



# RTIA

Road Traffic Infringement Agency

Justice in Adjudication

<b>BID NUMBER:</b>	RFP02/2022/23
<b>DESCRIPTION:</b>	<b>TERMS OF REFERENCES FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDER /CONSULTANT TO RENDER RESEARCH AND DEVELOPMENT SERVICES FOR THE ROAD TRAFFIC INFRINGEMENT AGENCY (RTIA) FOR THE PERIOD OF THREE (3) YEARS.</b>
<b>VALIDITY PERIOD:</b>	120 Days from the closing date.
<b>CLOSING DATE:</b>	20 May 2022
<b>PROPOSALS MUST BE HAND DELIVERED/ COURIERED TO:</b>	Road Traffic Infringement Agency Head Office (at the reception) Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685
<b>ATTENTION:</b>	Supply Chain Management Office: Mr Kwena G Moloko
<b>Enquiries</b>	<a href="mailto:bids@rtia.co.za">bids@rtia.co.za</a> and <a href="mailto:kwena.moloko@rtia.co.za">kwena.moloko@rtia.co.za</a>
<b>Proposals must be deposited inside the RTIA bid box situated at building mentioned above on or before closing date and time.</b>	
<b>Non-Compulsory Clarification Session:</b>  <b>Visual Meeting using the below link;</b>  Join Zoom Meeting  <a href="https://us06web.zoom.us/j/82787581227?pwd=SGJnTHZDYVNNQ1RGMG9QVXNyRU1oZz09">https://us06web.zoom.us/j/82787581227?pwd=SGJnTHZDYVNNQ1RGMG9QVXNyRU1oZz09</a>  <b>Kindly connect using the company name when joining the meeting.</b>  <b>Date: 04 May 2022</b>  <b>Time: 11: 00am</b>	
<b>COMPANY NAME:</b>	



# RTIA

Road Traffic Infringement Agency

Justice in Adjudication

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## **TERMS OF REFERENCES FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDER /CONSULTANT TO RENDER RESEARCH AND DEVELOPMENT SERVICES FOR THE ROAD TRAFFIC INFRINGEMENT AGENCY (RTIA) FOR THE PERIOD OF THREE (3) YEARS**

### **1. PURPOSE**

The Road Traffic Infringement Agency (RTIA) would like to invite bid proposals from competent service providers to render research and development services for a period of three (3) years.

### **2. BACKGROUND**

In 2020, the new Board of the Agency decided to assign management to prioritise Research and Development as a function within the RTIA. This assignment was commissioned as part of the new strategic direction of the Agency, 2020-2024. Thus, the RTIA business will be anchored on research and development to ensure that the chosen strategic plans are derived and supported by research evidence. Secondly, research is also needed to regularly monitor the impact of road safety management tools, serving as a controlling instrument for the appropriateness of road safety management efforts. Lastly, the R&D to research road traffic and transport contravention and driver/operator behavioural change towards road safety reduces road traffic crashes and fatalities. The R&D will ensure that the RTIA responds to the AARTO problems scientifically.

The discussion with the Board of the Agency is that the RTIA should embark on national and international research and development by partnering with the institutions of higher learning, research houses and Monash University Action Research Centre (MUARC). This partnership will ensure that the RTIA learn from these institutions and build internal capacity. Furthermore, the RTIA will holistically address road safety problems scientifically. Finally, to ensure that the shareholder, the Department of Transport (DoT), will measure the impact the AARTO has on the road safety goal.

In light of the above, the Agency has further effected changes to its organisational structure in line with the Medium Term Strategic Framework (MTSF). The new organisational structure

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incorporates the R&D function that will produce research papers and findings that will enable the RTIA to make informed decisions to support the change in road user behaviour.

