

RAILWAY SAFETY REGULATOR

BID NO.: RSR/OCOO/POE/ENG-SERVICES/2023/08/02

**REQUEST FOR PROPOSALS FOR
PANEL OF ENGINEERING SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS**

SUBMISSION OF BID DOCUMENT DEADLINE

Date: 10 October 2023

Time: 12:00

Venue: Building 4, Waterfall Point Office Park
Cnr Waterfall and Woodmead Drive,
Waterfall City
Midrand,
1685

PART 1: INTRODUCTION

- 1.1. The Railway Safety Regulator (RSR) was established in terms of the National Railway Safety Regulator Act, Act 16 of 2002 (“the Act”) as amended, to establish a national regulatory framework for South Africa and to monitor and enforce safety compliance within the rail sector. The RSR is an agency of the Ministry of Transport and comprises a Board, Chief Executive Officer (appointed by the Minister), Executive management, and staff.
- 1.2. This regulatory mandate encompasses amongst others, overseeing safety of railway transport, promoting improved safety performance in the railway transport industry to promote the use of rail as a mode of transportation, developing regulations that are required in terms of the Act, monitoring and ensuring compliance with the Act and giving effect to the objects of the Act.
- 1.3. The RSR is pursuing companies interested to be added as experts onto its panel of experts database for engineering services for a period of 36 months. The services required will comprise of Safety Management System Audit, Technical Inspection, Technical Reviews, Occurrence Investigation, Regulatory Framework Review and Safety Permit Assessment. Companies shortlisted to be in the panel of experts for the RSR will from time to time be required to submit proposals or responses to bids.

1.4. APPLICATION FORM: SUPPLIER DETAILS

Name of Bidder	
Form of Enterprise	
CSD Master Registration No	MAAA
Physical Address	
Contact Person(s)	
Phone Number(s)	
E-Mail Address	
Income Tax Reference Number	
Vat Registration Number	

1.5. BANK DETAILS

Name of Account: _____

Name of the bank: _____

Name of the branch: _____

Branch Code:

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Account Number:

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1.6. **PART 1: COMPANY STRUCTURE & OWNERSHIP CREDENTIALS**

Name	Date/Position occupied in Enterprise (where applicable)	ID Number	Date RSA Citizenship obtained	* HDI Status (where applicable)			% of business
				No franchise prior to election	Women	Disabled	

Name of HDI member (to be consistent with the above paragraph)	Percentage (%) of the contract value managed or executed by the HDI member

- For bidding companies indicate YES or NO: **YES** means that you have equity ownership and **NO** means the opposite.

Name	ID Number	Date South African citizenship obtained	Black Individual (Yes / No)	% Owned

PART 2: MANDATORY REQUIRED DOCUMENTATION CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE BID DOCUMENT:

NO	DESCRIPTION	YES/NO			
		Yes		No	
1	SBD 1 Invitation to Bid Is the form duly completed and signed?	Yes		No	
2	Authority to Sign a Bid Is the form duly completed and is a certified copy of the resolution attached?	Yes		No	
3	SBD 3.3 Pricing schedule Is the form duly completed and signed?	Yes		No	
4	SBD 4 Declaration of Interest Is the form duly completed and signed?	Yes		No	
5	SBD 6.1 Preference Points Claim Form Is the form duly completed and signed?	Yes		No	
6	Copy of the identity document of the company owner(s)	Yes		No	
7	Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)	Yes		No	
8	Valid Tax compliant status report (with PIN)	Yes		No	
9	Is a CERTIFIED copy of the B-BBEE Certificate or the original B-BBEE Certificate or affidavit attached?	Yes		No	
10	Experience of Bidder Is the CV Template completed with relevant experience detailed?	Yes		No	
11	Central Supplier Database Is proof of registration attached?	Yes		No	
12	CVs and copies of qualifications and certificates For the proposed resources	Yes		No	

