



**APPOINTMENT OF SERVICE PROVIDER/S
TO ESTABLISH, REGULARIZE AND MANAGE
SCHOLAR PATROL FOR (3)THREE YEARS**

RTMC BID NO:06/2016/17

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

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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 to 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 channeled to the email below, however such such enquiries will be entertained until within ten days of publication on tender bulletin and National Treasury tender portal

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 in **Five (5) copies** and one all bound in a sealed envelope endorsed, **RTMC BID 06/2016/17: Appointment of service providers to establish, regularize and manage scholar patrol for three years.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Boardwalk Office Park, Boardwalk Boulevard, Phase 5, Faerie Glen, Pretoria East by no later than **11:00 AM on 29 August 2016.**
- 5.3 **Compulsory briefing session** will be held on the **11 August 2016, 10h00 AM** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the 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)
- 5.4 A valid tax clearance certificate must be included in the bid response, or proof of application endorsed by SARS in this regard.
- 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 telegram, telex, 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

- 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 RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 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.
- 7.5 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.

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 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. Bidders Details and Contact Person

DETAILS OF BIDDERS	
Name of your Company	

(in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close

Corporation.(Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.3 Schedule 2:

10.3.1 Original and Valid Tax clearance certificate(s); please refer to annexure below:

Annexure 3 Tax Clearance Certificate Requirements

10.3.2 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.3 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed a combined B-BBEE Certificate must be provided.

10.3.4 **Annexure 4** Declaration of Interest (SDB 4)

10.3.5 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.6 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.7 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture.

10.4 Schedule 3:

10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.5 Schedule 4:

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope.**

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. **SPECIAL INSTRUCTIONS TO BIDDERS**

11.1 Bidders shall provide full and accurate answers to the questions posed in this document.

11.2 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.

11.3 RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.

12. **EVALUATION CRITERIA**

The bid will be evaluated on a two stage process. Stage 1 will be on Functionality and Stage 2 will be on 90/10 Preference Point System (i.e. Price and B-BBEE).

- **Stage 1 – Functionality Evaluation**

A two step process will be used which comprises of written responses/ proposals and presentation.

Step 1 will be on written responses/proposals which consists of **70 points**.

NB: Bidders will be required to score a minimum of **50 points** in order to qualify for Step 2 .

Step 2 will be based on presentation which consist of **30 points**.

Bidders will be required to make a presentation before the evaluation committee.,however at least a minimum of 20 points must be scored during the presentation.

NB : Bidders will finally be required to score at least 70 points on functional evaluation in order to qualify for stage 2.

- **Stage 2 – Price and Preference Points Evaluation**

Stage 2 will be evaluated on a 90/10 Preference Point System (i.e. 90 points on Price and 10 points on B-BBEE).

12.1 STAGE 2 – FUNCTIONALITY CRITERIA

The second stage will be based on written proposals and responses to functionality criteria requirements. Functionality shall be evaluated based on the following parameters:

A. Team experience and Attributes	10
A1 Demonstrate years of experience and qualifications of the proposed team including of a team leader (Attach CV's) <ul style="list-style-type: none"> • Project manager, 5 years experience and above = 2 points • Subject Matter Expert (SME), 3 years experience and above = 2 points • Communication/ negotiation specialist = 2 years and above = 2 points • Administrator = 1 year and above = 2 points • Liaison officer/ Coordinator = 1 year and above = 2 points 	
B. Capacity and Bidders Relevant Experience, Similar Work, Financial Capacity, Capacity to execute the project	
B1. Bidder's capacity to execute the project The bidder must demonstrate their capacity and understanding to the deliver the project by providing the following: <ul style="list-style-type: none"> (i) Organogram and company profile = 5 points (ii) Framework/ operating model (the model must entail the following): = 5 points <ul style="list-style-type: none"> • Network/ foot print in both rural and urban areas • People (involvement of youth, women and people with disability) 	10