Upon the finalisation of both the approved Annual Operational Plan (APP), 2021/2022 and the newly created organisational structure, Exco and Manco jointly expressed a view that it is imperative to appoint the necessary requisite skills and partner with research institutions to be able to fulfil the targets on the APP. The internal capacity needed to be supplemented by the external expert research service provider, seeing that none of the internal capacity may isolate time to provide research information that would lead to new road safety products and initiatives. Contracting a panel of the R&D service provider will also address the natural shortcomings of inward-looking and not objectively focus on other external factors that may imperil such research's sustainability. Therefore, EXCO decided to partner with institutions of higher learning, which mainly specialise in R&D in road safety.

It was further agreed that during the 2021/22 financial year, the R&D unit would focus on delivering the policy, procedure and research agenda. Thus, these deliverables must be informed by expert knowledge.

**3. SCOPE OF WORK**

The following items will form part of the Scope of Work and have been divided into the following streams: Bidders may indicate their preferred work stream in line with its expertise.

<b>Area of Work: Policy and Planning Stream</b>	<b>Scope of Work</b>	<b>Skills Required</b>
<p><b>1. Research and Development Policy</b></p>	<ul style="list-style-type: none"> <li>• <b>Facilitate the R&amp;D policy development process</b></li> <li>• <b>Facilitate the review of the R&amp;D policy development process</b></li> <li>• <b>To adhere to the Policy on Policies framework of the RTIA</b></li> <li>• <b>To document the R&amp;D policy</b></li> </ul>	<ul style="list-style-type: none"> <li>• Experience in R&amp;D policy development process</li> <li>• Excellent drafting policy documents</li> <li>• Ability to comply with the project timelines</li> <li>• Experience in providing advice in R&amp;D policy provisions</li> <li>• Experience in the facilitation process</li> </ul>

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<p><b>2. Research and Development Standard Operating Procedure (SOP)</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the R&amp;D SOP development process</li> <li>• Facilitate the review of the R&amp;D SOP development process</li> <li>• To adhere to the Policy on Policies framework of the RTIA</li> <li>• To document the R&amp;D SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in R&amp;D policy and SOP development process</li> <li>• Excellent drafting policy and SOP documents</li> <li>• Ability to comply with the project timelines</li> <li>• Experience in providing advice in R&amp;D policy and SOP provisions</li> <li>• Experience in the facilitation process</li> </ul>
<p><b>3. Research agenda:</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the development of the research agenda</li> <li>• Facilitate the review of the research agenda</li> <li>• Document the research agenda.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the development of the research agenda</li> <li>• Experience in the facilitation process</li> <li>• Understanding of the Road Safety fraternity</li> </ul>
<p><b>Area of Work: Drugs Stream</b></p>	<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>
<p><b>4. Road Traffic Law Enforcement of other drugs other than alcohol:</b></p>	<ul style="list-style-type: none"> <li>• Research and produce a research report on the road traffic law enforcement of other drugs other than alcohol like nyaope, marijuana, cocaine etc</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity</li> <li>• Experience in research and development discipline</li> <li>• Have resources and capabilities to</li> </ul>

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		<p>deliver on large scale project</p> <ul style="list-style-type: none"> <li>• Knowledge of the classification of drugs;</li> </ul>
<p><b>Area of Work:</b> <b>Foreign drivers Stream</b></p>	<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>
<p><b>5. AARTO Regulation on Foreign Drivers and Vehicles</b></p>	<ul style="list-style-type: none"> <li>• <b>To research and produce a research report on the AARTO regulations on foreign drivers and vehicles and provide recommendations</b></li> <li>• Ensure technical quality that complies with best practices in research and development.</li> <li>• The research report should contain the recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity</li> <li>• Experience in research and development discipline</li> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> <li>• Extensive knowledge of the management of foreign drivers and vehicles</li> <li>• Knowledge of International Relations and its regulatory framework</li> </ul>
<p><b>Area of Work:</b> <b>Funding Stream</b></p>	<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>

