



Road Traffic Management Corporation

PROVISIONING OF TRAFFIC LAW ENFORCEMENT TRAINING FACILITY

RTMC BID NO:05/2019/20

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

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1. **Proprietary Information**

Either Road Traffic Management Corporation (RTMC) considers this bid and all related information, written or verbal which is provided to the bidder to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channeled to the email below, however such enquiries will be entertained until last ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. **Instructions on submission of Bids**

- 5.1 Bids should be submitted in **Five (5) copies** and one all bound in a sealed envelope endorsed, **RTMC BID 05/2019/20: Provisioning of Traffic Law Enforcement Training facility for period of three (3) years with an option to extend for two (2) years.**
- 5.2 **Compulsory site briefing session** will be held on the **13 June 2019, 10h00 AM** at the above physical address, 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)
- 5.3 **The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157 by no later than 11:00 am on 02 July 2019.**
- 5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.6 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.
- 5.7 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.8 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.9 Amended bids may be sent in an envelope marked **"Amendment to Bid"** and should be placed in the bid box before the closing time.

- 5.10 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

7. RTMC's Rights

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1 The RTMC promotes enterprise development as a result, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.
- 8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations, which will be considered as part of the B-BBEE scoring.

9. Bidders Details and Contact Person

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

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

10. RESPONSE FORMAT

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

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close Corporation. (Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.2.3 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;

10.2.4 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.

10.2.5 **Annexure 3** Declaration of Interest (SDB 4)

10.2.6 **Annexure 4** Declaration of Bidders Past SCM Practices (SBD 8)

10.2.7 **Annexure 5** Certificate of Independent Bid Determination (SBD 9)

10.2.8 **Annexure 6** 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.

10.3 Schedule 2:

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

10.4 Schedule 3:

10.4.1 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.**

10.4.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.4.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL CONDITIONS TO BIDDERS

11.1 Due to the operational requirements of the bid, preference will be given to bidders whom their properties are located within 120 kilometres from RTMC Head office (Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157).

11.2 Offers that are from outside stated radius from the RTMC Head office will also be considered however operational practicality, cost effectiveness, value for money and other elements related to cost benefit analysis (viability/sustainability) would be taken into account.

11.3 The scope of the bid will encompass accommodation for 1000 learners, three meals per day, cleaning services on common areas and security services.

11.4 Bidders shall provide full and accurate answers to the questions posed in this document.

11.5 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

The bid will be evaluated on four (4) stage process.

(a) Stage 1 will be on Mandatory requirements.

(b) Stage 2 Prequalification criteria for Compulsory Sub-contracting

In terms of Regulation 9 of the Preferential Procurement Regulations 2017 the bidder will be required to sub-contract a minimum of 30% of the contract value to an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by designated groups outlined in paragraph 12.2 (page 13).

(c) Stage 3 will be based on Functionality requirements and TWO step process. (Bidders must at least score **65** points to qualify for next stage/stage

- Step 1 will be based on written proposals = 80 points
- Step 2 will be onsite inspection/ visits = 20 points

(d) Stage 4 will be on 90/10 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT	Comply (Yes / No)
<p>CENTRALISED SUPPLIER DATABASE (CSD)</p> <p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on www.csd.gov.za)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: CSD@Treasury.gov.za</p> <p>Compliance requirement:</p>	

<p>CSD report or reference number</p> <p>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</p>	
<p>STANDARD BIDDING DOCUMENTS</p> <p>Bidders must sign all SBD bidding forms attached.</p> <p>Compliance requirement:</p> <p>Fully completed All SBD forms and signed</p> <ul style="list-style-type: none"> • SBD1 • SBD3.3 may be completed however must be included in the financial envelope • SBD4 • SBD6.1 • SBD8 • SBD9 <p>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.</p> <p>NB: SBD3.3 may be completed however must be included in the financial envelope.</p>	
<p>BRIEFING SESSION CERTIFICATE</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>Compliance requirement:</p>	

<p>Briefing session certificate to be attached</p> <p>(In case of a joint venture, briefing session certificate from any party that attended the briefing session will suffice)</p>	
<p>OHS REQUIREMENTS</p> <p>Bidders must comply with all the Occupational Health and Safety (Act 2004) (OHS) requirements.</p> <p>Compliance requirement:</p> <p>Bidders must submit inspectorate building requirements or certificate on occupation</p>	
<p>PROPERTY OWNERSHIP.</p> <p>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.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> •Certified copy of the Title deed if owner is directly bidding or •If acting on behalf of the owner attach both certified copy of title deed and copy of power of attorney 	
<p>SECURITY/PARAMETER FENCING</p> <ul style="list-style-type: none"> ➤ The facility must be adequately fenced/ wall surrounded and secured ➤ Security Services: access control, patrolling the facility to protect RTMC assets and learners/ lecturers <p>Compliance requirement:</p> <p>Any supporting document that reflects compliance to the above, i.e. pictures, sketch, plans etc.</p> <p style="text-align: center;">Or</p> <p>The bidder is required to submit a letter of undertaking/commitment to comply with the listed requirements on submission of the bid</p>	

