



**Road Traffic**  
Management Corporation

**REQUEST FOR PROPOSAL FOR THE  
REVIEW, DESIGN AND  
IMPLEMENTATION OF A PERFORMANCE  
MANAGEMENT SYSTEM  
RTMC BID NO:28/2019/20**

## SECTION: 1

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS PROPOSAL**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS PROPOSAL

### 1. **Proprietary Information**

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Road Traffic Management Corporation (RTMC) considers this proposal 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 proposal 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	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

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

### 3. **Validity Period**

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

### 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 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 Proposals**

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- 5.1 Proposals should be submitted in **Five (5) copies** and all bound in a sealed envelope endorsed, **RTMC BID 28/2019/20: Request for proposal for the review, design and implementation of a performance management system for a period of three (3) years with an option to extend.**
- 5.2 **Closing date and time of the Proposal**
- The sealed envelope must be placed in the proposal 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 10 March 2020.**
- 5.3 **Compulsory Briefing session**
- **Compulsory Briefing session will be held on the 21 February 2020 at 14h00. 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 proposal document upon submission of the proposal (failing which will disqualify the proposal)**
- 5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5 All proposals 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 proposal document, the proposal 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 Proposals received by email, facsimile or similar medium will not be considered.
- 5.8 Where a proposal is not placed in the bid box at the time of the proposal closing, such a proposal document will be regarded as a late submission. **Late proposals will not be considered.**

5.9 Amended proposals may be sent in an envelope marked “**Amendment to Proposal**” 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**

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6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this proposal 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 proposal 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 proposal.

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 proposal response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the proposal 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**

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- 7.1 The RTMC reserves the right not to accept the lowest proposal or any proposal 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 proposal is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this proposal 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 proposal conditions, validity period, specifications, or extend the closing date of proposal 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 proposal response. The bidder hereby gives consent to the RTMC to conduct background checks on the proposaling entity and any of its directors/trustees/shareholders/members.

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

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- 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 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 proposal 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

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<b>DETAILS OF BIDDERS</b>			
<b>Name of your Company (in block letters)</b>			
<b>Signature(s) of the Bidder or assignee(s)</b>		<b>Date</b>	
<b>Name of person signing (in block letters)</b>			
<b>Capacity</b>			
<b>Are you duly authorized to sign this Proposal?</b>			
<b>Company Registration Number</b>			
<b>VAT Registration Number</b>			
<b>Postal address (in block letters)</b>			
<b>Physical address (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	

## 10. RESPONSE FORMAT

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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 proposal reference number, proposal description and the bidder's name

10.1.2 **Annexure 1** Invitation to Proposal (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 proposal document (Duly completed and Signed)

### 10.3 Schedule 2:

10.3.1 **Annexure 4** Declaration of Interest (SDB 4)

10.3.2 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.3 **Annexure 6** Certificate of Independent Proposal Determination (SBD 9)

10.3.4 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)



10.3.5 **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. Failure to comply with the above will result in disqualification of the proposal.**

**10.4 Schedule 3:**

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

**10.5 Schedule 4:**

10.5.1 A detailed pricing schedule breakdown for the proposal including any supporting schedules on price determination **The price schedule must be submitted on a separate sealed envelope. Failure to comply with the above will result in disqualification of the proposal.**

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**

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**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 proposal 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

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The proposal 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 **60 points**.

**NB:** Bidders will be required to score a minimum of **40 points** in order to qualify for Step 2.

Step 2 will be based on presentation which consists of **40 points**.

