



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS TO PROVIDE FIBRE
CONNECTIONS LINKS AND REPLICATION
LINKS SERVICES TO RTMC FOR A PERIOD
OF FIVE (5) YEARS.**

RTMC BID NO: 07/2020/21

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 until within ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidamin@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 for technical responses/functional evaluation (1 Original and 4 copies) and all envelopes to be sealed and endorsed, **RTMC BID 07/2020/21: Appointment of a panel of service providers to provide fibre connections links and replication links services to RTMC for a period of five (5) years.**

5.2 **Closing date and time**

The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 09 September 2020.**

5.3 **Compulsory briefing – Online/Virtual**

5.3.1 The online/Virtual compulsory briefing session will be held on **24 August 2020** at **10:00 am.**

Bidders are required to register for a compulsory briefing session by submitting necessary information to ITredundant@rtmc.co.za by not later than **21 August 2020** in order to be eligible to participate in the compulsory briefing and the bid process. Bid documents for bidder/s who fail to comply with the above requirement will not be considered.

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

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

5.3.2 Upon registration a link will be shared with the bidders to enable them to participate on the stated virtual meeting.

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

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 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 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/ sub-contracting 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. SPECIAL INSTRUCTIONS TO BIDDERS

- 9.1** Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2** 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.
- 9.3** RTMC reserves the right to determine the number of service providers.
- 9.4** RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider and project charter to supplement services in an agreement in this regard;
- 9.5** RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.6** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.7** The bidder will be required to design and document the scope of work prior implementation to RTMC for approval.
- 9.8** The bidder must ensure that the technicians who are to be deployed on RTMC projects comply fully with security requirements.

NB: RTMC reserves the right to verify information provided by bidders and any misrepresentation will lead to disqualification of the bidder.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

The Road Traffic Management Corporation (RTMC) requires a panel of service providers to provide fibre connections links and replication links countrywide(point to point, MPLS,SDN,APN, Internet and other related services) as and when required for a period of five (5) years.

2. BACKGROUND AND DISCUSSION

- 2.1 The NaTIS system and all its applications, countrywide has a redundant network design. It uses different service providers and different mediums of connectivity to obtain the redundancy and connectivity 24 x 7 x 365 days a year.
- 2.2 From time to time there are outages on links but when using different service providers and or different mediums, total network outages can be avoided. Due to the importance of the NaTIS system to the South African public, different network service providers will be used.

3. SCOPE OF WORK

- 3.1 Several point to point layer 2 fibre network connection between the DC at Waterfall Park in Midrand and the DRC in Castle Walk, Erasmuskloof. This is for NaTIS DB replication to ensure database redundancy. Replicating all the change on the DB on the primary side to the standby DB on the Secondary side.
- 3.2 Several fibre Internet connection at the DC at Waterfall Park in Midrand to serve as a redundant internet connection.
- 3.3 Two smaller size internet connections for the NaTIS OpenVPN client connections for NaTIS clients one at the DC and the other at the DRC. These include interface users like all the South African banks, Motor vehicle manufacturers, private testing stations, insurance companies, road blocks, roadside NaTIS queries and other online NaTIS applications etc.

Current network connection design

- One 100Mb/s or bigger layer 2 Point to Point Fibre connection between the DC and DRC
- One 100Mb/s or bigger layer 2 Point to Point Microwave connection between the DC and DRC
- Two 200Mb/s or bigger internet link fibre at Waterfall Park in Midrand

- Two 200Mb/s or bigger internet link fibre at ECO Park in Centurion
- One 50Mb/s or bigger Internet link fibre at the DC in Waterfall Park in Midrand.
- One 50Mb/s or bigger Internet link fibre at the DRC in Castle Walk, Erasmuskloof.

All these links will be incorporated on the business SLA

All of these links will have their own ports at the respective sites on a switch/endpoint device.

3.4 An APN private VPN network existing within the mobile service providers network making use of their towers and gateways.

- Management of the SIM cards that gets provisioned
- Monitoring of the APN network

3.5 MPLS cloud connecting DLCA sites in almost every town across the whole of South Africa at about 1300 sites providing connection to NaTIS system varying from a minimum of 64kb/s in speed.

- Any kind of last mile connection can be supplied, WiFi, Fiber, Coper, Microware etc.
- Manage ment of all connections
- Monitoring from a central system

3.6 Applicable legislative framework

- Prior appointment and rendering of service the bidder will be required to produce a valid Value Added Network Service licence (VANS) in accordance with the Telecommunications Act of 1996 (Act 103 of 1996) and associated regulations.
- Bidders must further comply with the requirement of the Electronic Communications Act of 2005 (Act 36 of 2005) and produce evidence thereof.