<ul style="list-style-type: none"> • Resources (availability of physical resources) • Systems (eg, for business intelligence purpose, etc) 	
<p>B2. Bidders relevant experience of Similar/ Related Work Done</p> <p>B2.1. The bidder must demonstrate the experience in similar assignments and must illustrate their understanding of the service required</p> <ul style="list-style-type: none"> • 1 to 3 assignment 2 points • 3 and above assignments= 5 points <p>B2.2 Bidders are expected to attach copies of reference letters from reputable service providers that they provided the service in the past three years. The reference letters must clearly indicate the type of service provided, contract duration, contract value and details of the relevant contact person.(Signed by the delegated official.</p> <ul style="list-style-type: none"> • Name and short description of project previously completed/involved in, • Role and Responsibilities, • Duration of involvement (in months), • Value of the contract, • Contactable References. (letter of references in letterhead of the clients signed by any of the following; Head of HR, Head of SCM or CFO) <p>(a) 1 letter = 2 points</p> <p>(b) 2 to 3 letters = 3 points</p> <p>(c) 4 and above = 5 points</p>	<p>5</p> <p>5</p>
<p>B3. Financial Capacity</p> <p>Bidders must demonstrate financial capacity to provide or deliver the service.</p> <p>B3.1. Bidders must provide the following as proof of Financial Capacity:</p> <p>a) Letter of commitment (specific to the bid) from reputable financial service provider or any third party (minimum R 250 000) .</p> <p style="text-align: center;">OR</p>	<p>10</p>

b) Recent audited financial statement reflecting positive cash flows/ liquidity acceptable to sustain the contract (minimum R 250 000).	
B4. Bidders Capacity to Execute/Deliver the Service and Create New Employment B4.1. Bidders to provide proof on their ability to execute/deliver and create employment, through subcontracting/ permanent and or temporary employment. (Provide a dedicated number of new employees to be involved in the project). <ul style="list-style-type: none"> Bidders must provide supporting documentation in relation to the intended creation of new employment namely: <ul style="list-style-type: none"> (1) Identity documents (2) Affidavits/ draft employment agreements relating to the contract) (3) Details of entity to be subcontracted (name, registration documents, Successful submission of proof/supporting documents: <ul style="list-style-type: none"> 2 and below employees or 2 and below subcontracted entities = 5 points Above 2 employees and subcontracted entities = 10 points 	10
C. Approach and Methodology, Implementation, Work Plan and Process	20
Bidders are required to provide a detailed project implementation plan with detailed activities relevant to the scholar patrol project. The project plan must amongst other things include the following <ul style="list-style-type: none"> Detailed activities ie stakeholder consultations, etc Milestones Delivarables, etc NB: The project plan must take into account the establishment, maintenance of and regularization/ formalization of the non compliant scholar patrol	
TOTAL FOR FUNCTIONALITY:	70

12.1 PRESENTATIONS

A. Knowledge Of The Subject Matter	30
Qualifying Bidders will be required to conduct presentation on the following:	
- In depth presentation portraying their understanding of the project and their experience	10
- A presentation on how they will utilise their expertise to the advantage of the RTMC and make it successful (political, economic, social, technological, and legal) PESTEL analysis	10
- Present a project implementation plan from initiation stage till execution	10
STEP TWO SUB TOTAL	30
OVERALL TOTAL FOR FUNCTIONALITY	100

Functionality will be evaluated at the following scales:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non Compliant	Does not comply to the requirements

12.2 STAGE TWO – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on a 90/10 Preference Point System (i.e. 90 points on Price and 10 points on B-BBEE

CRITERIA	MAXIMUM POINTS
Price	90
B-BBEE Rating	10
Grand Total	100

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. Background

The mandate for Road Safety was given to the Road Traffic Management Corporation. The establishment and maintenance of Scholar Patrols were part of the mandate to promote road safety and to ensure safer ways for pedestrians, particular learners in schools. This however is not a function that can be executed in silos and various stakeholders are needed to establish a Scholar Patrol.

