

BID NUMBER:	RFP01/2024/2025
DESCRIPTION:	THE APPOINTMENT OF A SERVICE PROVIDER FOR THE ADVERTISEMENT OF POSITIONS AND RESPONSE HANDLING FOR THE ROAD TRAFFIC INFRINGEMENT AGENCY FOR THIRTY-SIX (36) MONTHS
VALIDITY PERIOD:	120 Days from the closing date.
CLOSING DATE:	24 April 2024 at 11:00am
PROPOSALS MUST BE HAND DELIVERED/ COURIERED TO:	Road Traffic Infringement Agency Head Office (at the reception) Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685
ATTENTION:	Supply Chain Management Office: Ms. Kelebogile Thipe
Enquiries	bids@rtia.co.za and Kelebogile.Thipe@rtia.co.za
Proposals must be deposited inside the RTIA bid box situated at the building mentioned above on or before closing date and time.	
Non-Compulsory Clarification Session:	
Visual Meeting using the below link; Join Zoom Meeting https://us06web.zoom.us/j/88117462263?pwd=7PovvciwyejGIDgcx4Gae2TnWJ4bv6.1	
Meeting ID: 881 1746 2263 Passcode: 795884	
Kindly connect using the company name when joining the meeting.	
Date: 12 April 2024	
Time: 11: 00am	



YOU ARE HEREBY INVITED TO THE BID FOR ROAD TRAFFIC INFRINGEMENT AGENCY

BID NO: RFP01/2024/2025

CLOSING TIME: 11:00

CLOSING DATE: 24 April 2024

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with the bid for services reflected on the attached forms
2. Attached please find:
 - 2.1 Authority to sign Standard Bidding Documents (SBD's) on behalf of an Entity. Pg. 3-4
 - 2.2 Invitation to bid (SBD1)Pg. 5-6
 - 2.3 Pricing Schedule Services) (SBD .3.3)Pg.7-8
 - 2.4 Declaration of interest (SBD 4)Pg. 9-11
 - 2.5 Preference points claim form (SBD 6.1) Pg. 12-16
 - 2.6 Terms of ReferencesPg.17-24
 - 2.7 General Conditions of the Contract.....Pg.25-39
3. If you are a sole agent or sole supplier, you should indicate your market price after discount to your clients or if that is not possible your percentage net profit before tax in order to decide whether the price quoted is fair and reasonable.
4. The attached forms must be completed in detail and returned with your bid. Failure to comply may disqualify your proposal. Each Bid document must be submitted in a separate sealed envelope stipulating the following information: Name and address of the bidder, bid number and closing date of the bid.
5. Bid proposals must be deposited into the tender box situated Road Traffic Infringement Agency, Head Office (at the reception), Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand 1685, by not later than the closing date and time indicated above. Bid proposals which are not inside the Tender or bid box on the closing date and time will not be considered.

Yours faithfully

SIGNED

MS KELEBOGILE THIPE

SPECIALIST SCM

DATE:02 April 2024

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD's) ON BEHALF OF AN ENTITY

Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In Case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing director or other official of the company to sign the documents on behalf of the company.

In a case of a **CLOSE CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In a case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign documents unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which a **proof of such authorization** shall be included in the Tender.

In a case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

Accept that failure to submit proof of Authorization to sign the tender shall result in a tender offer being regarded as non-responsive

EXAMPLE OF THE RESOLUTION OF AUTHORITY TO SIGN BIDDING DOCUMENTS

Signatories for Companies, Close Corporation, and Partnerships must establish their authority by ATTACHING TO THIS FORM, ON THEIR ORGANIZATION'S LETTER HEAD, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

MAGEZA ZINTO (Pty) Ltd

By resolution of the Board of Directors taken on 16 June 2021

Mrs K Kodue

**Has been duly authorized to sign all documents in connection
with:**

**THE APPOINTMENT OF A SERVICE PROVIDER FOR THE
ADVERTISEMENT OF POSITIONS AND RESPONSE HANDLING
FOR THE ROAD TRAFFIC INFRINGEMENT AGENCY FOR THIRTY-
SIX (36) MONTHS With Bid Number RFP01/2024/2025**

On Behalf of MAGEZA ZINTO (Pty) Ltd

**Signed on behalf of the Company; (Signature of Managing
Director)**

NAME AND SURNAME	SIGNATURE

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SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD TRAFFIC INFRINGEMENT AGENCY			
BID NUMBER:	RFP01/2024/2025	CLOSING DATE:	24 April 2024
CLOSING TIME:	11:00	DESCRIPTION	
THE APPOINTMENT OF A SERVICE PROVIDER FOR THE ADVERTISEMENT OF POSITIONS AND RESPONSE HANDLING FOR THE ROAD TRAFFIC INFRINGEMENT AGENCY FOR THIRTY-SIX (36) MONTHS			
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			
BID RESPONSE DOCUMENTS MAY BE SUBMITTED TO:			
Road Traffic Infringement Agency Head Office (at the reception) Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
		TCS PIN:	OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Road Traffic Infringement Agency	CONTACT PERSON	Ms. Lesedi Mampa
CONTACT PERSON	Ms Kelebogile Thipe	TELEPHONE NUMBER	087 285 0478
TELEPHONE NUMBER	087 287 7995	FACSIMILE NUMBER	N/A