<p>PREQUALIFICATION COMPULSORY SUBCONTRACTING</p> <p>In terms of Regulation 9 of the Preferential Procurement Regulations 2017 the bidder will be required to sub-contract a minimum of 30% of the contract value to an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by designated groups</p> <p>Compliance requirement:</p> <p>Bidders are required to confirm commitment and acceptance of the stated condition by indicating YES or NO and append signature on the YES or NO column</p>	
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**NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT
WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

12.2 STAGE 2 – COMPULSORY SUB-CONTRACTING (Regulation 9 of the Preferential Procurement Regulations 2017)

- The successful bidder must sub-contract a minimum of 30% of the value of the contract to:

An Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)

- i) An EME or QSE which is at least 51% black owned
- ii) An EME or QSE which is at least 51% black youth owned
- iii) An EME or QSE which is at least 51% black women owned
- iv) An EME or QSE which is at least 51% owned by black people with disabilities

- Compliance requirements:

Bidders to submit details of the service providers that they are going to subcontract and such bidders must fully comply with necessary legislative requirements i.e. CSD registration.

NB: The above is in line with sub-regulations (2) (i) - (vii) which states that a list of designated groups must be made available by organ of state selected from amongst suppliers registered on Centralised Database of National Treasury.

STAGE 3 FUNCTIONALITY AND TECHNICAL EVALUATION CRITERIA

Step 1 of Functionality shall be evaluated based on the following parameters:

A 1 LOCATION OF THE FACILITY/ PROPERTY	20
<p>Due to the operational requirements of the RTMC, ideally the facility situated within 120 kilometres from the Head office. The bid will be evaluated as follows;</p> <ul style="list-style-type: none">• 100 kilometres and below from RTMC Head office = 20 points• Above 100 to 120 kilometres = 10 points <p>In order for bidders to qualify for points, the following proof must be attached;</p> <p>Compliance requirements:</p> <ul style="list-style-type: none">• GPS Coordinates <p>Or</p> <ul style="list-style-type: none">• Municipal account	
B PROXIMITY TO SHOOTING RANGE	5
<p>B1 Due to the training requirement it is recommended that the shooting range should be within reasonable distance from the facility and comply with National Regulator for Compulsory Standards.</p> <ul style="list-style-type: none">• Radius of 20 kilometres from the facility = 5 points• Radius of 40 kilometres from the facility = 3 points• Radius of 60 kilometres from the facility = 2 points <p>Compliance requirement:</p> <ul style="list-style-type: none">• Name and address of the shooting range	
C FINANCIAL CAPACITY	10

<p>C.1. Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of R 5 million or more to carry the project.</p> <p>C.2. Bidders must provide the following as proof of Financial Capacity:</p> <p>a) Letter of commitment (specific to the bid) from reputable financial service provider or any third party.</p> <p style="text-align: center;">OR</p> <p>b) Recent bank statement reflecting or confirming the availability of funds to sustain the contract.</p>	
<p>D. SECURITY OF BUILDING / FACILITY</p>	<p>15</p>
<p>Bid proposal should clearly outline the provision of security of the facility:</p> <ul style="list-style-type: none"> • Access Control system (manual or electronic) = 5 points ➤ Perimeter boundary walls/ well secured strong fencing (Solid wall or Palisade or Clearvu or similar or any other acceptable strong fencing) = 10 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Bidder/s are expected to give a brief description of the above and supporting documents i.e. pictures, sketch plans etc. 	
<p>E.EXPERIENCE OF FACILITY MANAGEMENT TEAM</p>	<p>15</p>
<p>In order to ensure optimal functioning of the training 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>	

Option 1- Insourcing arrangement: = 15 points

In the event the bidder intends to hire or employ his/her personnel the following requirements must be met:

I. Facility manager (overall responsible for strategic and operational functions of the facility)

- Minimum 10 years of experience in facility management = 5 points

II. Administrative Assistant (responsible for accounts and general administration of the contract and other related functions in facility management)

- Minimum 6 years' experience = 5 points

Compliance requirement (Insourcing):