2. Legislative approval for establishment of a Scholar Patrol

As laid down by the Road Traffic Act (Act 93 of 1996), section 57.5, scholars and students (learners) can be organized into patrols (known as scholar patrols) in order to display a road sign in the prescribed manner (SADCRTSM 11/97, section 2.8) so that the safety of pedestrians crossing a public street or road can be ensured.

2.1 National Road Traffic Act (Act 93 of 1996)

The following excerpts from the National Road Traffic Act, Act 93 of 1996, deal with the implementation of Scholar Patrols, and the issues surrounding them. The information given is deemed as being supportive in the task of the traffic officer and road safety officer.

3. Current role of the RTMC

RTMC arrange insurance cover against collisions and claims resulting from events occurring during the legal functioning of scholar patrols.

Equipment and guidelines for the implementation and functioning of scholar patrols is provided by the province / RTMC / traffic authority.

Procurement and distribution of equipment and uniform to existing scholar patrols and new established scholar patrols will remain the responsibility of the RTMC. Furthermore the RTMC will be expected to do sample monitoring and have regular meetings with the Service Provider.

4. Why did it become prudent to appoint a Service Provider for Scholar Patrol

RTMC is the custodian of Scholar Patrol, however the lack of human resources caused that the services of a Service Provider is needed to monitor, evaluate, assess, establish and report on Scholar Patrols throughout the country.

In cases where remedial action is required a full report on the remedial action will be submitted to the RTMC.

The successful applicant will administer the Scholar Patrol on behalf of the RTMC and to centralize the Scholar Patrol to put an end to fragmentation within the Scholar Patrol.

5. Expectations set out for the Service Provider

- To take fully control and responsibility of the existing registered Scholar Patrols
- To increase the number of registered Scholar Patrols by 10% per Province per annum.

Province	Number of schools	Number of schools with registered Scholar Patrols	10% Increase
Western Cape	1458	262	120
Eastern Cape	5562	201	536
Northern Cape	553	95	46
KZN	5937	96	584
Limpopo	3924	221	370
Mpumalanga	1768	85	168
Free State	1327	171	116
Gauteng	2056	168	189
Total	22 585	1 299	2 129

- **To ensure:**

Identification of schools where Scholar Patrol will ensure the safety of learners

Take risk factors into consideration at all times

Consultation with the local Traffic Authorities, Principal and Road Safety Officials

Proper completion of the SP1 form

Completed and approved form to be sent to RTMC

Detailed monthly reports to be sent to RTMC

Training of the teams, Supervisor/Teacher

Completion of SP2 and SP3 forms

Monitoring on regular basis of the SP2 and SP3 forms

It will be also required with all future new registrations that a before and after analysis should be done.

Regular training to be offered to the learners and adult Supervisor

Distribution of equipment and uniform according to required specifications

Regular meetings with the Principals, local Traffic Officials

Regular monitoring of the SP2 and the SP3 forms

Feedback to RTMC on a monthly basis and the report to be received on or before the 5th of every month.

It is expected from the Service Provider to have sound knowledge on the functioning of a Scholar Patrol and furthermore to have the necessary human and other resources available to fulfil the request.

6. Information on the background, selection, registering of scholar patrols, training, equipment and functioning of Scholar Patrols.
Authorisation

Road traffic signs

Minister may prescribe road traffic signs

- (1) The Minister may, subject to this Act and for the purpose of prohibiting, limiting, regulating or controlling traffic in general or any particular class of traffic on a public road or a section thereof or for the purpose of designating any public road or a section thereof as a public road of a particular class, prescribe such signs, signals, markings or other devices (to be known as road traffic signs) as he or she may deem expedient, as well as their significance and the conditions on, and circumstances under, which any road traffic sign may be displayed on a public road.
- (2) The Minister may, subject to such conditions as he or she may deem expedient, authorize any person or body to display on a public road any sign, signal, marking or other device for the purpose of ascertaining the suitability of such sign, signal or device as a road traffic sign.