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<p><b>6. Advancement of road safety and related postgraduate student research as part of human capital development</b></p>	<ul style="list-style-type: none"> <li>• <b>Fund the Postgraduate student programmes for Masters, PhD students and Post-Doctoral Fellows in road safety.</b></li> <li>• <b>The student must be registered to conduct the research-based Master, PhD or Post-Doctoral Fellows in road safety</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>The university must have registered students for Masters, PhDs or Post-Doctoral Fellowship positions</b></li> <li>• <b>The university must be registered with the Department of Higher Education.</b></li> </ul>
<p><b>Area of Work: AARTO Stream</b></p>	<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>
<p><b>7. Road traffic contraventions, both infringements and offences.</b></p>	<ul style="list-style-type: none"> <li>• <b>Produce an impact study research report on road traffic contraventions and offences (AARTO) on road safety as implemented in Tshwane and Johannesburg jurisdictions</b></li> <li>• <b>Draft and review the effectiveness and performance of</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understanding of the Road Safety fraternity in South Africa</b></li> <li>• <b>Experience in research and development discipline</b></li> <li>• <b>Have resources and capabilities to deliver on large scale R&amp;D projects.</b></li> <li>• <b>Knowledge of the road traffic</b></li> </ul>

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	<p>AARTO in Tshwane and Johannesburg</p> <ul style="list-style-type: none"> <li>• Provide recommendations for the analysis.</li> </ul>	<p><b>contraventions and offences (AARTO) on road safety</b></p>
<p><b>8. Point Demerit System (PDS)</b></p>	<ul style="list-style-type: none"> <li>• <b>Produce the research paper/report on the impact of the implementation of the PDS</b></li> <li>• Produce the recommendations on changing the road user behaviour of the PDS study</li> <li>• Conduct the pre-PDS implementation study to understand the PDS concept and create buy-in amongst the stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity in South Africa</li> <li>• Experience in research and development discipline</li> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> <li>• Knowledge of the <b>road traffic contraventions and offences (AARTO) on road safety</b></li> <li>• <b>Comparative analysis skills at an international level</b></li> </ul>
<p><b>9. Rehabilitation programme:</b></p>	<ul style="list-style-type: none"> <li>• <b>Produce the research paper on the impact of the implementation of the rehabilitation programme</b></li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity in South Africa</li> <li>• Experience in research and</li> </ul>

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	<ul style="list-style-type: none"> <li>• Produce the recommendations on changing the road user behaviour of the rehabilitation study</li> <li>• Conduct the pre-Rehabilitation implementation study to understand the rehabilitation concept and create buy-in amongst the stakeholders</li> <li>• Compile the proposed rehabilitation programme to change road user behaviour</li> <li>• Investigate the driver simulator programme to change the road user behaviour and document the findings and recommendations</li> </ul>	<p>development discipline</p> <ul style="list-style-type: none"> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> <li>• Knowledge of the road traffic contraventions and offences (AARTO) on road safety</li> <li>• Comparative analysis skills at an international level</li> </ul>
<p><b>10. Appeals Tribunal</b></p>	<ul style="list-style-type: none"> <li>• Produce the impact research report on the Appeals Tribunal</li> <li>• Produce the recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity in South Africa</li> <li>• Experience in research and</li> </ul>



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	<p>to strengthen fairness in the AARTO process</p> <ul style="list-style-type: none"> <li>• Advise if one Appeals Tribunal is enough for the entire country and recommend accordingly</li> <li>• Advice on the legislative provision of the Appeals Tribunal and its application and provide recommendations</li> <li>• Conduct the pre-appeals Tribunal implementation study to understand the concept and create buy-in amongst the stakeholders</li> <li>•</li> </ul>	<p>development discipline</p> <ul style="list-style-type: none"> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> <li>• Knowledge of the road traffic contraventions and offences (AARTO) on road safety</li> <li>• Comparative analysis skills at an international level</li> </ul>
<p><b>Area of Work: Actuarial Studies Stream</b></p>	<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>
<p><b>11. Compliance revenue collection actuarial models</b></p>	<ul style="list-style-type: none"> <li>• Produce a research report on revenue collection, penalty fees and related costs on changing road user</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive actuarial and mathematical capabilities</li> <li>• Experience in research and development discipline</li> </ul>