- CV and any relevant certificate/Diploma/ Degree

III. Maintenance officer (responsible for handyman services and general maintenance of the facility)

- Minimum 3 years' experience = 3 points

IV. Client liaison services/ customer care/ help desk/ receptionist

(day to day handling of queries, ensure needs of clients and challenges are fully addressed)

- Minimum of 2 years of experience = 2 points

Compliance requirement:

- CV confirming the required experience

OR

Option 2 - Outsourcing arrangement: = 15 points

<p>In the event, the bidder intends to outsource the management of the facility/ property to management service provider.</p> <p>Compliance requirement: To qualify for points all requirements listed below must be met</p> <ul style="list-style-type: none"> • Company profile which includes company registration details • Letter from the company confirming willingness to render the facility management service • 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) • Proof that the facility management company has the following resources in their employ; <ul style="list-style-type: none"> ○ Facility manager ○ Administrative Assistant ○ Maintenance Officer ○ Client Liaison Officer <p>NB: Please attach Job descriptions as proof</p>	
<p>F. CLEANING, CATERING AND SECURITY SERVICES</p>	<p>15</p>
<p>Bidders are expected to give an overview on how the above mentioned services will be managed and implemented taking into account relevant legislative frameworks i.e. PSIRA, OHS etc</p> <p>(i)Catering Services</p> <ul style="list-style-type: none"> • Cv/s and certificate for the professional chef/s = 1 point • Municipal health certificate = 2 points • Relevant support services in place: - <ul style="list-style-type: none"> ○ Availability of cooling facility/refrigeration = 1point ○ proof of orders/invoices from main suppliers (perishables) = 1 point 	

<p>(ii) Security Services</p> <ul style="list-style-type: none"> • Compliance with PSIRA (Company) = 3 points • Compliance with PSIRA (Director/s) = 2 points <p>(iii) Cleaning Services</p> <ul style="list-style-type: none"> • Valid supplier registration with National Contract Cleaners Association = 3 points • Compliance with Department of Labour (Health and Occupational Safety Requirements-Compensation) = 2 points <p>NB: Bidders are required to submit the supporting documents in order to qualify for points for the above.</p>	
TOTAL FOR FUNCTIONALITY:	80

Step 2 Site Inspection/ Visit

SITE INSPECTION/ VISITS		20
1. Bidder to provide a project implementation plan with clear milestones deliverables and timelines indicating how they are going to meet all requirements stated on the scope of work and possible proposals in the event they will not fully adhere (taking into account that the anticipated occupation date is 01 July 2019). = 10 points		
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	

<p>2. General State/ condition of the facility or property. The following variables will be assessed:</p> <ul style="list-style-type: none"> • Infrastructure <ul style="list-style-type: none"> ○ Sewerage and plumbing, (confirmation letter from professional plumber/certificate from plumber registered on CIDB to be supplied) = 2 points ○ Electrical or any source of energy, (bidder must attach necessary compliance certificate) = 2 points ○ Ablution facilities (confirmation letter from professional plumber/certificate from plumber registered on CIDB to be supplied) = 2 points • Power supply and backup systems (any supporting document to be provided) = 2 points • Recreational facilities equivalent to 7,140 square meters/ soccer field (availability of adequate space for purposes of parading, drilling etc.- map/plan to be provided) = 2 points 	
Total	100

NB: The minimum qualifying score for functionality is 65 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and B BEE

Functionality will be evaluated using the following scales:

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

12.3 STAGE FOUR – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on a 90/10 Preference Point System (i.e. 90 points on Price and 10 points on B-BBEE

CRITERIA	MAXIMUM POINTS
Price	90
B-BBEE Rating	10
Grand Total	100

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE OF THE PROJECT

The purpose of this bid is to invite suitably qualified service provider to provide Traffic Law Enforcement Training Facility to the RTMC for a period three (3) years with an option to extend for a period of two (2) years.

2. BACKGROUND

- 2.1 The Road Traffic Management Corporation (RTMC) was established in terms Section 3 of the Road Traffic Management Corporation Act, No. 20 of 1999, for co-operative and coordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of government. It is a state-owned entity listed under Schedule 3A of the Public Finance Management Act.
- 2.2 National traffic police was established during 2011 with the aim and objectives of addressing traffic law enforcement in general and intervention assistance where required. Pursuant to the attainment to attainment of the stated objectives training programmes for existing officers and new recruits have been developed.
- 2.3 Furthermore, Boekenhoutkloof Traffic training centre which is earmarked to host the said training is currently not available as it is about to undergo major facelift envisaged to take at least two to three years before occupation.
- 2.4 On the same breath the stated training programme is expected to begin in July 2019 whilst renovation of Boekenhoutkloof Traffic College is underway, hence a decision to source an alternative facility for a period of three (3) years with the option to extend.