PART 3: ADDITIONAL INFORMATION

3.1 It is expected that bidders should have one, some or all of the following expert/s in their company:

PERSONNEL	QUALIFICATIONS	EXPERIENCE	ACCREDITATION
1. Signaling Expert	<ul style="list-style-type: none"> BSc Eng./B-Eng./B-Tech Eng. Engineering Degree in Electrical Light Current 	Minimum of 10 years in rail or another related technical field	Registered with Engineering Council of South Africa (ECSA) or internationally recognised accreditation. Pr Eng, Pr Tech Eng
2. Telecommunications Expert	<ul style="list-style-type: none"> BSc Eng./B-Eng./B-Tech Eng. Engineering Degree in Electrical Light Current 	Minimum of 10 years in rail or another related technical field	Registered with Engineering Council of South Africa (ECSA) or internationally recognised accreditation. Pr Eng, Pr Tech Eng
3. Permanent Way Expert	<ul style="list-style-type: none"> BSc Eng./B-Eng./B-Tech Eng. Engineering Degree in Civil Engineering 	Minimum of 10 years in rail or another related technical field	Registered with Engineering Council of South Africa (ECSA) or internationally recognised accreditation. Pr Eng, Pr Tech Eng
4. Overhead Traction Equipment Expert	<ul style="list-style-type: none"> BSc Eng./B-Eng./B-Tech Eng. Engineering Degree in Electrical Heavy Current 	Minimum of 10 years in rail or another related technical field	Registered with Engineering Council of South Africa (ECSA) or internationally recognised accreditation. Pr Eng, Pr Tech Eng
5. Rolling Stock Expert	<ul style="list-style-type: none"> BSc Eng./B-Eng./B-Tech Eng. Engineering Degree in Mechanical Engineering 	Minimum of 10 years in rail or another related technical field	Registered with Engineering Council of South Africa (ECSA) or internationally recognised accreditation. Pr Eng, Pr Tech Eng
6. Human Factors Expert	<ul style="list-style-type: none"> BA/B Sc Ergonomics/Human Factors. Human Factors Degree 	Minimum of 10 years in rail or another related technical field	Registered with Ergonomics Society of South Africa (ESSA) or internationally recognised accreditation.
7. Safety Management System (SMS) Permit Assessment Expert	BSc Eng./B-Eng/B-Tech Engineering/BA/BSc Ergonomics/Human Factors degree	Minimum of 10 years' proven experience in SMS Permit Assessments within the	Registered with Engineering Council of South Africa (ECSA) (Pr Eng, Pr Tech Eng) Registered with Ergonomics Society of

PERSONNEL	QUALIFICATIONS	EXPERIENCE	ACCREDITATION
		railway industry or another related technical field	South Africa (ESSA) or internationally recognised accreditation.
8. Occurrence Investigation Expert	BSc Eng./B-Eng/B-Tech Engineering/BA/BSc Ergonomics/Human Factors degree	Minimum of 10 years' experience in safety investigations background, preferable transport safety	Registered with Engineering Council of South Africa (ECSA) (Pr Eng, Pr Tech Eng) Registered with Ergonomics Society of South Africa (ESSA) or internationally recognised accreditation.
9. Train Operations Expert	B-Tech or Bachelor's Degree in relevant field (i.e. Engineering, Safety Management, Transport and Logistics Management, Operation Management, etc.)	Minimum of 10 years' experience in train operations	Registered with a relevant recognised professional body or internationally recognised accreditation.

3.2 The typical services that will be required from the panel of experts over the contract term of 3 years will be according to the list below. It must be noted that when these services will be required from the panel of experts, the scope of work will determine which experts (as per 3.1) from the panel will be required to bid e.g. Signaling related Technical Inspections will be undertaken by a Signaling Expert whereas Rail (Civil) related Technical Inspections will be undertaken by a Permanent Way Expert.:

- a. Safety Management System Audits
- b. Technical Inspections
- c. Technical Reviews
- d. Occurrence Investigation
- e. Regulatory Framework Review (Standards, Regulations, Determinations, and other instruments)
- f. Safety Permit Assessments

N.B. Please note that the RSR reserves the right to / or not to appoint over the 3 years contract term.

PART 4: FUNCTIONALITY EVALUATION

4.1. The section below constitutes the functional evaluation for all Companies that wish to be included in the Panel of Experts for the engineering services database.