Bidders are expected to score a minimum of **30 points**

**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 a 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

## 12.1 MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a>)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a></p> <p>Requirement: CSD report or reference number</p> <p><b>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 proposal</b></p>	
MANDATORY REQUIREMENT (2)	Comply ( Yes/ No)
<p>Bidders must sign all SBD bidding forms attached</p> <p><b>Compliance requirement:</b> Signed and completed SBD forms.</p> <p><b>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the proposal.</b></p> <p><b>NB: SBD3.3 may be completed however must be included in the financial envelope.</b></p>	
MANDATORY REQUIREMENT (3)	Comply (Yes / No)
<p><b>QUALIFYING SMALL ENTERPRISE (QSE) and Exempted Micro Enterprise (EME) CATEGORIES</b></p> <p>Only bidders that are within QSE and EME category which is at least owned by 51% black people as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid</p>	

<p><b>Compliance requirement:</b></p> <p>(i) SANAS accredited BBBEE certificate</p> <p>or</p> <p>(ii) Fully completed signed Affidavit by a director or member of the company.</p>	
<b>MANDATORY REQUIREMENT (4)</b>	<b>Comply (Yes / No)</b>
<p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of mandatory briefing session. (In case of joint venture etc briefing session certificate from any party that attended the briefing session will suffice)</p>	

**NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

## 12.2 STAGE 2 – FUNCTIONALITY CRITERIA

Functional evaluation criteria comprises of 100 points and bidders must score 70 points to qualify for further evaluation.

<b>A. Team Experience , Bidders Relevant Experience, Similar Work done, Financial Capacity</b>	<b>60</b>
<p><b>A1. Team experience</b></p> <p>Bidder/s are expected to give an indication of experience of its team members/practitioners who are to be deployed in the project in relation to assignment of similar nature (review, design and implement performance management system)</p> <p><b>Team Member:1</b></p> <ul style="list-style-type: none"> <li>• <b>Senior Consultant /Team Leader = 15 points</b> <ul style="list-style-type: none"> <li>• 8 years experience or more = 10 points</li> <li>• 5 to 7 years of experience = 5 points</li> </ul> </li> </ul> <p><b>Compliance requirements:</b></p> <ul style="list-style-type: none"> <li>✓ Attach detailed CV reflecting relevant years of experience and entities where similar work was done.</li> </ul> <li>• <b>Qualifications: Post graduate Diploma/ B degree = 5 points</b></li> <p><b>Compliance requirements:</b></p> <ul style="list-style-type: none"> <li>✓ Attach certified copies of relevant academic qualification.</li> </ul> <p><b>Team member : 2</b></p> <ul style="list-style-type: none"> <li>• <b>Senior Specialist Consultant = 5 points</b> <ul style="list-style-type: none"> <li>• 6 years of experience or more = 3 points</li> <li>• 3 to 5 years of experience = 2 points</li> </ul> </li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach detailed CV reflecting relevant experience in the field</li> </ul> <li>• <b>Qualifications: Diploma/ B degree or equivalent = 2 points</b></li> <p><b>Compliance requirement:</b></p>	<b>30</b>

<p>✓ Attach certified copies of relevant academic qualification</p> <p><b>Team Member: 3</b></p> <ul style="list-style-type: none"> <li>• <b>Business Analyst = 5 points</b> <ul style="list-style-type: none"> <li>• 5 years of experience and above as a specialist (Attach CV) = 3 points</li> <li>• 3 to 4 years of experience and above as a specialist (Attach CV) = 2 points</li> </ul> </li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach detailed CV reflecting relevant experience in the field</li> <li>• Qualifications: Diploma/ B degree or equivalent = 2 points</li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach certified copies of relevant academic qualification</li> </ul> <p><b>Team Member: 4</b></p> <ul style="list-style-type: none"> <li>• <b>Project Administrator = 5 points</b> <ul style="list-style-type: none"> <li>• 5 years administrative experience or more = 3 points</li> <li>• 3 to 4 years of experience = 2 points</li> </ul> </li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach detailed CV reflecting number of years and project management experience</li> <li>• Qualifications: Project management qualification = 2 points</li> </ul> <p><b>Compliance requirement:</b></p> <ul style="list-style-type: none"> <li>✓ Attach certified copies of academic qualification</li> </ul> <p>NB: Bidders are advised to take the scope of work into cognisance to determine the applicable relevant qualifications.</p>	
<p><b>A.2. References of Similar Work</b></p>	<p><b>25</b></p>
<p>A2.1. The bidder must provide details of similar work completed in relation to review, design and implement performance management system.</p> <p>(a) 1 to 3 reference letter/s of similar work done = <b>10 points</b></p> <p>(b) 4 to 10 reference letters of similar work done= <b>20 points</b></p>	<p><b>25</b></p>

