



Road Traffic Management Corporation

**RE-ADVERTISEMENT: REQUEST TO PUBLISH A BID
(REQUEST FOR PROPOSALS) FOR THE
APPOINTMENT OF A SERVICE PROVIDER TO
ACTIVELY SEEK AND SOURCE SPONSORSHIPS FOR
RTMC'S MULTIDISCIPLINARY PROJECTS AND
PROGRAMS, MONITOR AND MANAGE SUCH
PROJECTS OR PROGRAMMES ON A CONTINGENCY
BASIS FOR A PERIOD OF THREE (3) YEARS WITH AN
OPTION TO EXTEND FOR A FURTHER TWO (2)
YEARS**

RTMC RFP NO: 03/2024/25

CONDITIONS AND UNDERTAKINGS BY THE 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, provided to the Bidder to be proprietary of 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 about this bid should be channelled to the email below. However, the cut-off date will be on **05 March 2025**.

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 **120 days**, counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 Upon receipt of written notification of an award, the successful Bidder shall be required to conclude SBD 7.2 and the Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will be a tool to measure, monitor, and assess the Bidder's performance level and ensure effective service delivery, quality, and value-add to RTMC business.
- 4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful Bidder and the RTMC, and the successful Bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids must be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- i. Two (2) copies for technical responses/functional evaluation (one original and one copy)
- ii. PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope that contains the original document)

5.1.2 Financial envelopes

- i. The pricing proposal should be submitted separately. Two (2) copies (one original and one copy)
- ii. PDF soft copy of a memory stick of the pricing proposal (to be enclosed in the envelope that contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC RFP 03/2024/25: Request to publish a bid (Request for Proposals) for the appointment of a service provider to actively seek and source sponsorships for RTMC's identified multidisciplinary projects and programs, monitor and manage such projects or programmes on a contingency basis for a period of three (3) years with an option to extend for a further two (2) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Centurion Gate Business Park Block D 146 Akkerboom Street Zwartkop Centurion, 0157** by no later than **11:00 am on 10 March 2025.**

5.4 **Compulsory Briefing Session: Online/Virtual**

The online/Virtual compulsory briefing session details are as follows:

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to bidadmin@rtmc.co.za by **26 February 2025 at 14h00 pm** to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

5.4.2 Upon registration, a link will be shared with the bidders to enable them to participate in the stated virtual meeting.

5.4.3 Bidders will be required to log in using their company name thirty (30) minutes before the start of the briefing session to allow for virtual registration. For example, if the session starts at 10:00, bidders can log in at 09:30, and the session will begin promptly at 10:00 am.

5.4.4 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

NB: The mentioned briefing certificate must be attached to the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 **Compulsory Briefing Session: Online/Virtual**

5.5.1 The online/Virtual compulsory briefing session will be held on **28 February 2025 at 10:00 am.**

5.6 The envelope must also endorse the Bidder's company name, closing date, and return address.

5.7 All bids submitted must be signed by a person or persons duly authorized thereto.

5.8 Suppose a courier service company is being used to deliver the bid document. In that case, 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 the closing date and time.

- 5.9 Bid received by email, facsimile, or similar medium will not be considered.
- 5.10 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.11 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.12 Bidders should check the numbers of the pages to satisfy themselves that all are included and not duplicated. RTMC will accept no liability regarding 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 Bidder's account.
- 6.2 The Bidder hereby offers 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 by 4 (four) days before the presentation date. Such presentation may include a 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 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract or
 - 6.5.2 claim specific performance from the successful bidder and
 - 6.5.3 claim damages from the successful bidder.

6.6 The Bidder furthermore confirms 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 accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

7. RTMC's Rights and Obligations

7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or whole. RTMC typically awards the contract to the Bidder, who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to 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 any client sites if required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before 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 consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.7 The RTMC hereby undertakes–

7.7.1 In favour of the Bidder that it shall always strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information.

7.7.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid.