3. SPECIFICATION AND SCOPE OF WORK

THE MAXIMUM REQUIREMENTS FOR THE TRAINING FACILITY. (SCOPE OF WORK)

ITEM	DESCRIPTION / REQUIREMENT	COMPLY YES/ NO
1	<p>1. Classrooms:</p> <ul style="list-style-type: none"> • 20 classrooms with a capacity to accommodate 50 learners each • 5 computer labs to accommodate 50 computers • 1 hall or covered area to accommodate all learners • A room for Library <p>2. Staff rooms</p> <ul style="list-style-type: none"> • 1 staff room/s to accommodate 30 lecturers <p>3. Assessment centre</p> <ul style="list-style-type: none"> • Be able to accommodate 30 lecturers <p>4. Office space/ requirements</p> <ul style="list-style-type: none"> • Management <ul style="list-style-type: none"> ➤ 6 offices ➤ Boardroom (10 to 20 capacity) • Admin office/s <ul style="list-style-type: none"> ➤ Open plan to accommodate between 8 to 10 officials) ➤ Operational centre room ➤ Store room to accommodate files, stationery, training equipment etc. ➤ Provision of storeroom(s) for firearms <p>5. Sleeping quarters/ accommodation</p>	

	<ul style="list-style-type: none"> • 1000 learners at the same facility. (single or sharing will be acceptable). • With an option to negotiate additional 300 learners for upskilling programmes should a need arise • 10 rooms for caretakers – single rooms • Single beds and Mattresses (Must be in a good condition) <p>6. Mess/ Kitchen /Dining hall</p> <ul style="list-style-type: none"> • Provision to accommodate all learners. <p>7. Parking</p> <ul style="list-style-type: none"> • Open space to accommodate 50 vehicles <p>8. Recreational facilities</p> <ul style="list-style-type: none"> • Open area for drill maneuvers / physical training and parade. Must be equivalent to a soccer field (7,140 square meters) <p>9. Catering Services</p> <ul style="list-style-type: none"> • Bidder will be required to provide full catering services (3 meals per day), Menu is attached as annexure A. <p>10. Security Services</p> <ul style="list-style-type: none"> • Perimeter fencing, access control, patrolling the facility to protect RTMC assets and learners/ lecturers. (Must comply with all PSIRA requirements) <p>11. Cleaning Services</p> <p>Bidder is required to provide cleaning services to the facility only on common areas i.e. ablution facilities, showers, classes, passages, garden area, parking and offices.</p>	
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NB: Learner's will be responsible for cleaning their own rooms, however RTMC will provide cleaning materials to that effect.

Cleaning Services

- Minimum number of cleaners
 - The number of cleaners will be determined after the award of the bid. Bidders to cost per unit for the following resources:
 - Supervisor
 - General cleaners (internal and external)

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.

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.

The bidder must comply with relevant legislative framework (registered with the relevant bargaining council and compliance with sectoral wage determination)

The cleaning company must provide relevant documents, i.e. B BBEE certificates, company registration, agreements and all other related information.

12. Additional / Optional support Services

RTMC may request the bidder to provide the following services as and when required and specification for such will be provided

- Laundry services

	<ul style="list-style-type: none"> • Beds and mattresses • Cleaning material • Blankets and bed linen <p>Any other additional services that may be required for training</p> <p>13. Contract period</p> <p>Three (3) years with an option to extend for a period of two (2) years</p> <p>14. Date of occupation</p> <p>The anticipated date of occupation is 01 September 2019.</p> <p>15. RTMC Branding</p> <p>The bidder is required to allow the RTMC to install corporate branding</p> <p>16. Project/Implementation plan</p> <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 specifications/ user requirements.</p> <ul style="list-style-type: none"> • 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 • Bidder to also attach proposed draft sketch/plan of the property which must accommodate all RTMC needs. <p>NB: The proposed project plan and property plan/sketch will be discussed and agreed upon with RTMC after awarding.</p> <p>(THE PROJECT PLAN TO BE SUBMITTED WITH THE BID DOCUMENT)</p>	
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NB: FAILURE TO MEET THE ABOVE REQUIREMENTS WILL INVALIDATE THE BID

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

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

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information

Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 4	Declaration of Interest (SBD 4)
Annexure 5	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 6	Certificate of Independent Bid Determination (SBD 9)
Annexure 7	Pricing Schedule (SBD 3.3)
Annexure 8	Preference Points Claim Forms (SBD 6)

BIDDING DOCUMENTS : GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.