<p>(c) 11 and above reference letters of similar work done = <b>25 points</b></p> <p><b>Compliance requirements:</b></p> <p>Bidders are expected to attach copies of reference letters from reputable service providers that they rendered the service in the past three years. The following details must be reflected in the content of the reference letter/s:-</p> <ul style="list-style-type: none"> <li>• Name and short description of project successfully completed/involved</li> <li>• Role and Responsibilities,</li> <li>• Duration of involvement (in months),</li> <li>• Value of the contract,</li> <li>• Contactable References. (letter of references in letterhead of the clients signed by the authorized person)</li> </ul>		
<b>FINANCIAL CAPACITY</b>		<b>5</b>
<p><b>A3.1.</b> Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of more than R 250 000.</p> <p><b>A3.2.</b> Bidders must provide the following as proof of Financial Capacity:</p> <p>a) Letter of commitment (specific to the proposal) from reputable financial service provider or any third party.</p> <p style="text-align: center;"><b>OR</b></p> <p>b) Recent audited financial statement reflecting positive cash flows/ liquidity acceptable to sustain the contract.</p>		<b>5</b>
<b>STEP 1 FUNCTIONALITY:</b>		<b>60</b>

**NB: Bidders will be required to score a minimum of 40 points in order to qualify for Step 2**

## STEP 2: PRESENTATIONS

A. PRESENTATIONS: Knowledge Of The Subject Matter	40
<p><b>1. Outline summary displaying extensive knowledge and experience in the provision of review, design and implement performance management system for medium and big organization/ similar to RTMC. = 20 points</b></p> <ul style="list-style-type: none"> <li>• <b>Change management = 4 points</b> <ul style="list-style-type: none"> <li>(i) Briefly summarise change management process prevalent to RTMC scope of work = 2 points</li> <li>(ii) Outline change management techniques/tools that will assist to accelerate RTMC objectives = 2 points</li> </ul> </li> <li>• <b>Consultative process and buy-in of all stakeholders = 9 points</b> <ul style="list-style-type: none"> <li>(i) Organized Labour (approach and process to be followed when consulting with labour) =3 points</li> <li>(ii) Management (approach and process to be followed when consulting with management) = 3 points</li> <li>(iii) Employees in general (approach and process to be followed when consulting with employees) = 3 points</li> </ul> </li> <li>• <b>Lessons learned from previous assignment/s where similar service was rendered = 2 points</b> <ul style="list-style-type: none"> <li>(i) Advantages (briefly list one advantage and explain) = 1 point</li> <li>(ii) Disadvantages (briefly list one disadvantage and explain) 1 point</li> </ul> </li> <li>• <b>Based on the lessons learned, what approach are you proposing to be followed by RTMC in implementing PMS = 5 points</b> <ul style="list-style-type: none"> <li>(i) Approach to be followed = 2 points</li> <li>(ii) Steps/Process to be followed = 2 points</li> <li>(iii) Techniques/Tools to be applied =1 point</li> </ul> </li> </ul> <p><b>2. Demonstrate turnaround times and strategy implementation = 10 points</b></p> <ul style="list-style-type: none"> <li>• Provide a project implementation plan which specifies the following: <ul style="list-style-type: none"> <li>✓ key activities = 3 points</li> <li>✓ dependencies = 2 points</li> <li>✓ milestones and = 2 points</li> <li>✓ deliverables/targets = 3 points</li> </ul> </li> </ul> <p>(refer to scope of work for more details in relation to the above )</p>	



**3. Demonstrate the capability of document management controls/processes, quality management and information security in relation to the following = 10 points**

- Bidders to list and interpret the understanding of applicable legislation by highlighting how they find expression in their entity's standard operation procedures or policies = 2 points
- How the bidder and their employees will handle confidential information and breach thereof = 3 points
- In the event of breach how will the entity counter the possible negative impact by ensuring that RTMC's image and its employees are protected = 2 points
- Compliance with ISO 9001 or equivalent standards = 3 points

