RAILWAY SAFETY REGULATOR

RAIL SAFETY ON THE RIGHT TRACK

6 NOVEMBER 2026

REQUEST FOR QUOTATIONS FOR PROJECT MANAGEMENT OFFICE CONSULTING.

1. Purpose

1.1. The Railway Safety Regulator (RSR) is seeking to appoint a single, highly qualified independent Project Management Office (PMO) Consultant to review our existing PMO internal structures, workflows, and governance processes..

2. Considerations/background

2.1. The primary goal is to optimise our internal PMO maturity, standardise processes, and select/recommend the most appropriate project portfolio management (PPM) software to support RSR's unique operational environment. The ideal consultant will act as a strategic advisor to refine and uprade our service delivery offering.

3. Scope of work / Specification

3.1 Scope

The selected independent consultant will be required to execute the following phases:

- Conduct a review of RSR's current PMO policy, SOP, templates, reporting frameworks, governance structures and methodologies.
- Interview internal stakeholders, project managers, and executives to determine pain points and performance bottlenecks.
- Redesign and streamline PMO processes including, Resource Allocation, Risk Management, Governance, and Performance Reporting.
- Evaluate and recommend the top 3 proper PMO software tools (user-friendly and IT security compliance) and provide a cost-benefit analysis and a software implementation roadmap for the recommended tool.

3.2 Deliverables

The consultant must submit the following formal deliverables

- **PMO Assessment Report:** A detailed review highlighting current gaps, risks, and Maturity scoring.
- **PMO Manual**: Tailored templates and process flows for daily project tracking.
- **Software Selection Report**: Comparative analysis and specific, justified recommendations for PMO software tools.
- **Implementation Roadmap**: A step-by-step closeout plan detailing software rollout and internal training requirements.

4. Administrative / Compliance Requirements

4.1. Registration on National Treasury CSD report
4.2. Comprehensive quotation (prices must be VAT Inclusive)
4.3. Tax Pin & Tax clearance certificate
4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4.7. A Copy of the identity document of the company owner(s)
4.8. Valid Medical Certificate
4.9. Valid South African Social Security Agency (SASSA) registration
4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)

*Failure to submit valid documents listed above (**No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10**) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.*

5. Functionality Evaluation Criteria

5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

NO	CRITERIA	POINTS
1	**COMPANY EXISTENCE** (The company needs to have been operating for more than 5 years) Company Experience will be checked against the Registration Certificate/CSD registration. • The scoring will be as follows: • 5 years or more registered = **10 points** • Less than 5 but more than 3 years registered = **5 points** • 3 years but more than 2 years registered = **2 points** • 2 years and less registered = **0 points**	**10**
2	**REFERENCE LETTERS** Proven previous experience must be supported by reference letters for similar projects (Building, reviewing, or operating PMOs,) undertaken within the past five (5) years. These letters must be on the client's official letterhead and include valid and traceable contact details, the date, and a detailed description of the services provided. • The scoring of reference letters will be as follows: • Five (5) relevant reference letters = **15 points** • Four (4) relevant reference letters = **10 points** • Three (3) relevant reference letters = **7 points** • Two (2) relevant reference letters = **5 points** • 0 1 relevant reference letter = **0 point** **NB: The RSR reserves the right to verify the letters provided**	**15**

3	**CONSULTANTS EXPERTISE & EXPERIENCE** Submit detailed CV with certified qualifications CV breakdown eg (June 2010 July 2023) and indicate all the duties. The consultant must submit the CVs demonstrating relevant experience, along with their certified qualifications. He/she must have experience building, reviewing, or operating PMOs within public entities or corporate Environments. The scoring of consultant's capacity will be as follows: **Work experience** • 6 years or more experience = **15 points** • Less than 6 years but more than 3 years' experience **= 10 Points** • Less than 3 years' experience **= 0 Points** **Education** • Honor's degree in Project Management or related NQF level 8 **= 10 points** • Bachelor's degree in Project Management or related NQF level 7 **= 5 points** • No relevant qualifications **= 0 point**	**25**
4.	**METHODOLOGY APPROACH** Clear, comprehensive approach detailing how the assessment, process review, and software selection will be executed. Comprehensive approach detailing assessment, process review, and software selection: • Well-defined = **30 points** • Moderately defined = **20 points** • Poorly defined = **10 points** • No submission = **0 points**	**30**
5.	**PROJECT PLAN** Submission of a detailed project proposal including work plan, deliverables, timelines, and cost breakdown.	**20**

	Submission of detailed project proposal including work plan, deliverables, timelines, and cost breakdown: • Well-defined = **20 points** • Moderately defined = **15 points** • Poorly defined = **10 points** • No submission = **0 points**	

Service Providers must attain a minimum threshold of 70 points or more to be considered for evaluation on price and specific goals.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax).**

6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**

6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM

1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is ***at least 51% owned by black people***	10	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is ***at least 51% owned by black women***	5	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small	3	• Copy of the identity document of the owner(s)

	Enterprise (QSE) which is ***at least 51% owned by youth***		• A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is ***at least 51% owned by person(s) with disabilities***	2	• Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration

			• Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)

6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. Technical Enquiries

7.1. SCM
Doris Letsholo
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010 495 5391

7.2. Project Manager
Mapule Seseng
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010 495 5391

8. Closing Date and Time for responses to this request for quotation

8.1. The request will be **closed on the 16 November 2026 at 15h00 pm.** Responses may be emailed to doris.letsholo@rsr.org.za