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; bidders will be disqualified from evaluation. Below are standard mandatory requirements

- Bidders are required to submit 5 copies [One (1) Original plus four (4) Copies].
- All standard bidding documents must be duly completed and signed by authorised official. In case of a Joint Venture, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory briefing session certificate.

(b) Stage 2 – Functionality Evaluation

This process will be used which comprises of written responses/ proposals.

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

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

NB: THIS WILL BE DONE ONCE THE PANEL IS IN PLACE TO THE APPOINTED BIDDERS.

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)
ENVELOPE ONE (1)	
Total Number of copies submitted – Five (5) (1 original and 4 copies)	
Compulsory Briefing Session Certificate	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)	
SBD1: Invitation to bid and company information	
SBD4: Declaration of interest	
SBD8: Declaration of bidder's past supply chain management practice	
SBD6.1: Preference points claim form	
SBD9: Certificate of independent bid determination	
ENVELOPE TWO (2) – NOT APPLICABLE	
Total Number of copies submitted - Five (5) (1 original and 4 copies)	
SBD3: Pricing Schedule – Not applicable	

1.2 TAG 2 – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WILL BE ON WRITTEN RESPONSE

This process will be used which comprises of written responses/ proposals.

Bidders will be required to score at least **70 points** on functional evaluation.

DESCRIPTION	POINTS
A. EXPERIENCE OF THE BIDDER	50
<p>A1 The bidder (Company) must provide a references of similar work done on provisioning of internet and point to point fibre backbone links.</p> <ul style="list-style-type: none">• Minimum 2 reference letters = 15 points• 3 to 4 reference letters = 30 points• 5 or more reference letters = 50 points <p>COMPLIANCE REQUIREMENT</p> <p>Bidders are expected to attach copies of reference letters from Organisations/entities where similar services are currently and previously rendered. The following details must at least be reflected in the content of the reference letter/s:-</p> <ul style="list-style-type: none">• Name and short description of similar service rendered /involved in• Role and Responsibilities,• Duration of involvement ,• Value of the contract,• Contactable References. (letter of references in letterhead of the clients signed by authorized persons)	
B. KNOWLEDGE AND EXPERTISE OF THE SUBJECT MATTER	50
<p>The bidder must provide a project plan which details the following critical aspects appropriate for seamless migration of the supply and implementation of required connections. The project plan must consist of the following:</p> <p>B1 Project plan;design and document = 25 points</p>	

Compliance requirement:

Project migration/transition plan must outline the following:

- Critical activities (list five (5) and give brief description for each) = **5 points** (1 point for each)
- Deliverables (list three /3) and dependencies (list three /3) = **6 points** (1 point for each)
- Allocation of resources per task and timelines (allocation of critical tasks to technicians and shorter turnaround times) = **4 points** (2 points for allocation and 2 points for shorter turnaround times)
- Risk mitigations/interventions in order to ensure seamless transition/migration (list top five (5) risks associated with this project and risk mitigation for each risk identified) = **10 points** (5 point for listing and 5 points for risk mitigation)

B2 Resources/ Personnel = 25 points

Resources to be deployed must have a minimum of three years experience (provide CV's, copies of identification and qualification certificate)

- **Project Manager = 10 points**

3 – 5 years of experience = 5 points

6 years of experience and above = 10 points

Compliance requirement:

- CV's
- Copy of identification document
- Relevant qualification certificate

- **Senior Engineer/Technician = 5 points**

2 – 4 years of experience = 3 points

5 years of experience and above = 5 points

Compliance requirement:

- CV's
- Copy of identification document
- Relevant qualification certificate

<ul style="list-style-type: none"> • Network Engineer/Technician (who are from historically disadvantaged communities). = 10 points <p>1 – 3 years of experience = 5 points 4 years of experience and above = 10 points</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ➤ CV's ➤ Copy of identification document ➤ Relevant qualification certificate <p>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>	
TOTAL	100

NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 3.

1.3 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

NB: THIS WILL BE DONE THROUGH RFQ PROCESS ONCE THE PANEL IS IN PLACE TO THE APPOINTED BIDDERS, UNLESS DETERMINED OTHERWISE

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

SECTION: 3
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 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.