**The values on the table below will be used to score presentation and bidders are expected to score a minimum of 30 points on this step**

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

**NB: This area will be incorporated in the proposal response as part of functionality. The service provider will be invited to present this in the form of a Power point presentation once they have qualified to this step. AS A RESULT THE PROJECT MANAGER WHO WILL BE FULLY INVOLVED IN/ASSIGNED TO THE PROJECT WILL BE EXPECTED TO CONDUCT THE ABOVE PRESENTATION.**

<b>STEP TWO SUB TOTAL</b>	<b>40</b>
<b>OVERALL TOTAL FOR FUNCTIONALITY</b>	<b>100</b>

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

### 12.3 STAGE TWO – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on a 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
<b>Grand Total</b>	<b>100</b>

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

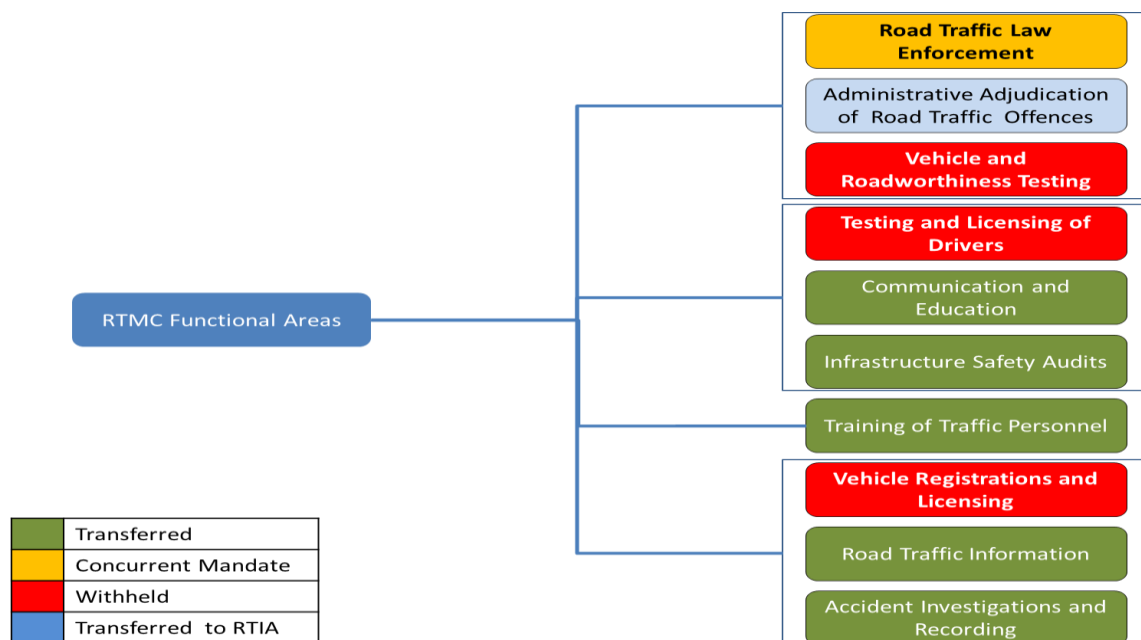
### **1. PURPOSE**

The purpose of the request for proposal is to invite suitable and experienced service providers with requisite capacity and expertise to review, design and implement a performance management system for the RTMC for a period of three (3) years with an option to extend.

### **2. BACKGROUND**

- 2.1 The Road Traffic Management Corporation (RTMC) is a Schedule 3A entity that was established in terms of the Road Traffic Management Corporation Act (RTMCA), Act 20 of 1999. The RTMC Act clearly stipulates that the RTMC was established to provide, in the public interest, for co-operative and co-ordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of government; to regulate the contracting out of road traffic services; to provide for the phasing in of private investment in road traffic and to provide for connected matters.
- 2.2 The RTMC reports to the Shareholders Committee (SHC) that consists of the Minister, members of the Executive Committee (MECs) responsible for transport and the South African Local Government Authority (SALGA). The Shareholders Committee consists of the Minister, every MEC and two representatives nominated by the national organisation recognised in terms of section 2(a) of the Organised Labour Government Act, 1997 (Act No. 50 of 1997). Section 18 (1) of the RTMC Act states that the SHC must as part of the organisational structuring of the Corporation, establish as many functional units in accordance with the business and financial plan to ensure effective management of at least the 10 functional areas.