7.7.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and

7.7.4 not process Personal Information for any purpose other than to perform its obligations under this bid.

7.8 The RTMC will never request any compensation in whatever form; from any supplier to be awarded a contract. Suppliers are hereby advised not to fall for these scammers.

8. SPECIAL INSTRUCTIONS TO BIDDERS

8.1 Bidders shall provide complete and accurate answers to the questions posed in this document.

8.2 Bidders must substantiate their response to all questions, including 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.

8.3 The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.

8.4 RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.

8.5 The RTMC will not be held responsible for any costs incurred in preparing and submitting bid documents.

8.6 RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.

8.7 Should a need arise, RTMC reserves the right to negotiate the contingency fee percentage with the appointed service provider.

8.8 RTMC advises against the use any information obtained or accessed for the services rendered to RTMC previously, which might provide due advantage for the purpose of submitting this bid.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

- 1.1 The purpose of this RFP is to appoint a service provider to actively seek and source sponsorships from the private/public sector for RTMC's identified projects as well as monitor and manage the projects using a contingency-based commercial model.
- 1.2 RTMC as a lead agency for road safety is a member of the United Nations Road Safety Collaboration (UNRSC) and is responsible for monitoring local road safety programmes and reporting on progress in the reduction of road crashes, injuries and fatalities.
- 1.3 The RTMC is looking to appoint a service provider that will assist the RTMC by actively sourcing sponsorship from various public and private institutions, including other SOEs and agencies, in a bid to fund road safety-related mandates, such as training, Law Enforcement, research, marketing, critical ICT infrastructure initiatives, and or promoting partnerships with the private and public sector.
- 1.4 The RFP seeks to implement a sourcing strategy for external funds that will augment RTMC's multidisciplinary projects and programs.
- 1.5 The Terms of Reference (TOR) outlines the requirements for the appointment of an experienced service provider to actively seek funding for RTMC's identified projects and project manage the successful implementation of such projects for a period of three (03) years with an option to extend for a further two (2) years.

2. BACKGROUND

- 2.1 The Road Traffic Management Corporation (RTMC) is a state-owned entity listed under Schedule 3A of the Public Finance Management Act (No. 1 of 1999), established in terms of Section 3 of the Road Traffic Management Corporation Act, No. 20 of 1999, for cooperative and coordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of government.
- 2.2 The following table depicts the Functional Areas for RTMC as outlined in Section 18 (1) of the Road Traffic Management Act;

FUNCTIONAL AREA	STATUS
Road Traffic Law Enforcement.	Withheld
Training of Traffic Personnel.	Transferred to RTMC
Vehicle Registrations and Licensing.	Withheld
Vehicle and Roadworthiness Testing.	Withheld
Testing and Licensing of Drivers.	Withheld
Road Traffic Information.	Transferred to RTMC
Accident Investigations and Recording.	Transferred to RTMC
Communication and Education.	Transferred to RTMC
Infrastructure Safety Audits.	Transferred to RTMC
Administrative Adjudication of Road Traffic Offenses	Transferred to RTIA

2.3 The mandate of the RTMC is derived from the provisions of the Act, which provides inter alia that the RTMC must in the public interest, ensure cooperative and coordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of Government.

2.4 The Act clearly states that the RTMC must facilitate the gradual introduction of private investment in road traffic activities. In the past, the RTMC has received funding from the government and other sources of revenue to offer the services mentioned above. Due to its funding model, the RTMC recognized the necessity of seeking alternative sources of funding in the form of sponsorships to maintain its mandated functions effectively and sustainably, while decreasing dependence on government funding.

2.5 It has become imperative for the RTMC to look at alternative means of sourcing funds to implement its mandate and strategic objectives, all of which are aimed at Road Safety and supporting South Africa's economy's sustainable growth and viability. Sponsorships have been identified as the most viable option at this stage. Thus, a need to look at augmenting activities to supplement the current revenue initiatives by raising funds through sponsorships.

