



Road Traffic Management Corporation

**APPOINTMENT OF A RECRUITMENT AGENCY FOR
RTMC FOR A PERIOD OF TWELVE (12) MONTHS**

RTMC BID NO:14/2019/20

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**

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

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however such enquiries will be entertained within ten (10) days after publication on the tender bulletin and National Treasury tender portal.

Name	RTMC
Email Address	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 (1 original and 4 copies)**, failure to comply **will result in disqualification of bid** and all bound in a sealed envelope endorsed, **RTMC BID 14/2019/20: Appointment of a Recruitment Agency for RTMC for a period of twelve (12) months.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, **Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion** by no later than **11:00 AM on 14 October 2019.**
- 5.3 **Compulsory Briefing session will be held on the 30 September 2019 at 10h00. Venue: RTMC Building, Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.**
NB: The mentioned certificate must be attached on the bid document upon submission of the bid (failing which will disqualify the bid)
- 5.4 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 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 accepts 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 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

DETAILS OF BIDDERS	
Name of your Company	

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

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

10. RESPONSE FORMAT

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

10.1 Cover Page:

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

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

10.2 Schedule 1:

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

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

10.3 Schedule 2:

10.3.1 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 3** Declaration of Interest (SDB 4)

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

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

10.3.6 **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.

10.4 Schedule 3:

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

10.5 Schedule 4:

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope.**

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

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

11. SPECIAL INSTRUCTIONS TO BIDDERS

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

11.2 Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

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

12. EVALUATION CRITERIA

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

(a) Stage 1 – Mandatory requirements

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

(b) Stage 2 – Functionality Evaluation

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

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

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

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

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

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

(c) Stage 3 – Price and Preference Points Evaluation

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

12.1 MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT	Comply (Yes / No)
<p>1. African Professionals Staffing Organisation (APSO) membership or any other recognised professional membership by the industry.</p> <p>Compliance Requirements</p> <ul style="list-style-type: none"> • Certified valid membership certificate <p>NB: Bidders must attach relevant certification documents.</p>	
<p>2. Registration on CSD (available on www.csd.gov.za) 012 4069222 Tumelo Ntlaba, Email: CSD@Treasury.gov.za</p> <p>Compliance Requirements</p> <ul style="list-style-type: none"> • CSD report or CSD reference number <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>3. Bidder must have signed and submitted all SBD forms.</p> <p>Compliance Requirements</p> <p>Signed and completed SBD forms.</p> <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</p>	

<p>will result in disqualification of the bid.</p> <p>NB: SBD3.3 may be completed however must be included in the financial envelope.</p>	
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12.2 STAGE 2 – FUNCTIONALITY CRITERIA

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

A. Capacity and Bidders Relevant Experience, Similar Work done, Financial Capacity	70
<p>A1. Capacity and bidders relevant experience</p> <p>Outline years of experience and qualifications of the proposed team</p> <p>1. Project Director/Team Leader = 15 points</p> <p>Relevant Experience</p> <ul style="list-style-type: none"> • 10 years' experience or more = 10 points • 8 to 9 years of experience = 5 points <p>Compliance requirements:</p> <p>Attach CV</p> <p>AND</p> <p>Relevant Qualification:</p> <ul style="list-style-type: none"> • Diploma/ B degree = 5 points <p>Compliance requirements:</p> <p>Attach relevant qualification (NQF Level 6)</p> <p>2. HR Specialists/ key personnel (talent acquisition, vetting) = 6 points</p> <p>Relevant Experience</p> <ul style="list-style-type: none"> • 5 years of experience or more as a specialist = 4 points • 3 to 4 years of experience or more as a specialist = 2 points 	30

<p>Compliance requirements:</p> <p>Attach CV</p> <p>AND</p> <p>Relevant qualification:</p> <ul style="list-style-type: none"> • Diploma/ B degree or equivalent = 2 points <p>Compliance requirements:</p> <p>Attach relevant qualification (NQF Level 6)</p> <p>3. HR Practitioners = 6 points</p> <p>Relevant experience:</p> <ul style="list-style-type: none"> • 2 years or more = 4 points <p>Compliance requirements:</p> <p>Attach CV</p> <p>AND</p> <ul style="list-style-type: none"> • Diploma/B degree or equivalent = 2 points <p>Compliance requirements:</p> <p>Attach relevant qualification (NQF Level 6)</p> <p>4. Administrator/s = 3 points</p> <ul style="list-style-type: none"> • 2 years administrative experience or more = 2 points <p>Compliance requirements:</p> <p>Attach CV</p> <ul style="list-style-type: none"> • Senior Certificate = 1 point <p>Compliance requirements:</p> <p>Attach Certificate</p>	
<p>A2. Similar Work Done</p>	<p>30</p>