FACSIMILE NUMBER	NA	E-MAIL ADDRESS	Bids@rtia.co.za
E-MAIL ADDRESS	Kelebogile.Thipe@rtia.co.za		

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SBD 3.3

PRICING SCHEDULE (Professional Services)

NAME OF BIDDER: BID NO.:

CLOSING TIME 11:00

CLOSING DATE: 24 APRIL 2024

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....
3. Are the rates quoted firm for the full period of contract? *YES/NO

The standard size of the advert is 5X3 black and white for both National and Local papers.

Activity	Quantity	Fixed Rate for the duration of the contract	Total Price
National Newspaper	01	R	R
Gauteng Local Newspaper	01	R	R
Mpualanga Local Newspaper	01	R	R
Limpopo Local Newspaper	01	R	R
North West Local Newspaper	01	R	R
Northern Cape Local Newspaper	01	R	R
Eastern Cape Local Newspaper	01	R	R
Western Cape Local Newspaper	01	R	R
Kwa Zulu Natal Local Newspaper	01	R	R
Freestate Local Newspaper	01	R	R
Screening of applications	Estimated Quantity	Rate per 01 CV	Estimated Total
	300 000	R	R

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

COMPETITIVE BID PROCESS (ABOVE R 1 MILLION UP TO R 50M)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

a) The applicable preference point system for this tender is the **80/20** preference point system.

b) **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who has a disability – **attach doctor’s letter confirming the disability**
 - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Specific goal: **Locality** –
 - (a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s **or**
 - (b) a valid lease agreement from the lessor **or**
 - (c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.
- 1.8 Local content – specific goal: the SBD 6.2 must be fully completed and signed

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{P min}}{\mathbf{P min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{P max}}{\mathbf{P max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point

system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Locality	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company

- Personal Liability Company
 - (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S) SURNAME AND NAME:
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Request for Quotations

**PROCUREMENT OF A SERVICE PROVIDER FOR THE
ADVERTISEMENT OF POSITIONS AND RESPONSE
HANDLING FOR THE ROAD TRAFFIC INFRINGEMENT
AGENCY**

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1. PURPOSE

The purpose of this document is to invite proposals from suitably qualified service providers to submit proposals for advertisement of positions & response handling of applications for the Agency for a period of thirty six (36) months.

2. Objectives

To procure expert and specialised service providers who have adequate capacity to render advertisement of positions and response handling service to the Agency. The service provider is required for a period of thirty-six (36) months.

3. Requirements

A credible service provider is required for the recruitment, placement and response handling of the Agency to bring efficiency to the Recruitment and Selection process. Amongst other things, to assist the Agency in meeting Recruitment and Selection deadlines as well as to enhance turnaround times. A service provider required should be able to render professional services to the Agency and provide expert knowledge, skills, expertise and dependable data and reports to the Agency.

4. Deliverables

The supplier is required to provide the Agency with the following services:

- 4.1 Placement of tailor-made advertisement in the national media and on one Local newspapers. The standard size of the advert is 5X3 black and white for both National and Local papers. The advert will redirect the applicants to the RTIA's website for detailed requirements.
- 4.2 Screening of all applications against job criteria/requirements (i.e. Capturing of all applications and providing the Agency with an executive summary detailing applicants who meets all the requirements, that meets some of the requirements and those that are none responsive against job requirements/criteria; RTIA will provide a dedicated email that must be monitored by the service provider against completeness and compliance.
- 4.3 Provide the Agency with an accuracy/testament declaration of each assignment given; and
- 4.4 Submit monthly reports on services rendered.

5. COMMITMENT PERIOD

The services are required for a period of thirty-six (36) months.

6. REQUIRED EXPERTISE AND SKILLS

The Service Provider should:

- Demonstrate working knowledge and experience in providing professional and expert services in response handling.
- Provide the approach and methodology as well as demonstration of expertise.
- At least 5-10 years' experience as a credible professional service provider rendering advertisement of positions and response handling services for both public and private sector organisations; and
- Have at least three (3) references where similar services were previously provided detailing the nature of the contract and provide contact details.

7. EVALUATION CRITERIA

- 7.1 This bid will be evaluated in two stages. The first stage evaluation is based on functionality, which will be evaluated using the following criteria and points. Service Providers will be evaluated on delivery expertise, approach and methodology.
- 7.2 The second stage of evaluation will be price as well as HDI points accordance with the RTIA's supply chain management policies which are in line with the PPR 2022; and service will be awarded to the service provider obtaining the highest number of points as per the 80/20 preference points system and Specific Goals.
- 7.3 The values between 1 and 5 will be allocated to each criterion for functionality, representing 1-poor and 5- excellent respectively.