3. Key projects in the RTMC

3.1 Below are **some** of the key projects envisaged and identified for sponsorship funding

PROJECT DESCRIPTION	LINKAGE TO RTMC MANDATE	SHAREHOLDER'S PRIORITIES	FORECASTED IMPLEMENTATION
Training Program – Law Enforcement (NQF Level 6)	Training of Traffic Personnel	Addressing the scourge of road fatalities due to road crashes / Zero tolerance for fraud and corruption	Immediate/Ongoing – growth in enrolment required
Road Safety Education Awareness and Training	Communication and Education	Addressing the scourge of road fatalities due to road crashes / Zero tolerance for fraud and corruption	Immediate/Ongoing – inability to implement country-wide reach
Research on Road Safety	Infrastructure Safety Audits	Addressing the scourge of road fatalities due to road crashes	Immediate/Ongoing – extensive research capacity required

4. SCOPE OF WORK

The scope of work shall entail the following:

- 4.1 Analyse the RTMC projects and funding model; and identify potential institutions that RTMC can approach to leverage or approach as potential source/s of sponsors or funders, from both the public and private sectors.
- 4.2 Drafting and/or augment existing funding proposals and tabling same to the potential funding, sponsorship institutions and or institutions, that RTMC can leverage funding for its projects, both nationally and internationally.
- 4.3 Sourcing of sponsorships and negotiating structure of the contractual arrangements emanating from the funding proposals submitted with potential institutions.
- 4.4 Development of the project plan, post approval of the funding with detailed deliverables.
- 4.5 Project Team to comprise of the following key personnel:
 - 4.5.1 **Project Manager** will be responsible to provide project management advises, monitoring and evaluation of funded projects implementation.
 - 4.5.2 **Financial Advisor** will be responsible for financial related matters on funded projects
 - 4.5.3 **Legal Advisor** will be responsible for Legal and Commercial law related matters.
- 4.6 Funding is envisaged to be sourced annually throughout the contract period and directed towards RTMC's multidisciplinary projects and programs.
- 4.7 **The contingency fee** shall not include any funding received prior to the appointment of the bidder. The sponsorship sourced in terms of other means other than cash will have no contingency fee and will form part of the SLA negotiation.
- 4.8 **Confidentiality and Intellectual Property:** Provisions to safeguard sensitive information and ensure ownership of any intellectual property developed during the project, which shall be the property of RTMC.
- 4.9 **Project Duration:** The project will be implemented over a period of three years from the date of appointment. The RTMC reserves the right to extend for a further two (2) years after the initial three years. The successful service provider that will be appointed will be required to commence within 30 days from appointment date with the project.

5. PROJECT DELIVERABLES

- 5.1 Maintain effective communication and collaboration with RTMC's internal and external stakeholders, including funders and/or sponsors, relating to the projects.
- 5.2 Facilitate information exchange and address any concerns or issues that may arise during the project.
- 5.3 Ensure that this project aligns with all RTMC's funding strategies, legal standing and objectives.
- 5.4 Develop a robust monitoring and evaluation framework for project progress, as determined by the funder's requirements and any information requests that may arise from all stakeholders.
- 5.5 Conduct periodic project evaluations to identify areas for improvement and ensure the program remains relevant and up to date.
- 5.6 Generate comprehensive reports summarizing the project's progress, achievements and any challenges encountered.
- 5.7 To continuously improve the quality and effectiveness of the project.
- 5.8 Achieve raising a **minimum of R100 million** for each year of the three-year term. The same minimum would apply if the RTMC choice to extend the appointment for a further two years.
- 5.9 Augment, review and coordinate existing business cases for current RTMC projects, table same to potential funders/sponsorships to achieve approval of the funding, and facilitate including expediting the process with the funders/sponsors.

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 – Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements will invalidate the bid. Below are the Standard Mandatory requirements.

