



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF
RESEARCHERS (BEHAVIOURAL, SOCIAL
AND ECONOMIC) TO CONDUCT ROAD
SAFETY RELATED RESEARCH FOR A
PERIOD OF THREE (03) YEARS**

RTMC BID NO: 18/2021/22

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. Proprietary Information

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

2. Enquiries

2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **13 October 2021**.

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

2.2 All the documentation submitted in response to this bid must be in English.

2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Validity Period

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

4. Supplier Performance Management

4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.

4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- Two (2) copies for technical responses/functional evaluation (1 Original and 1 copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes – Not Applicable at this stage

5.2 All envelopes to be sealed and endorsed, **RTMC BID 18/2021/22: Appointment of a panel of researchers (behavioural, social and economic) to conduct road safety related research for a period of three (03) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157 by no later than 11:00am on 18 October 2021.**

5.4 **Compulsory Briefing session: Online/Virtual**

5.4.1 The online/Virtual compulsory briefing session will be held on **30 September 2021 at 12:30pm.**

5.4.2 Bidders are required to register for a compulsory briefing session by submitting necessary information to bidadmin@rtmc.co.za by not later than **29 September 2021 at 14:00pm** in order to be eligible to participate in the compulsory briefing and the bid process.

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

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

Bidder/s who fail to comply with the above requirement will not be considered the compulsory briefing session.

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

5.4.4 Bidders will be required to login using their company name, thirty (30) minutes before the starting time of the briefing session to allow for a virtual registration. Example, if the session

starts at 10:00am bidders will be allowed to login at 09:30am and session will start promptly at 10:00am. No bidder/s will be allowed in the briefing session past the starting time.

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

NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.10 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

5.11 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

7. RTMC's Rights and Obligations

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The appointment of the panel of researchers does not guarantee that service providers will automatically receive consultancy assignment for the RTMC. The projects will be commissioned as and when there is a need and in accordance with the public procurement principles of fairness, equity, competition, transparency and cost-effectiveness as entrenched in section 27 of the Constitution of the Republic of South Africa.
- 7.3 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.4 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.5 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.6 The RTMC reserves the right to vet all qualifications and other documentation provided by the prospective Panel member(s) to prove relevant qualifications, experience and expertise prior to appointment.
- 7.7 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.
- 7.8 The RTMC acknowledge and agree that all data and Personal Information provided by the bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.
- 7.9 The RTMC hereby undertakes–

7.9.1 in favour of the bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;

7.9.2 to use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid; and

7.9.3 not process Personal Information for any purpose other than to perform its obligations under this bid.

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

8.1 The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.

8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

8.3 To give effect to this requirement, bidders are required to submit a partnership/ 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. **SPECIAL INSTRUCTIONS TO BIDDERS**

- 9.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2 Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.
- 9.3 The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 9.4 RTMC reserves the right to include any additional related items on the contract that are currently not part of the bid document.
- 9.5 The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents.
- 9.6 The RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.
- 9.7 In commission work/research project(s), the RTMC will issue a request for proposal/quotation (RFP/RFQ) accompanying the Terms to relevant Panel member(s)/ service provider(s), based on the topic of research/ project technical focus area and the areas of expertise of the Panel member(s)/service provider(s).
- 9.8 A proposed project team must participate actively and be available to perform services in accordance with the proposal submitted in respect to the ToR, as well as the specific project implementation plan. In instances where the proposed key team member is not available to perform services at a specific period in time, the relevant Panel member will be responsible to provide a replacement with similar qualifications and experience in order to guarantee the same standard of work/deliverables.

- 9.8.1 The project team will have, as part of the key staff members, a member with a Bachelor's degree in any behavioural science field; with a **post graduate qualification** in Psychology (social/ clinical/ forensic/ research); criminology and/or economics.

this key member must be registered with the Health Professions Council of South Africa (HPCSA)

and/or

the South African Council for Social Service Professions (SACSSP) with at least 3 years' relevant experience;

and/or

any relevant recognised accreditation body or institution with at least 3 years' relevant experience

Table 1: Key Focus Areas

KEY FOCUS AREA	KEY AREAS OF SERVICE DELIVERY
Key Focus Area	Panel of Researchers (behavioural, social and economic) to conduct Road Safety related Research

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

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

The purpose of this bid is to invite suitably qualified service providers on a research panel to conduct behavioural, social and economic related research on behalf of RTMC for a period of three (03) years.

2. BACKGROUND

- 2.1 The RTMC is mandated by the RTMC Act, 20 of 1999, to stimulate research in road traffic matters and effectively use the resources of existing institutes and research bodies.
- 2.2 Various social and behavioural research topics need to be aligned into the South African context for it to be applicable to our unique circumstances as well as new topics identified which need to be researched.
- 2.3 The South African road and transport environment is complex and there is a need for an understanding as to how human elements/factors influence and interact with other traffic management functions and activities. Within the road and traffic management discipline, the components of the system encompasses the road, road environment and the vehicle, all of which are influenced by human behaviour in one way or another.
- 2.4 To be able to provide input into planning and execution of programmes and activities that aim to make the transport system safer, human factor professionals need to have an overall understanding of the road and traffic management system, its underlying principles, theories and the application of these along with knowledge related to indicators and methods for monitoring and evaluating programmes and interventions.
- 2.5 As this is a multi-disciplinary approach, the human factor professional need to have multidisciplinary background with experience in projects that include aspects of sociology, education, psychology, transport engineering and ergonomics.
- 2.6 Topic specific experience need to include experience in programme development that encompasses road safety education and communication; law enforcement and engineering as well as programme monitoring and evaluation and road safety related economics.