<p>A2.1. The bidder must provide details of similar work completed in relation to recruitment services.</p> <p>(a) 1 to 3 similar work successfully completed = 10 points</p> <p>(b) 4 to 10 similar work successfully completed = 20 points</p> <p>(c) 11 and above similar work successfully completed = 30 points</p> <p>Compliance Requirements:</p> <p>Bidders are required to complete the attached template in order to reflect similar work done in the past three years. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> • Name and short description of project successfully completed/involved in • Role and Responsibilities, • Duration of involvement (in months), • Value of the contract, • Contactable References <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</p>	
<p>A3. Financial Capacity</p> <p>A3.1. Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of R 250 000 or more.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Proof of availability of funds (Financial statements) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A letter from a registered financial service provider to prove financial capability and commitment to support the bidder <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Proof of funding from a third-party indicating commitment to fund the bidder should they be successful (Proof of availability of funds through financial statement supported by affidavit) 	10
TOTAL FOR FUNCTIONALITY:	70

12.2 PRESENTATIONS

A. Knowledge of The Subject Matter	30
<ul style="list-style-type: none"> • Outline summary displaying extensive knowledge and experience in the provision of a comprehensive and confidential recruitment services = 10 points ✓ Brief taking = 2 Points ✓ Sourcing of suitable candidates as per job specification provided by the Corporation = 2 Points ✓ Pre-screening of all potential candidates, background checks, ITC where applicable, criminal checks and qualifications verifications = 2 Points ✓ Scheduling and interviewing the shortlisted candidates = 2 Points ✓ Generate progress and interview reports = 2 Points • Outline and give a high-level overview of items listed below as reflected on the scope of work by illustrating capability/mechanism on how to address such issues specified = 10 points. ✓ Recruitment services and competency assessment/psychometric services. (give an indication of whether service is insourced or outsourced and give details of accreditation and other related requirements) = 5 Points ✓ A comprehensive range of recruitment search and placement services such as: = 5 Points <ul style="list-style-type: none"> ○ Response Handling (Detail how process is handled) ○ Executive Search (Detail how process is handled) • Provide a detailed approach and methodology (work plan and processes) to meet the organization's recruitment requirements and turnaround times (give detailed breakdown of activities linked with timeframes) = 10 points <p>NB: This area must be incorporated in the bid response as part of functionality. The service provider will be invited to present this in a form of Power point once they have qualified to this step.</p>	
STEP TWO SUB TOTAL	50
OVERALL TOTAL FOR FUNCTIONALITY	100

Functionality will be evaluated at the following scales:

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

12.2 STAGE TWO – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

The Road Traffic Management Corporation would like to invite suitably qualified and experienced service providers to facilitate a recruitment and placements of Top Management positions for RTMC.

2. BACKGROUND AND DISCUSSION

The Corporation has commissioned the services of independent service provider for the facilitation of the organizational design process and other related services. The project commenced on the 1st May 2019 and design phase of the Macro Structure has been completed.

It is against this background that the Road Traffic Management Corporation has identified a need to source the services of a Recruitment Agency that will assist in the implementation of the Macro Structure

3. SCOPE OF WORK/ TERMS OF REFERENCE

The service provider will amongst others be expected to perform the following services

- Recruitment services
 - ✓ competency assessment/psychometric services
 - ✓ Brief taking
 - ✓ Sourcing of suitable candidates as per job specification provided by the Corporation
 - ✓ Pre-screening of all potential candidates, background checks, ITC where applicable, criminal checks and qualifications verifications.
 - ✓ Scheduling and interviewing the shortlisted candidates
- A comprehensive range of recruitment search and placement services such as: -
 - ✓ Response Handling
 - ✓ Executive Search
- Placement (Fixed term contract/Permanent)
 - ✓ Response handling

- ✓ Generate progress and interview reports

4. DURATION

The duration of this contract is twelve (12) months.

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

(see the attached pricing schedule)

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

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
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BDGI	Bid Documents General Information
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Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Declaration of Interest (SBD 4)
Annexure 4	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 5	Certificate of Independent Bid Determination (SBD 9)
Annexure 6	Pricing Schedule (SBD 3.3)
Annexure 7	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 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.