Figure 1 below depicts the current operational arrangement in relation to the functional areas:



2.3 To date the RTMC is only executing six (6) of the ten (10) functional areas. The three (3) functions in the areas of vehicle registration and licensing, vehicle and roadworthiness testing, and testing and licensing of drivers are currently being executed in the Department of Transport (DoT). The introduction of the Administrative Adjudication of Road Traffic Offences Act (AARTO Act) and operationalisation thereto in 1998 later led to the establishment of Road Traffic Infringement Agency (RTIA). That later resulted in the transfer of the administrative adjudication of road traffic offences function RTIA. The RTMC has only nine (9) functional areas different from the ten (10) as stipulated in the Act

2.4 The RTMC has recently undertaken an organisational redesign process, post the approval by the Board, aimed at ensuring that it achieves all its objectives and performs optimally.

2.5 The process included amongst others ensuring that the organisation continues to operate as a viable going concern. This process was influenced by the material changes within the

Corporation's operation model and the acquisition of other mandates underpinned by the objectives of government, of streamlining its services and alignment of its functions. i.e.:

- The acquisition by RTMC of the Boekenhoutkloof Traffic Training College on a long-term lease from the Gauteng Provincial government;
- The transfer of the Road Traffic Inspectorate function from the CBRTA to RTMC;
- The acquisition of the eNatis by RTMC from private service provider since April 2017;
- The approval of 2016-2030 National Road Safety Strategy;
- The training of 300 traffic trainees which will be incremental over the years;
- The envisaged establishment of the Centre of Excellence not only for South Africa but also for the SADC region.

2.6 In addition to the above newly acquired functions which RTMC is in the process of acquiring and operationalizing all the functions as stipulated in the RTMC Act.

2.7 This process has further culminated in an organisational structure which the Corporation is in the processes of implementing. The RTMC and its Board is mindful of the fact that new organisational structure on its own will not deliver the intended achievement of organisational objectives. It is to a very large extent to motivate people that are properly managed in a conducive environment that ensure that organisation delivers the best services and results for all its stakeholders, whilst destined to be a high performing organisation.

2.8 It is with the above-mentioned background that the RTMC requires a seasoned service provider to assist with the review, development and implementation of a fit for purpose system(s) to manage performance aimed at creating a culture of continuously delivering to stakeholder expectations and contributing to creating a financially viable corporation.

### **3. SCOPE OF WORK**

3.1 It is expected that the exercise should amongst deliver at least the following outcomes:

- Baseline report on the status of performance management within the Corporation;
- A holistic framework for Managing Performance;
- Integration / alignment with RTMC Strategic Management processes;
- Practical process for Managing Performance including appropriate tools
- Integration and alignment with other RTMC HR processes and organisation wide balance score card

- Possible IT enablement;
- Clear and practical strategies of how to foster performance and also address non performance;
- Detailed capacity building and skills transfer approach and process;
- Clear and practical strategies of how to sustain good performance results; and
- The process must give effect to the 2020/2021 Annual Performance Plan.

### **3.2 Time Frames**

It is expected that the duration of the exercise should at least be for a period of three years with an option to extend and a detailed project plan with clear time lines should be submitted with the responses.

**SECTION: 3**

**ANNEXURE AND STANDARD  
PROPOSALDING 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 Proposal – 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 Proposal 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

## **PROPOSALDING DOCUMENTS : GENERAL INFORMATION**

1. The proposalding 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 proposalding 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. Proposals should not be 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 Proposal.
6. Firm proposal 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 proposalding documents.
8. Where items are specified in detail, the specifications from an integral part of the proposalding 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 proposal prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.