2.7 It is against this background that the RTMC would like to hereby appoint suitably qualified service providers on a research panel to conduct behavioural, social and economic related research on behalf of RTMC for a period of three (03) years.

3. SPECIFICATIONS/SCOPE OF WORK

3.1 In this multi-disciplinary field, the ideal project team needs to have experience in inter alia:

- Projects that aim to integrate the fields of social sciences, ergonomics, transport engineering and road safety related economics;
- Relating social/human/economic factors to the wider context of road and traffic management;
- Relating and highlighting the contribution of the social/human factor in relation to the road, environment and vehicle;
- The planning, design implementation and evaluation of appropriate and targeted interventions which addresses the road safety problem at an adequate level;
- The conceptualisation, design and implementation of projects related to road safety, transport management, non-motorised transport and passenger transport;
- Mixed methods (quantitative and qualitative research approaches) and economic analysis;
- Conducting interdisciplinary research that promotes all aspects of a safe transport system.

3.2 Bidders will be appointed on their capacity to perform extensive research on the above road safety fields by means of the capacity/experience of the personnel in their employment.

3.3 The RTMC aims to secure interest and capacity from partners in driving the above, thereby contributing to the goals of adding value to RTMC and our shareholders through:

- Service Level Agreement to ensure alignment of expectations and continuously engage on scope clarity and modifications where deemed necessary.
- Research projects or any service required shall be assignment based, meaning for each assignment that must be undertaken the task directive will determine which service providers must be invited depending on their relevance to the category/key focus area.
- Each assignment will have its own task directive, scope of work, functional evaluation criteria and pricing

- By virtue of being in the panel does not guarantee business or work as complete bidding process will apply as indicated above
- Service providers who are on the panel may from time to time be invited to make inputs on specifications/ToR, project deliverables and timelines
- RTMC may invite or request expert advice from the panel based on their expertise and knowledge of the subject matter, however this process will be kept transparent as much as possible and should not undermine the spirit of fairness, transparency and equitableness
- The panel may recommend topics to be researched and international best practices, however all will be kept transparent and be shared with other service providers on the panel and no obligation should be placed on RTMC to accept such proposal
- Appointed panel members may be required to participate in donor funded projects.

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements, will lead to bidders being disqualified from evaluation. Below are Standard Mandatory requirements

- Bidders are required to submit 2 copies [One (1) Original plus one (1) Copy] and PDF soft copy in a memory stick.
- All standard bidding documents must be duly completed and signed by authorised person. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.
- Compulsory Briefing Session Certificate

(b) Stage 2 – Functionality Evaluation

This stage will be on written responses/ proposals which consists of **100 points**.

Bidders will be required to score a minimum of 70 points in order to qualify for a stage 3

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

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

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS	Comply (Yes / No)
ENVELOPE ONE (1)	
Total Number of copies submitted – Two (2) (1 original and 1 copy) PDF soft copy in a memory stick	
Compulsory Briefing Session Certificate	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on www.csd.gov.za)	
SBD1: Invitation to bid and company information	
SBD4: Declaration of interest	
SBD8: Declaration of bidder’s past supply chain management practice	
SBD9: Certificate of independent bid determination	
ENVELOPE TWO (2) – PRICING NOT APPLICABLE AT THIS STAGE	N/A

NB: Failure to comply with the above requirements will lead to a disqualification of the bid.

1.2 STAGE 2 – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WILL BE ON WRITTEN RESPONSE

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

WRITTEN RESPONSES/PROPOSALS

DESCRIPTION	POINTS
<p>A. Bidder’s relevant experience and similar work done, relevant behavioural, economic or social projects successfully executed</p>	<p>100</p>
<p>RELEVANT EXPERIENCE AND SIMILAR WORK DONE: The bidder must demonstrate their experience by indicating relevant road safety related projects successfully completed by the Bidder.</p> <p>NB: Points claimed must be substantiated by indicating relevant project particulars in relation to (Annexure: Table of References A1).</p> <p>A1. Relevant Behavioural, Economic or Social Projects Completed</p> <ul style="list-style-type: none"> • 3 to 5 projects successfully completed = 10 points • 6 to 8 projects successfully completed = 20 points • More than 8 projects successfully completed = 30 points <p>A2. Project Team Leader on the subject matter:</p> <ul style="list-style-type: none"> • Relevant Experience as a Project Team Leader from 5 to 9 Years = 15 points • Relevant Experience as a Project Team Leader from 10 to 14 Years = 20 points • Relevant Experience as a Project Team Leader from 15 Years and above = 30 points <p>Compliance requirement: Bidders must attach a detailed CV and certified copies (not older than three (03) months) of qualifications (at least NQF Level 7 or equivalent) and fully complete Annexure A2: Table of References.</p>	<p>30</p> <p>30</p>

<p>A3. Key Staff Member:</p> <p>Bidders are expected to submit proof of valid registration in line with paragraph 9.8.1 of this document.</p> <ul style="list-style-type: none"> • Key Staff Member in line with paragraph 9.8.1 of this document = 40 points <p>Compliance requirement:</p> <p>Bidders must attach a detailed CV, certified copies (not older than three (03) months) of qualifications and proof of registration</p> <p>NB: Points claimed must be substantiated by indicating relevant particulars in Annexure A3: Table of References.</p>	40
TOTAL	100

NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS IN ORDER TO QUALIFY FOR STAGE 3 AND MUST SCORE MORE THAN ZERO FOR EACH OF THE THREE CATEGORIES.

1.3 STAGE 3 – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

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

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

**SECTION: 3
ANNEXURE AND
STANDARD BIDDING
DOCUMENTS**

**See the attached SBD forms
(All SBD forms must be
signed)**

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

10. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
11. The bid prices shall be given in the units shown.
12. All prices shall be quoted in South African currency.