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	<p>behaviour based on actuarial models.</p> <ul style="list-style-type: none"> <li>• Produce recommendations for each fee structure</li> </ul>	<ul style="list-style-type: none"> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> </ul>
<p><b>Area of Work:</b> <b>Communications, Marketing and Advertisement Stream</b></p>	<p><b>Scope of Work</b></p>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>
<p><b>12. AARTO education and awareness campaigns</b></p>	<ul style="list-style-type: none"> <li>• Produce a research report on the impact of AARTO education and awareness campaign</li> <li>• Produce the recommendations on changing the road user behaviour</li> <li>• Investigate the effectiveness of the campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity in South Africa</li> <li>• Experience in research and development discipline</li> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> <li>• <b>Comparative analysis skills at an international level</b></li> <li>• <b>Extensive experience with educational and awareness campaign skills</b></li> </ul>

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		<ul style="list-style-type: none"> <li>• Understanding of communication, marketing and advertisement programmes</li> </ul>
<b>Area of Work: Socio-Economic Stream</b>	<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Skills Required</b></li> </ul>
<b>13. Socio-economic impact study</b>	<ul style="list-style-type: none"> <li>• Produce the research report on the impact of the socio-economic of the AARTO nationally</li> <li>• Investigate the impact of AARTO on the public</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Road Safety fraternity in South Africa</li> <li>• Experience in research and development discipline</li> <li>• Have resources and capabilities to deliver on large scale R&amp;D projects.</li> <li>• <b>Comparative analysis skills at an international level</b></li> <li>• <b>Extensive experience in socio-economic impact studies</b></li> <li>• <b>Understanding the South African public</b></li> </ul>
<b>14. General</b>	<ul style="list-style-type: none"> <li>• Conduct due diligence exercises.</li> </ul>	<ul style="list-style-type: none"> <li>• R&amp;D skills.</li> </ul>

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**4. PROJECT DELIVERABLES**

Deliverables	Timeframe
1. To produce the R&D policy	01 July 2022 – 31 March 2023
2. To produce the R&D SOP	01 July 2022 – 31 March 2023
3. To develop the research agenda for the Agency on road safety	01 July 2022 – 31 March 2023
4. To research and produce a report on the road traffic law enforcement of other drugs other than alcohol	01 July 2022- 31 March 2024
5. To research and produce a report on the AARTO regulations on foreign drivers and vehicles and provide recommendations	01 July 2022-31 March 2024
6. To fund the Postgraduate student programmes for Masters, PhD students and Post-Doctoral Fellows in road safety	01 July 2022-31 March 2023
7. To produce an impact study report on road traffic contraventions and offences (AARTO) on road safety as implemented in Tshwane and Johannesburg jurisdictions.	01 July 2022-31 March 2024
8. To produce the research paper on the impact of PDS implementation and recommendations on changing road user behaviour.	01 July 2023-31 March 2024
9. To produce the research paper on the impact of the implementation of the rehabilitation programme and recommendations on changing road user behaviour	01 July 2023-31 March 2024
10. To produce a research report on revenue collection, penalty fees and related costs on changing road user behaviour based on actuarial models.	01 July 2022-31 March 2024

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11. The research report on the impact study of the Appeals Tribunal and recommendations in strengthening fairness in the AARTO process	01 July 2023-31 March 2024
12. The research report on the impact of AARTO education and awareness campaign and recommendations on changing the road user behaviour	01 July 2023-31 March 2024
13. The research report on the impact of the socio-economic of the AARTO   Tshwane and Johannesburg jurisdiction	01 July 2022-31 March 2024
14.	

**5. MANDATORY REQUIREMENTS**

**Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of the bid. This phase is not scored, and bidders who fail to comply with the mandatory criteria will be disqualified.**

- 5.1. Bidders must be registered on the Central Supplier Database, and the Road Traffic Infringement Agency shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database. Their tax compliance status will be verified through the Central Supplier Database. Therefore, it is a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant. Compliance should remain valid for the duration of the Contract.
- 5.2. A compulsory questionnaire to be completed by each service provider indicating area of speciality/competence as outlined in the scope of work above.

