



# Road Traffic Management Corporation

**APPOINTMENT OF  
PANEL OF RESEARCHERS (EDUCATIONAL,  
SOCIAL AND BEHAVIOURAL) TO THE RTMC  
FOR A PERIOD OF FIVE (5) YEARS**

**RTMC BID NO: 21(A)/2019/20**

## **SECTION: 1**

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THE EXPRESSION OF INTEREST**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS EXPRESSION OF INTEREST

### 1. **Proprietary Information**

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

### 2. **Enquiries**

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- 2.1 All communication and attempts to solicit information of any kind relative to this Expression of Interest should be channelled to the email below, however such enquiries will be entertained until ten days prior to the closure of the bid as indicated on tender bulletin and National Treasury tender portal.

|               |  |
|---------------|--|
| Name          | RTMC   |
| Email Address | <a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a> |

- 2.2 All the documentation submitted in response to this Expression of Interest 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 Expression of Interest was disadvantaged by lack of information, or inability to resolve ambiguities.

### 3. **Validity Period**

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

### 4. **Supplier Performance Management**

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- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 Successful bidders 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 Expression of Interest**

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- 5.1 To participate on this Expression of Interest as a potential bidder, bidders would be required to register online by completing all the fields reflected.
- 5.2 Once successfully registered a reference number which is system generated will be allocated, this will enable the bidder to be eligible to participate on the bid and access the system.
- 5.3 Questions and queries related to the Expression of Interest should be forwarded to the following email address [Bidadmin@rtmc.co.za](mailto:Bidadmin@rtmc.co.za), however responses will be posted on the system **(bidders are advised to indicate/quote specific section(s) of the document when raising queries or questions)**
- 5.4 The registration process will be open from the 12th of November 2019 – 03<sup>rd</sup> of December 2019. It is during the registration process where bidders will be allowed to raise any questions and queries. Responses will be posted on the system.
- 5.5 Only registered bidders will be able to access the system by logging-in with the reference number generated by the system.
- 5.6 Only Expression of Interest from bidders who have successfully registered on the system will be considered, as a result reference number must be quoted on the space provided below
- 5.7 **Reference Number:**

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- 5.8 Once registered bidders are encouraged to visit the system on a regular basis since RTMC will use this platform to communicate crucial information regarding this bid.
- 5.9 Expression of Interest submitted must be signed by a person or persons duly authorised thereto.

## **6. CLOSING DATE**

**Expression of Interest to be submitted online by the 03 December 2019 @ 12h00am**

6.1 Where an Expression of Interest document is not submitted online at the time of the closing, such EOI document will be regarded as late. **Late submissions will not be considered.**

6.2 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.

## **7. Undertakings by the Bidder**

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7.1 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.

7.2 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).

7.3 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.

7.4 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.

7.5 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 whenever applicable.

## **8. RTMCs Rights**

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- 8.1 The RTMC reserves the right not to accept the bid in part or in whole. The 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.
- 8.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 8.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 8.4 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.
- 8.5 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.

## **9. Supplier Development and Promotion of Emerging Black Owned Service Provider**

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- 9.1 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.
- 9.2 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.

9.3 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.

## 10. Bidders Details and Contact Person

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

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

## 11. SPECIAL INSTRUCTIONS TO BIDDERS

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- 11.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 11.2 The bidding process will be based on two stages, i.e. Expression of Interest and Functional criteria. Therefore, only bidders who participated on Stage 1 will be eligible for Stage 2.
- 11.3 The Key Focus Area/s of the projects is listed in the table below:

| KEY FOCUS AREA   | KEY AREAS OF SERVICE DELIVERY                          |
|------------------|--|
| Key Focus Area 1 | Social (Behavioural and Economic) Road Safety Research |

## 12. EVALUATION CRITERIA

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Stage 1: The Expression of Interest (EOI).

Submissions for Expression of Interest will be evaluated as follows:

- Step 1 will be on Mandatory Requirements
- Step 2 will be assessed on Compliance to EOI requirements as listed on table 12.1.2

Stage 2: Functional Evaluation



- Bidders who are shortlisted from step 1 (one) will be invited to participate on stage 2 functionality evaluation
- A bid document will be issued in order to facilitate this stage and bidders who qualify on this stage will then be appointed to be on panel.