- Bidders are required to submit bid documents as follows:
 - i. one original,
 - ii. one hard copy
- PDF electronic copy in a marked/ labelled memory stick. Documents submitted in case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents i.e.
 - SBD 1 (one consolidated SBD 1 for JV) and SBD 4, must be enclosed on envelope one
 - SBD 6.1 must be enclosed on envelope one only.
 - For each of the entities in an agreed business relationship accompanied by a signed agreement by all the parties concerned.
 - The layout of the required documents is set up on the following page table 1.1.
- **NB:** *To prevent the abuse of SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.*
- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate must be completed and enclosed on envelope one.

(b) Stage 2 – Functionality Evaluation

This process comprises written responses/ proposals, which consist of **100 points**.

NB: Bidders will be required to score a minimum of **70 points** to qualify for stage 3.

BIDDERS MUST SCORE A MINIMUM OF 70 POINTS AND MORE THAN ZERO (0) ON EACH CATEGORY AND ITS SUB-CATEGORIES (A1&A2&B1&B2&B3&C) TO BE EVALUATED FURTHER ON STAGE 3.

(c) Stage 3 – Price and Specific Goals Evaluation

Bidders will be evaluated on either 90/10 or 80/20 scale (i.e., 90/80 points for price and 10/20 points for specific goals).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

STANDARD COMPLIANCE REQUIREMENTS	COMPLY (YES / NO)
ENVELOPE ONE (1)	
Total number of copies submitted – Two (2); i.e.1 original and one copy. All the documentation under the bid proposal is to be converted and submitted in a PDF within a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)	
Compulsory Briefing Session Certificate	
SBD 1: Invitation to bid and company information	
SBD 4: Declaration of interest	
SBD 6.1: Preference points claim form	
ENVELOPE TWO (2) – FINANCIAL PROPOSAL	
Total number of copies submitted – Two (2) (one original and one copy)	
All the documentation under the financial proposal is to be converted and submitted in a PDF within a memory stick.	
NB. Bidders must indicate contingency fee percentage in the financial proposal. Refer to 1.3 below for details on Price	

1.2 STAGE 2 – FUNCTIONALITY CRITERIA

1.2.1 STEP 1 – WRITTEN RESPONSE

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

EVALUATION REQUIREMENTS		POINTS																		
A	<p>Bidders Track Record</p> <p>The bidders must demonstrate a track record in the execution of raising funds and related projects.</p> <p>Compliance requirement</p> <p>A1: COMPANY PROFILE (5 points)</p> <p>1. The bidder should submit a detailed company profile reflecting their experience in the different aspects of funding generation as contemplated in the project scope. The company profile should be exhaustive and should ensure it covers the following aspects:</p> <ul style="list-style-type: none"> • The diversity in their product offering and services • The bidder’s history, growth and development over the years • Any achievements inclusive of industry recognition and awards • The extent and mix of its client portfolio • Strategic industry partnerships previous and current • Existing governance structures <p>The above information as contained in the company profile will be evaluated according to the below rating scale</p> <table border="1"> <thead> <tr> <th>VALUE</th> <th>DESCRIPTION</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>5- Excellent</td> <td>Meets and exceeds the functionality requirements</td> <td>5</td> </tr> <tr> <td>4- Very Good</td> <td>Above average compliance to the requirements</td> <td>4</td> </tr> <tr> <td>3- Good</td> <td>Satisfactory and should be adequate for the stated element</td> <td>3</td> </tr> <tr> <td>2- Average</td> <td>Compliance to the requirements</td> <td>2</td> </tr> <tr> <td>1- Below Average</td> <td>Below average of the requirements</td> <td>1</td> </tr> </tbody> </table>	VALUE	DESCRIPTION	POINTS	5- Excellent	Meets and exceeds the functionality requirements	5	4- Very Good	Above average compliance to the requirements	4	3- Good	Satisfactory and should be adequate for the stated element	3	2- Average	Compliance to the requirements	2	1- Below Average	Below average of the requirements	1	30 points
VALUE	DESCRIPTION	POINTS																		
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2- Average	Compliance to the requirements	2																		
1- Below Average	Below average of the requirements	1																		