Detailed functional criteria	Points
Phase 1	
Demonstrate working knowledge and experience in providing professional and expert services in advertising Minimum of 5 and above year experience =5 <ul style="list-style-type: none"> • Minimum of 4- 5year experience = 4 • <i>Minimum of 3- 4 years' experience and above = 3</i> • <i>Minimum of 2 - 3 years' experience = 2</i> • <i>Minimum of 0 - 1 year experience = 1</i> 	30 points
Demonstrate working knowledge and experience in providing professional and expert services in response handling: Minimum of 5 and above year experience =5 <ul style="list-style-type: none"> • Minimum of 4- 5year experience = 4 	30 points

<ul style="list-style-type: none"> • <i>Minimum of 3- 4 years' experience and above = 3</i> • <i>Minimum of 2 - 3 years' experience = 2</i> • <i>Minimum of 0 - 1 year experience = 1</i> 	
<p>Provide the approach and methodology as well as demonstration of expertise:</p> <ul style="list-style-type: none"> • <i>Elaborate on your normal processes and approach as well as possible tools, systems or methods you are using when conducting response handling services</i> <p><i>5=Over and above requirements with more than one requirement</i> <i>4 =Over and above requirements with one requirement</i> <i>3=Comprehensive detailing both advert and response handling</i> <i>2=Addressing one element</i> <i>1=Non Responsive</i></p>	20 points
<p>Have at least five (5) references where similar services were previously provided detailing the nature of the contract and provide contact details:</p> <p><i>List of references MUST be specific to response handling projects conducted and will be evaluated as follows:</i></p> <ul style="list-style-type: none"> • <i>Provision of 5 relevant reference letters from previous clients = 5</i> • <i>Provision of 4 relevant reference letters from previous clients = 4</i> • <i>Provision of 3 relevant reference letters from previous clients = 3</i> • <i>Provision of 2 relevant reference letters from previous clients = 2</i> • <i>Provision of 1 relevant reference letter from a previous client = 1</i> • <i>Non provision = 0 points</i> 	10 points
<p>Qualifications and Experience of project team</p> <p>CVs including qualifications of project team as well the respective roles they will play will be evaluated as follows:</p> <ul style="list-style-type: none"> • <i>20 years and above combined experience of project team = 5</i> • <i>15 - 19 years combined experience of project team = 4</i> • <i>10 – 14 years combined experience of project team = 3</i> • <i>06 – 09 years combined experience of project team = 2</i> • <i>Less than 6 years combined experience of project team = 1</i> 	10 points

TOTAL	100 points
Minimum required score	80 points

- **Only service providers that qualify from Phase 1 with a minimum score of 80/100 points will be considered and assessed in Phase 2.**

7.4 Phase 2: Price and Special Goals

Table 1: Specific goals for the tender and points claimed are indicated as per the table below: **(Note to organs of state:** Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must be indicated as such. **Note to RFQ:** The request for quotations must indicate how they claim points for each preference point system).

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
V. Who had no franchise in national elections before the 1983 and 1993 Constitution.	8		
VI. Who is female	5		
/II. Who has a disability	2		
III. Specific goal: Youth	2		
V. Locality	3		

NB: Source documents for claiming of points: Prove of company registration, ID copies of women in the company and their positions, Medical report as well as prove of residence

8. SUBMISSION OF PROPOSALS

Bidders must furnish the following information as part of the bid response:

- A detailed list of at least five (5) current and completed contracts/projects with references that specify the institution name, contact details and nature of the contract;
- Summarised CV's of the proposed team member(s) which should highlight the relevant experience in similar projects and qualifications; and

The following conditions will be applied:

- This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- The contract price will remain fixed for the duration of the contract;
- Price (s) quoted must be valid for the at least thirty (120) days from the closing date of the bid
- All offers must be deposited in the bid box situated at RTIA's premises as stipulated on the bid document.
- A non-compulsory session will be held to clarify any concerns that bidders may have.

NB: Please note that failure to complete and sign all bids documentation and or to submit all of the above mentioned documentation as requested will result in bidder's bid being automatically disqualified.

Bidders must be registered on CSD, failing which they will be disqualified. Tax matters must be in order to enable RTIA to contract.

9. RIGHT TO APPOINT

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

10. PRICING SCHEDULE

Bidders are requested to quote as guided below

Activity	Quantity	Fixed Rate for the duration of the contract	Total Price
National Newspaper	01	R	R
Gauteng Local Newspaper	01	R	R
Mpumalanga Local	01	R	R

Newspaper			
Limpopo Local Newspaper	01	R	R
North West Local Newspaper	01	R	R
Northern Cape Local Newspaper	01	R	R
Eastern Cape Local Newspaper	01	R	R
Western Cape Local Newspaper	01	R	R
Kwa Zulu Natal Local Newspaper	01	R	R
Free state Local Newspaper	01	R	R
Screening of applications	Estimated Quantity	Rate per 01 CV	Estimated Total
	300 000	R	R
Operational Costs/ Profit	Quantity	Fixed Operational cost for the duration of the term if applicable	Total Fixed Cost
	36 Months	R	R