**6. EVALUATION CRITERIA**

- 6.1. Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must submit supporting documentation for all functional requirements as indicated hereunder as part of their bid documents. The Bid Evaluation Committee (BEC), responsible for scoring the respective bids, will evaluate and score all bids based on their submissions and the information provided.
- 6.2. The value score for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 6.3. Functionality will be evaluated based on the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.

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6.4. The functionality evaluation will be evaluated individually by Members of the Bid Evaluation Committee in accordance with the below functionality criteria and values.

6.5. The applicable values that will be utilized when scoring each criterion ranges from: **1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent.**

NB: The below criteria will be used to evaluate per work stream

EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHT
<b>ABILITY AND CAPABILITY</b>	<p><b>Company experience:</b> 10-15 years combined experience of the firm in R&amp;D (At least three (3) reference letters under the client-company letterhead, with contactable details that confirm that the firm is successfully managing or has previously managed projects of a similar nature, must be attached). The reference letter must state the duration and if the project was successfully completed.</p> <ul style="list-style-type: none"> <li>• Attach three (3) reference letters under the client company letterhead</li> </ul>	25
	<p><b>Project Leader</b> to be utilised in the execution of the Contract– please attach three (3) personnel CVs with skill(s)/ experience/ qualification (s relating to R&amp;D.</p> <ul style="list-style-type: none"> <li>• Attach 3 personnel CVs with skills in R&amp;D</li> </ul>	25
<b>METHODOLOGY AND APPROACH</b>	<p>Bidders should provide a comprehensive project execution plan covering the entire scope of work, including a support plan as well as proposed work schedule/ training, duty sheet/ work plan with clear deliverables and timeframes for each task to be completed</p> <ul style="list-style-type: none"> <li>• Attach project execution plan of each stream's deliverables</li> </ul>	25
	<p><b>Flexibility in customer service</b> in terms of turnaround times regarding solving problems that may arise during the execution of the Contract, i.e. contingency plan.</p> <ul style="list-style-type: none"> <li>• Attach the turnaround times for solving problems</li> </ul>	10
	<p><b>Training, skills development plan and transfer of skills</b></p> <ul style="list-style-type: none"> <li>• <b>Skills development plan to the internal employees</b></li> </ul>	15
<b>TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100</b>		<b>100</b>
<b>MINIMUM REQUIRED SCORE</b>		<b>70</b>

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<b>Scoring Criterion</b>	<b>1 Poor</b>	<b>2 Average</b>	<b>3 Good</b>	<b>4 Very Good</b>	<b>5 Excellent</b>
Combined company experience: 10 -15 years experience of the firm in R&D (At least three (3) reference letters under the client-company letterhead, with contactable details that confirm that the firm is successfully managing or has previously managed projects of a similar nature, must be attached). The reference letter must state the duration and if the project was completed successfully	Combined 0 to 5 years of similar knowledge and experience =1	Combined 6 to 8 years of similar expertise and experience=2	Combined 9 to 10 years of similar knowledge and experience=3	Combined 11 to 14 years of similar knowledge and experience=4	Combined 15 years and over of similar knowledge and experience=5.
Project Leader to be utilised in the execution of the Contract– please attach three (3) personnel CVs with skill(s)/ experience/ qualification (s relating to R&D	0 to 5 years of similar knowledge and experience =1	6 to 8 years of similar knowledge and experience=2	9 to 10 years of similar knowledge and experience=3	11 to 14 years of similar knowledge and experience=4	15 and over years of similar knowledge and experience=5.
Bidders should provide a comprehensive project execution plan covering the relevant stream, including maintenance and support plan as well as proposed work schedule/ training, duty sheet/ work plan with clear deliverables and timeframes for each task to be completed:	No plan or irrelevant plan=1	A plan addressing activities only=2	A plan addressing activities and timelines=3	A plan addressing activities, timelines and responsible person=4	A plan addressing activities, objectives, timelines, and responsible person=5
<b>Flexibility in customer service.</b> In terms of turnaround times regarding solving problems that may	No plan or irrelevant=1	A plan that addresses the turnaround	A plan that addresses the turnaround	A plan addresses the turnaround	A plan addresses the turnaround time within a day=5