4.1.1 The information required here is within the area/s of Safety Management System Auditing, Technical Inspections, Technical Reviews (new works, new technology developments), Regulatory Framework Reviews, Safety Permits Assessment and Occurrence Investigations that a company specialises in and years as a legally registered company while performing in its chosen competency **(10 points)**.

4.1.2 The Company must provide a list of projects with valid reference letters, they have successfully completed (in relation to the scope of this document) and be able to provide proof of expertise and evidence from contactable references. **(30 points)**

4.1.3 Skills of the Expert, i.e., successfully handled projects. Applicants must submit copies of the CVs as per Appendix A, of their responsible project leader/s (see 3.1) who will be driving their chosen field/s of competency / expertise as determined in 4.2 below **(40 points)**. ***Each key expert proposed per competency / expertise will be scored individually on the total points of 40 and averaged.***

4.1.4 Applicants are also required to submit certified copies of the qualifications of the expert selected and proof of registration with a professional body **(20 points)**

A company must at least achieve 70 points of functionality to be considered in the panel database.

4.2. FIELD OF EXPERTISE (*Bidders are allowed to select more than one area of competency and more than one expert within each area of competency*)

AREA OF COMPETENCY	EXPERT – Tick Applicable	
1. Safety Management System (SMS) Auditing	Signaling Expert	
	Telecommunications Expert	
	Permanent Way Expert	
	Overhead Traction Equipment Expert	
	Rolling Stock Expert	
	Human Factors Expert	
	Train Operations Expert	
2. Technical Inspections	Signaling Expert	
	Telecommunications Expert	
	Permanent Way Expert	
	Overhead Traction Equipment Expert	
	Rolling Stock Expert	
3. Technical Reviews	Signaling Expert	
	Telecommunications Expert	
	Permanent Way Expert	
	Overhead Traction Equipment Expert	
	Rolling Stock Expert	
	Human Factors Expert	
	Train Operations Expert	
4. Regulatory Framework Review (Standards, Regulations, Determinations, and other instruments)	Signaling Expert	
	Telecommunications Expert	
	Permanent Way Expert	
	Overhead Traction Equipment Expert	
	Rolling Stock Expert	
	Human Factors Expert	
	Train Operations Expert	

AREA OF COMPETENCY	EXPERT – Tick Applicable	
5. Occurrence Investigations	Signaling Expert	
	Telecommunications Expert	
	Permanent Way Expert	
	Overhead Traction Equipment Expert	
	Rolling Stock Expert	
	Human Factors Expert	
	Train Operations Expert	
6. Safety Permit Assessment	Signaling Expert	
	Telecommunications Expert	
	Permanent Way Expert	
	Overhead Traction Equipment Expert	
	Rolling Stock Expert	
	Human Factors Expert	
	Train Operations Expert	

4.3. COMPANY EXPERIENCE (MAX 10 POINTS)

Applicants **must** provide a Company profile. The score for the company's years of relevant experience as a legal entity, on the selected expertise/ competency will be calculated alongside the submitted company profile, company registration and the Central Supplier Database (CSD) report as follows:

YEARS OF EXPERIENCE	POINTS ALLOCATED
0 to less than 5 years	0 Points
5 years but less than 7 years	3 Points
7 years but less than 10 years	6 Points
10 years and above	10 Points

4.4. SKILLS (40 POINTS)

Applicants are required to submit copies of the CV of their responsible expert/s who will be managing their chosen field of competency/expertise as chosen in **section 4.2** above. The project leader/s will be evaluated as follows:

YEARS OF EXPERIENCE	POINTS ALLOCATED
0 to less than 10 years	0 Points
10 years but less than 13 years	10 Points
13 years but less than 16 years	20 Points
16 years but less than 20 years	30 Points
20 years and above	40 Points

NB: Scoring: Each key project leader proposed per company will be scored individually on the full points of 40 as detailed above and averaged

4.5. QUALIFICATION AND REGISTRATION (20 POINTS)

Applicants are required to submit copies of the qualifications of their selected expert/s as **per section 3.1** above. **Applicants to submit recently certified copies of qualifications – International qualifications to be SAQA verified.** Each key expert per company will be scored individually and averaged to represent the company score. The evaluation of qualifications and registration will be as follows:

QUALIFICATION (10)	POINTS ALLOCATED
NQF Level 7	5 points
NQF Level 8	7 points
NQF Level 9	10 points

ACCREDITATION (10)	POINTS ALLOCATED
No relevant accreditation	0 Points
Registered with ECSA or Registered with ESSA	10 Points

- Applicants to submit recently certified copies of professional registration with the relevant recognised professional bodies as indicated in 3.1.
- For Train Operations Expert, proof of relevant accreditation from recognised professional body must be provided.

4.6. NUMBER OF PROJECTS UNDERTAKEN (30 POINTS)

Applicants are required to provide reference letters for the relevant technical projects undertaken and completed in the past 15 years, as referred to section 4.2 above. The list of projects **MUST** be supported by **relevant** and **valid** reference letters. The reference letter should be on a client's official letterhead indicating the following: name of the client; contact person's name and surname, contact details and e-mail address; work performed and dates when work was performed. ***RSR reserves the right to contact the references to confirm the validity of information of the letters provided. No points shall be awarded for letters which the RSR cannot verify/validate.**

The score for this section will be awarded as follows:

NUMBER OF CONTRACTS / PROJECTS UNDERTAKEN	POINTS ALLOCATION
No letter / invalid letter / project irrelevant	0 points
3 Letters	5 points
more than 3 but not more than 5 Letters	10 points
more than 5 but not more than 10 Letters	20 points
more than 10 Letters	30 points

NB:

- 4.6.1 Applicants **MUST** submit signed letters from clients. One reference letter per completed project, not older than 15 years.
- 4.6.2 The reference letter should be on a client's official letterhead with valid contact details, scope of the work and standard of service.
- 4.6.3 Failure to submit contactable reference letters on a client letterhead to support the list provided will lead to no points being scored for that specific project.

5 DETERMING COSTS

Companies shortlisted to be in the panel of experts for the RSR will from time to time be required to submit proposals or responses to bids. Being on the database does not automatically translate to an award, there will still be a bidding process amongst those that are shortlisted and within the relevant band as determined by the functional areas above. Applicants will be asked for pricing, however where applicable the prescribed pricing schedules as issued by each professional body will be the preferred rates adopted by the RSR. For this purpose, the RSR requires that a professional body provide them with information relating to the prescribed rates of the professional body to which members and companies affiliate to or registered with or provide proof of published rates of the agency/council to:

NAME OF SECTOR			
OFFICIAL REGISTERING PROFESSIONAL AGENCY			
COMPANY REGISTRATION NUMBER (Where applicable)		INDIVIDUAL REGISTRATION NUMBER (Where applicable)	
DECLARATION	I /WE.....hereby confirm my / our association with the above professional registering agency and accepts their prescribed rates as the basis of pricing for bids issued by the Railway Safety Regulator. I/WE further authorize the RSR to engage the professional registering agency where the need arises to confirm My / Our registration details with the agency. I attach a copy of the applicable rates is published by the professional registering entity.		

6 DELIVERY OF PROPOSALS

- 6.1 Proposal document shall be submitted as one (01) original and one (01) scanned copy (PDF) of the original completed in a Flash Drive with the proposal and forms required.
- 6.2 The Proposals from service providers containing the following:
- 6.2.1 Fully completed and duly signed SBD forms.
 - 6.2.2 Central Supplier database (CSD) Registration.
 - 6.2.3 CIPC Registration Documents
 - 6.2.4 Valid BBBEE Certificate/ Sworn Affidavit
 - 6.2.5 Tax compliant status report with PIN,
 - 6.2.6 Company Profile
- 6.3 Must be hand delivered to the RSR no later than 12:00 pm on the 10 October 2023 and should be addressed to the:

Manager: Procurement

Railway Safety Regulator

Building 4, Waterfall Point Office Park

Cnr Waterfall and Woodmead Drive,

Waterfall City

Midrand,

1685

Email: goitseonek@rsr.org.za