EVALUATION REQUIREMENTS		POINTS
0- Non-Compliant	Does not comply to the requirements	0
<p>A2: EXPERIENCE ON FUND RAISING (25 points)</p> <p>2. The bidder should submit reference letter(s) related to successfully raising funding and or sponsorship <i>with a minimum of R100 million.</i></p> <p>(i) The reference letter should detail</p> <ul style="list-style-type: none"> ▪ the nature of the work that was done, ▪ the outcome of the work that was done and ▪ indicate the value of the funding that was <u>successfully</u> raised ▪ Duration/ Project Completion timeframe. <p>(ii) The reference letter should be on the company letterhead of the benefactor or recipient of the funds and must be signed by the relevant authorized person(s).</p> <p>(iii) The date of the reference letter should not be older than ten years</p> <p><u>Evaluation points</u></p> <ul style="list-style-type: none"> ○ 1 x Letter of Reference – 5 points ○ 2 x Letter of Reference – 15 points ○ 3 x Letter of Reference – 25 points <p>NB: RTMC Reserves the right to conduct due diligence on submitted reference letters.</p> <p>See attached Reference Letter template as a guide to fill the required details above</p>		
B	<p>Key Personnel Experience</p> <p>The bidder should ensure a resource structure that reflects all the main disciplines that would be involved in the implementation of the scope of work. This includes key staff member responsible for each discipline necessary. Any technical staff and / or any support staff that will be on site should also be indicated.</p>	30 points

EVALUATION REQUIREMENTS		POINTS
<p>For purposes of evaluation, critical disciplines that must be included in the bidder's implementation structure should include the following key disciplines:</p> <p>B1: Project Manager</p> <ul style="list-style-type: none"> (i) Qualifications: Project Management, NQF 7 or higher (ii) Experience: 10 – 15 years of experience as a Project Manager <p>AND</p> <p>B2: Financial Advisor</p> <ul style="list-style-type: none"> (i) Qualifications: Financial Degree, NQF 7 or higher (ii) 10 – 15 years of experience in the financial sector at a senior level. <p>AND</p> <p>B3: Legal Advisor</p> <ul style="list-style-type: none"> (i) Qualifications: Legal Degree, NQF 7 or higher (ii) 10 – 15 years of experience in Legal field. (iii) A minimum of 10 years' experience in commercial environment. <p>Compliance requirement</p> <ul style="list-style-type: none"> • The bidder must submit CVs of personnel that will be in the stated key disciplines as per above. • The CV must include the qualifications of the key personnel. • The CV should be detailed to ensure that the relevant experience can be evaluated. 		
<p>NB: There are three (3) key competencies/resources that will be evaluated separately</p>		
<p>i) Project Manager</p>	<p>B1 Meets all the requirements set in B1</p>	<p>10 points</p>

EVALUATION REQUIREMENTS			POINTS
		Qualifications: Project Management NQF 7 and above = (5 Points) And Experience: 15 years and above (5 points)	
		Qualifications: Project Management NQF 7 and above And Experience: 10 – 14 years	5 points
	B2	Meets all the requirements set in B2	10 points
	ii) Financial Advisor	Qualifications: Financial Degree NQF 7 and above = (5 Points) And Experience: 15 years and above (5 points)	
		Qualifications: Financial Degree NQF 7 and above And Experience: 10 – 14 years	5 points
	B3	Meets all the requirements set in B3	10 points