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arise during the execution of the Contract, i.e. contingency plan.		time within 5 days=2	time within 3 days=3	time within 2 days=4	
Training, skills development plan and transfer of skills: 1. To develop the R&D strategy 2. To Communicate the findings 3. To source data 4. To develop the research paper/report 5. To conduct data analytics	No plan at all or irrelevant=1	Training and skills development plan covers 1 training skill=2	Training and skills development plan covers 2 training skills=3	Training and skills development plan covers 3-4 training skills=4	The training and skills development plan covers all 5 training skills=5

- 6.6. The Bids that fail to achieve a minimum of **70** out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on the Preference Points System stage.
- 6.7. Request for quotations will be acquired from all members registered on the panel as and when a need arise. Price and BBBEE comparison will be done on specific projects.
- 6.7. Being on the panel does not guarantee that work will be allocated.

**7. NON-COMPULSORY INFORMATION SESSION**

- 7.1. A non- compulsory Briefing sessions will be held at RTIA as detailed in the Advert. The non- compulsory Briefing session provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise. Any Briefing Notes which may be issued by the RTIA to the Service Providers should be considered as part of this project.
- 7.2. Firms may ask for clarification on this ToR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Bid Office. Copies of questions and answers will be emailed to all firms that register at the briefing session.

**8. SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS**

**TERMS OF REFERENCES FOR THE APPOINTMENT OF A PANEL OF SERVICE PROVIDER /CONSULTANT TO RENDER RESEARCH AND DEVELOPMENT SERVICES FOR THE ROAD TRAFFIC INFRINGEMENT AGENCY (RTIA) FOR THE PERIOD OF THREE (3) YEARS**

- 8.1. The successful bidder must obtain prior RTIA approval to sub-contract and amend the sub-contracting arrangements.
- 8.2. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorised person.
- 8.3. A written partnership agreement must accompany a proposal submitted by a partnership.
- 8.4. A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
  - 8.4.1 the conditions under which the consortium will function;
  - 8.4.2 It is a period of duration;
  - 8.4.3 the persons authorised to represent it;
  - 8.4.4 the participation of the several parties forming the consortium;
  - 8.4.5 the benefits that will accrue to each party; and
  - 8.4.6 any other information necessary to permit a full appraisal of its functioning.

**9. SECURITY AND CONFIDENTIALITY OF INFORMATION**

No material or information derived from the provision of the services under the Contract may be used for any purposes other than RTIA, except where authorised in writing to do so. All information will be held strictly confidential. The successful Service Provider may be required to sign a Confidentiality Agreement with RTIA.

**10. TERMS AND CONDITIONS**

- 10.1. The RTIA reserves the right to amend, modify or withdraw this Terms of Reference (ToR) document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Service Provider.
- 10.2. Neither the RTIA, nor any of its respective officers, nor employees may make any representation or warranty, expressed or implied in this ToR document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.
- 10.3. The costs of preparing proposals and negotiating the Contract will not be reimbursed.
- 10.4. The RTIA also reserves the right to call interviews with short-listed Service Providers before final selection and negotiate the price with the Preferred Service Providers.

