		<ul style="list-style-type: none"> <li>Decommissioning, removal and commissioning of ITC infrastructure</li> </ul> <p><b>NB Insurance cover must be taken into account. Proof thereof must be attached eg quotation or any form of proof</b></p> <p><b>During the briefing session arrangements for site visits will be explained and inventory of possible assets to be relocated.</b></p>	
		<p><b>11.2 Security Services</b></p> <p>The scope of services shall include, without limitation, the following:</p> <p>Number of Guards per shift</p> <ul style="list-style-type: none"> <li><b>Day shift:</b> Three (3) armed Guards</li> <li>One (1) grade B and 2 grade C</li> <li><b>Night shift:</b> Four (4) armed guards</li> <li>One (1) grade A and 3 Grade B</li> <li>Patrol vehicle</li> </ul> <p>➤ The above mentioned staff compliment excludes relievers of which the service provider shall provide</p> <p>➤ All security staff shall be trained and be knowledgeable about RTMC security procedures, protocol and Standard Operating Procedures. In addition, the graded staff will be responsible for the following:</p>	

		<ul style="list-style-type: none"> <li>• Grade B: Operate as shift supervisors</li> <li>• Grade C: Armed Security Officials, conduct patrols within the vehicle impounding facility.</li> <li>• Equipment will be provided for by the bidder. This will include two way radios, flashlight/torch, etc</li> <li>• All Uniform will be provided for by the service provider and should reflect clearly the company's logo.</li> </ul> <p>The security company must</p> <ul style="list-style-type: none"> <li>• Maintain a high level of visibility</li> <li>• Proactively safeguard RTMC employees and visitors at all times</li> <li>• Administer effective access control at all times and ensure that appropriate record keeping is maintained to gain entry / exit from the premises (including equipment)</li> <li>• Ensure that they inform RTMC immediately of any incident that requires the attention of the Corporation</li> </ul> <p>The bidder must provide the following in order to be assessed for functional capability to RTMC prior occupation</p>	
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		<p>The above requirement will enable RTMC to monitor compliance to its requirements and those outlined on the applicable legislation.</p> <p><b>NB:</b> The security company must provide relevant documents, i.e. B-BBEE certificates, company registration, agreements and all other related information.</p> <p><b>All these documents should be in place before signing of the contract</b></p>	
12		<p><b>Cleaning Services</b></p> <p>➤ <b>Minimum number of cleaners</b></p> <ul style="list-style-type: none"> <li>• <b>Four (4) cleaners</b></li> </ul> <p>The bidder must ensure that the property on offer will have an experienced team to render cleaning, hygiene and garden services to the RTMC seven days a week.</p> <p>Type of cleaning required include:-</p> <ol style="list-style-type: none"> <li>a) Offices, Kitchens, Bathrooms (Hygiene services) and all common areas within the office premises</li> <li>b) Basement areas and parking areas</li> <li>c) Garden services (Landscaping)</li> </ol> <ul style="list-style-type: none"> <li>• The bidder must ensure that the relevant equipment, consumables, protective clothing and uniform are provided for the required standard of cleaning in terms of offices, hygiene requirements and garden services.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The bidder must comply with relevant legislative framework (registered with the relevant bargaining council and compliance with sectoral wage determination)</li> <li>• The cleaning company must provide relevant documents, i.e B BBE certificates, company registration, agreements and all other related information. Failure to submit the required documents will invalidate the bid.</li> </ul>	
13.	<b>Administrative offices/Law enforcement offices requirements</b>	<p>Requirements of Law Enforcement Administrative Block/ offices</p> <p>(i) <b>Size of the office space</b></p> <ul style="list-style-type: none"> <li>• Office space should be at least 2500m<sup>2</sup></li> <li>• Must have a strong room with three (3) keys. (2.4m X 3m X 3m)</li> <li>• Must have armoury (150cmX55cmX45cm)</li> </ul> <p>(ii) Offices</p> <ul style="list-style-type: none"> <li>• 1x Group Executive Office</li> <li>• 1x Chief of Traffic Office</li> <li>• 4x Deputy Chiefs Offices</li> <li>• 1x Parade room</li> </ul>	

		<ul style="list-style-type: none"> <li>• 1x Board room</li> <li>• 2x Director's offices</li> <li>• 3x Senior Superintendents offices</li> <li>• Cashier office to accommodate 2x Administrators</li> <li>• 2x Open plans to accommodate 8 people each</li> </ul> <p>(iii) <b>Parking bays for Law Enforcement vehicles (NTP)</b></p> <ul style="list-style-type: none"> <li>• 150 hundred (150) covered parking bays</li> </ul>	
14	<b>Public Liability</b>	The bidder will be expected to take public liability insurance to cover all related risks.	
15	Occupation of property and Indicative commencement date	<p>The bidder to give an indication of the time lines required to do the necessary alterations and repairs to get the property ready for occupation in line with RTMC's requirements.</p> <ul style="list-style-type: none"> <li>• Draft project implementation plan with indicative timelines, milestones reflecting total days required to complete repairs, renovations and all necessary alterations for the property to be ready for occupation</li> <li>• Bidder to also attach proposed draft sketch/plan of the property which must accommodate all RTMC needs.</li> </ul>	

		<p><b>NB: The proposed project plan and property plan/sketch should first be discussed and agreed upon with RTMC prior implementation</b></p> <p><b>(ALL TO BE SUBMITTED WITH THE BID DOCUMENT)</b></p>	
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**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**See the attached SBD forms  
(All SBD forms must be signed)**

## ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
<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>Declaration of Interest (SBD 4)</b>
<b>Annexure 4</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 5</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 6</b>	<b>Pricing Schedule (SBD 3.3)</b>
<b>Annexure 7</b>	<b>Preference Points Claim Forms (SBD 6)</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.