EVALUATION REQUIREMENTS				POINTS
	iii) Legal Practitioner	Qualifications: Legal Degree NQF 7 and above = (5 Points) And Experience: 15 years and above (5 points)		
		Qualifications: Legal Degree NQF 7 and above And Experience: 10 – 14 years	5 points	
C	Technical Solution Proposal a) The Technical Solution Proposal must respond to the scope of work and outline the following: <ul style="list-style-type: none"> • How to achieve the stated aspect as contained in the scope of work. (5 points) • The Technical solution proposed covering the heading contained in the Scope of Works, Section this Bid Document. (5 points) • The bidders understanding of the objectives of the assignment, reflecting an understanding of RTMC’s requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. (5 points) b) The proposal should also include the preferred project management approach that will be applied in managing and monitoring the achievement and delivery of the stated requirements in the scope of work as well as the project deliverables. (10 points) c) The bidder will be required to indicate how risks will be managed and what contribution can be made regarding value management . (10 points) d) The Methodology statement must also include an activity Gantt chart reflecting a work breakdown structure that reflects all the various			40 points

EVALUATION REQUIREMENTS		POINTS														
	<p>activities that would be required to achieve the stated benefits envisioned from this process. (5 points)</p> <p>The Technical Proposal will be evaluated on each of the elements to be scored using the below evaluation scale:</p> <table border="1"> <thead> <tr> <th>VALUE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>5- Excellent</td> <td>Meets and exceeds the functionality requirements</td> </tr> <tr> <td>4- Very Good</td> <td>Above average compliance to the requirements</td> </tr> <tr> <td>3- Good</td> <td>Satisfactory and should be adequate for the stated element</td> </tr> <tr> <td>2- Average</td> <td>Compliance to the requirements</td> </tr> <tr> <td>1- Below Average</td> <td>Below average of the requirements</td> </tr> <tr> <td>0- Non-Compliant</td> <td>Does not comply to the requirements</td> </tr> </tbody> </table>	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 the stated element	2- Average	Compliance to the requirements	1- Below Average	Below average of the requirements	0- Non-Compliant	Does not comply to the requirements	
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	TOTAL POINTS	100														

NB – BIDDERS MUST SCORE A MINIMUM OF 70 POINTS AND MORE THAN ZERO (0) ON EACH CATEGORY AND ITS SUB-CATEGORIES (A1&A2&B1&B2&B3&C) TO BE EVALUATED FURTHER ON STAGE 3.

1.3 STAGE 3: PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

Price and Preference Points Evaluation

- 1.3.1 The Price proposal for the overall contingency fee for both the Sourcing and Project management activities **must include a detailed breakdown of the stages that will trigger payment**. Therefore, the fee must indicate the contingency fee applicable for successfully raising the funds that would be transferred into the RTMC’s account and another contingency fee for project management. The breakdown for each category of contingency fee must be inclusive of all anticipated costs associated with raising the funds as well as project management. The fee must be inclusive of VAT.
- 1.3.2 A well-defined and transparent price proposal will enable the RTMC to thoroughly evaluate proposals and select a service provider that offers the most cost-effective solution while meeting all project requirements.
- 1.3.3 **Payment Terms:** Agreed-upon payment schedule will be based on the concept of contingency fee and successful raising of the funds for each project identified and will only be considered when the funds are paid to and received by RTMC.

No pre- payments will be permitted

PRICE STAGE		
	Detailed Contingency Fee Proposal	

CRITERIA	MAXIMUM POINTS	MAXIMUM POINTS
Price	90	80
Black Owned Company	2	4
Women Owned Company	2	4
Youth Owned Company	2	4
*Company owned by people living with disabilities	4	8
Grand Total	100	100

*** Medical Practitioners certificate/letter must be attached.**

**SECTION: 4
ANNEXURE AND
STANDARD BIDDING
DOCUMENTS**

**See the attached SBD
forms.**

**(All SBD forms must be
signed)**

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 provided in the enclosed questionnaire(s) or a separate annexure.
2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. 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 all are included and not duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.
5. If attached, the forms regarding the Preference Points Claim 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.
7. If non-firm prices are submitted, the bidding documents should clearly state this.
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.
9. Regarding the paragraphs where the items offered are strict 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.