Stage 3 will be on Price and B-BBEE (80/20)

(i) Request for Proposal (RFP)

- This stage will be applied once the panel has been approved and specific topic related projects called from panel members. It will be event based and price proposals will be obtained through Request for Quotation (RFQ) process from panel members or through a rotation system.

## 12.1 STAGE 1: EXPRESSION OF INTEREST REQUIREMENTS

### 12.1.1 STEP 1: MANDATORY REQUIREMENTS

| ITEM | DESCRIPTION   | YES | NO | COMMENTS |
|------|---|-----|----|----------|
| 1    | <p>Certified proof of registration on the Department of National Treasury Central Suppliers Database (CSD). For CSD registration please access the forms through this link:<br/> <a href="http://ocpo.treasury.gov.za">http://ocpo.treasury.gov.za</a> and completed forms must be forwarded to<br/> <a href="mailto:business.support@csd.gov.za">business.support@csd.gov.za</a> . Alternatively contact Tumelo Ntlaba or Thys Blom on the respective email addresses:<br/> <a href="mailto:tumelo.ntlaba@treasury.gov.za">tumelo.ntlaba@treasury.gov.za</a> / Tel: 012-3155854 or <a href="mailto:thys.blom@treasury.gov.za">thys.blom@treasury.gov.za</a> / Tel: 012-3156772</p> <p><b>Compliance Requirements</b></p> <p><b>Bidder to submit CSD report or reference number</b></p> |     |    |          |

**NOTE: BIDDER/S WHO FAIL TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

### 12.1.2 STEP 2: COMPLIANCE TO EOI REQUIREMENTS

|  |   |
|--|---|
| <b>Process Overview</b>                | <p>The process will be conducted in a two-phase process, wherein the first phase will be done through the Expression of Interest and the second phase being the request for proposals from bidders who will be shortlisted from phase one (Expression of Interest).</p>   |
| <b>Phase 1: Expression of Interest</b> | <p>Bidders are expected to respond fully in order to be considered for phase two:</p> <ul style="list-style-type: none"><li>• Executive summary explaining the Bidder's understanding of the RTMC's EOI requirements and a summary based on background provided = 20 Points</li><li>• At least two (2) Key Experts/ Researchers to be deployed for this project (Qualifications and CV must be attached) = 10 Points</li><li>• Bidders to list at least one research project which was successfully completed where any of the key experts/ researchers were involved i.e. roles/responsibilities and brief description of the research = 10 Points</li><li>• Industry Affiliations and/or Accreditations and/or Memberships of key personnel = 10 Points</li></ul> <p>An evaluation sheet /checklist will be used as a basis to determine the level of compliance which will be used for recommendation to the second phase.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"><li>• It is the companies' responsibility to ensure the accuracy of</li></ul> |



- Queries should reach RTMC not later than **2 days** before the final date of submission, and addressed to following email: [Bidadmin@rtmc.co.za](mailto:Bidadmin@rtmc.co.za)
- Closing date and time: 03 December 2019 @12h00am

**14. Mandatory Tender Requirement are as follows: -**

- 14.1 To participate on this bid as a potential bidder, bidders would be required to register online by completing all the fields reflected.
- 14.2 Once successfully registered a reference number which is system generated will be allocated, this will enable the bidder to be eligible to participate on the bid and access the system.
- 14.3 Questions and queries related to the bid should be forwarded to the following email address [Bidadmin@rtmc.co.za](mailto:Bidadmin@rtmc.co.za), however responses will be posted on the system **(bidders are advised to indicate/quote specific section(s) of the document when raising queries or questions)**
- 14.4 The registration process will be open from the 12th of November 2019 – 03<sup>rd</sup> December 2019. It is during the registration process where bidders will be allowed to raise any questions and queries. Responses will be posted on the system.
- 14.5 Only registered bidders will be able to access the system by logging-in with the reference number generated by the system.
- 14.6 Only bids from bidders who have successfully registered on the system will be considered, as a result reference number must be quoted on the space provided below
- 14.7 **Reference Number:**

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- 14.8 Once registered bidders are encouraged to visit the system on a regular basis since RTMC will use this platform to communicate crucial information regarding this bid.