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- 10.5. Firms may not contact RTIA on any matter pertaining to their bid from when bids are submitted to the time the Contract is awarded. Any effort by a Service Provider to influence bid evaluation, bid comparisons or award decisions in any manner may result in rejection of the bid concerned.
- 10.6. Bid submission requirements must be completed in sections and appendices provided in the bid document.
- 10.7. ALL BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE AT THE NATIONAL TREASURY. More information in this regard is available on [www.ocpo.treasury.gov.za](http://www.ocpo.treasury.gov.za). Proof of registration must be submitted together with the technical proposal.
- 10.8. Bidders may provide additional information deemed important for the RTIA to consider.
- 10.9. Prospective Bidders must at all times comply with the RTIA's Supply Chain rules and processes with regard to all projects and payments.

**11. PAYMENT**

- 11.1. **Invoice.** The Contractor's Project Manager shall, at the end of each, submit a consolidated invoice, certified as correct by the Contractor's Project Manager, showing the actual work performed, hours worked, and manpower inputs for the task and associated costs accompanied by all supporting documents.
- 11.2. **Detailed Pricing.** Service Providers must complete the required SBD Pricing documents and ensure that Prices are:
- 11.2.1 Firm and inclusive of all costs, including disbursements;
  - 11.2.2 Inclusive of VAT, if applicable;
  - 11.2.3. Correctly calculated and identical to the financial proposal;
  - 11.2.4. Pricing should be detailed, with the proper cost breakdown, in line with milestones.

**11.3 Fees**

Domestic hotel accommodation may not exceed R 1440, including VAT per night per person. (incl. dinner, breakfast and parking), air travel must be restricted to economy class, and travel claims per kilometre may not exceed the rates approved by the Automobile Association of South Africa.

**11.4 Rates**

According to the 23 October 2013 Cabinet Resolution as defined in the National Treasury Instruction 01 of 2013/14: Cost Containment Measures sub-paragraph 4.2; the Consultants (or Service Provider) will only be remunerated on the following rates regime:

- 11.4.1. The 'Guidelines for fees' issued by South African Institute of Chartered Accountants (SAICA);
- 11.4.2. The "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or
- 11.4.3. Based on the body regulating the profession of the Consultant.

**11.5 Payment information**

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- 12.5.1 An invoice only becomes due and payable:
  - a. When the Project Manager signs-off on the specific deliverable and submits the invoice for payment;
  - b. When the invoice is correct regarding calculations, the information contained, banking details and supporting documents.
- 12.5.2 It is important to ensure that invoices are correctly submitted and reference the project name and Order-Nr.
- 12.5.3 Non-compliance will delay the payment process.

**12. CONTACT DETAILS**

<b>Administrative Contact</b>	<b>Technical Contact</b>
<b>Bidding /Quotation Office</b>	<b>Project Manager</b>
Name: Mr Kwena Moloko	Name: Ms Helen Kgamanyane
Supply Chain Management	Directorate: R&D and IM
E-mail: Bids@rtia.co.za	E-mail: Helen.Kgamanyane@rtia.co.za

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**ANNEXTURE A COMPULSORY QUESTIONNEER**

**Bidder must indicate the speciality they wish to be accredited for on the list below. Failure to indicate will result in disqualification.**

<b>Area of Work/ Commodity</b>	<b>Do you wish to apply for the commodity in question? Did you attach supporting documents substantiating for same? Indicate with Yes or No .</b>
<b>Research and Development Policy</b>	
<b>Research and Development Standard Operating Procedure (SOP)</b>	
<b>Road Traffic Law Enforcement of other drugs other than alcohol:</b>	
<b>AARTO Regulation on Foreign Drivers and Vehicles</b>	
<b>Advancement of road safety and related postgraduate student research as part of human capital development</b>	
<b>Road traffic contraventions, both infringements and offences.</b>	
<b>Point Demerit System (PDS)</b>	
<b>Rehabilitation programme:</b>	

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<b>Appeals Tribunal</b>	
<b>Compliance revenue collection actuarial models</b>	
<b>AARTO education and awareness campaigns</b>	
<b>Socio-economic impact study</b>	
<b>General</b>	

## 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 interest<sup>1</sup> 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

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<sup>1</sup> 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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

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 consortium<sup>2</sup> 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

<sup>2</sup> 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.



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 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