**Expression of Interest (to be completed):**

We herewith declare our interest in bidding in the scheduled RTMC invitation to tender below:

Brief project title: **APPOINTMENT OF PANEL OF RESEARCHERS (EDUCATIONAL, SOCIAL AND BEHAVIOURAL) TO THE RTMC FOR A PERIOD OF FIVE (5) YEARS**

RTMC Bid number: **EOI 21(A)/2019/20**

To ensure efficient processing, please observe the notes at the end of this document.

**1. Bidder's name and address:**

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**2. Executive Summary: (Refer to 1.1 of table 12.1.2)**

**Add annexure if space on table provided is inadequate**

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[illegible]

**3. Key expects/ researchers: Confirm by Yes/No if the supporting documents are attached (Refer to 1.2 of table 12.1.2)**

| Names of researchers x 2 | Qualifications | CV | Yes/No |
|--------------------------|----------------|----|--------|
|                          |                |    |        |
|                          |                |    |        |

**4. Research Projects (Refer to 1.3 of table 12.1.2)**

| <b>Project Title and Client</b> | <b>Key Focus / Key Scope of Tasks</b> | <b>Roles/Responsibilities</b> | <b>Period</b> |
|---------------------------------|---------------------------------------|-------------------------------|---------------|
|                                 |                                       |                               |               |
|                                 |                                       |                               |               |

**5. Industry affiliations or/and memberships:**

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**6. Contact person for queries:**

|               |  |
|---------------|--|
| <b>Email:</b> | <a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a> |
|---------------|--|

We herewith affirm that the above data is true and complete.

**Notes on completing the expression of interest:**

- Please submit your expression of interest to maximum ten (10) pages.
- Please submit CVs to the above-mentioned personnel specifications.
- If you are declaring your interest within the framework of a consortium, please supply the details requested above for each partner separately and name the lead partner.

# **SECTION: 2**

## **PROJECT BRIEF AND DESCRIPTION**



|                                       |   |
|---------------------------------------|---|
| <b>Project Description and Sector</b> | <p>The RTMC is mandated by the RTMC Act, 20 of 1999, to stimulate research in road traffic matters and effectively use the resources of existing institutes and research bodies.</p> <p>Various research topics need to be aligned into the South African context for it to be applicable to our unique circumstances as well as new topics identified which need to be researched.</p> <p>The related road safety service categories which the bidders will be appointed for are:</p> <ul style="list-style-type: none"> <li>• Social Research</li> <li>• Behavioural Research</li> <li>• Or other related research/ Value added services e.g. surveys, traffic counting etc.</li> </ul> <p>The South African road and transport environment is complex and there is a need for an understanding as to how human elements/factors influence and interact with other traffic management functions and activities. Within the road and traffic management discipline the components of the system encompasses the road, road environment and the vehicle, all of which are influenced by human behaviour in one way or another.</p> <p>In order to be able to provide input into planning and execution of programmes and activities that aim to make the transport system safer, human factor professionals need to have an overall understanding of the road and traffic management system, its underlying principles, theories and the application of these along with knowledge related to indicators and methods for monitoring and evaluating programmes and interventions.</p> <p>As this is a multi-disciplinary approach, the human factor professional need to have multidisciplinary background with experience in projects that include aspects of sociology, education, psychology, civil engineering and ergonomics.</p> |
|---------------------------------------|---|

## **SECTION: 3**

# **ANNEXURE AND STANDARD BIDDING DOCUMENTS**

**(See the attached pricing  
schedule)**

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

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

| Document that must be submitted  | Non-submission may result in disqualification? |   |
|--|--|---|
| Invitation to Bid – SBD 1  | YES  | Complete and sign the supplied SBD form document  |
| Declaration of Interest – SBD 4  | YES  | Complete and sign the supplied SBD form document  |
| Preference Point Claim Form – SBD 6.1                                  | NO   | Non-submission will lead to a zero (0) score on BBBEE   |
| Declaration of Bidder's Past Supply Chain Management Practices – SBD 8 | YES  | Complete and sign the supplied SBD form document  |
| Certificate of Independent Bid Determination – SBD 9                   | YES  | Complete and sign the supplied SBD form document  |
| Registration on Central Supplier Database (CSD)                        | YES  | The Bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered, proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration |

## **BIDDING DOCUMENTS: GENERAL INFORMATION**

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms should 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 is missing or duplicated. No liability shall be accepted about 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.