Authority to display road traffic signs

- (1) The Minister, or any person authorised thereto by him or her generally or specifically, may in respect of any public road cause or permit to be displayed in the prescribed manner such road traffic signs as he or she may deem expedient/
- (2) The MEC concerned, or any person authorized thereto by him or her either generally or specifically, may in respect of any public road not situated within the area of jurisdiction of a local authority, cause or permit to be displayed in the prescribed manner any such road traffic signs as he or she may deem expedient.
- (3)
 - (a) A local authority, or any person in its employment authorized thereto by it either generally or specifically, may in respect of any public road within the jurisdiction of that local authority display or cause to be displayed in the prescribed manner any such road traffic signs as such authority or person may deem expedient.
 - (b) A local authority may in writing authorize any other person or body to display or cause to be displayed within its area of jurisdiction and in the prescribed manner any road traffic

sign approved by it prior to the display of such sign.

- (c) A local authority referred to in paragraph (b) may determine the conditions for such display and may order the removal of such sign.
- (4) Notwithstanding the provisions of subsections (2) and (3), the MEC concerned, or any person authorized thereto by him or her either generally or specifically, may in respect of any public road referred to in subsection (3) and which is a road constructed or maintained by the Administration of the province concerned, in addition to the road traffic signs referred to in subsection (3), cause or permit to be displayed in the prescribed manner such road traffic signs as he or she may deem expedient, and no local authority may without the consent of that MEC remove or permit to be removed any such road traffic sign.
- (5) In such circumstances and subject to such conditions as the MEC concerned may determine, scholars or students may be organized into patrols (to be known as scholar patrols) for the purpose of displaying, in the prescribed manner, an appropriate road traffic sign so as to ensure the safety of scholars or students crossing a public road.
- (6) The MEC concerned may authorize any association or club to display any such road signs as he or she may deem expedient, subject to such conditions as the MEC may determine, on any public road referred to in subsection (2) or (3), and any such association or club may thereupon, in the prescribed manner, display a badge or other token of the association or club in conjunction with any such road traffic sign.
- (7) Any road traffic sign displayed in terms of a repealed ordinance or Road Traffic Act, 1989 (Act No. 29 of 1989), shall be deemed to be displayed in terms of this chapter.

Failure to obey road traffic sign prohibited

- (1) Subject to subsection (3), no person shall, unless otherwise directed by a traffic officer, fail to comply with any direction conveyed by a road traffic sign displayed in the prescribed manner.

In any prosecution for a contravention of or failure to comply with a provision of subsection (1), it shall be presumed, in the absence of evidence to the contrary, that the road sign concerned was displayed by the proper authority under the power conferred by this Act and in accordance with its provisions.

Road signs

The following are excerpts from the South African Road Traffic Signs Manual (SADCRTSM 11/97) as prescribed by National Road Traffic Act, Act 93 of 1996.

Scholar Patrol Stop Sign

R1.1

Sign R1.1 may be displayed by a temporary Scholar Patrol. Such signs should be 450mm wide and should be manufactured from a light-weight material and in a back-to-back or double sided manner, when used in two-way streets, so that sign R1.1 is displayed in both directions by each scholar operating a Scholar Patrol (subsection 2.2.1).

A Scholar Patrol shall include a scholar operating R1.1 signs on each side of the roadway. A STOP regulatory sign R1.1 displayed by a member of a Scholar Patrol imposes a mandatory requirement that the driver of a vehicle stop such vehicle in front of such sign or immediately behind a YIELD line marking RTM2 in conjunction with which the sign is used, and remain stationary until the sign is no longer displayed.

Where advance visibility of a stop sign R1 or any of its derivatives is inadequate and stop control may be unexpected, the use of temporary warning signs must be applied.

The distance displayed should take into account the stopping distance requirements of approaching vehicles and the likely existence of traffic queues at the stop sign. Minimum stopping sight distances are given in Table 1.

Scholar Patrol Ahead

TW305

The SCHOLAR PATROL AHEAD warning sign shall only be used as a temporary warning sign TW305 and is to warn road users that a temporary Scholar Patrol is operating ahead. The Scholar Patrol crossing shall be properly marked in accordance with provisions of chapter 7 of the SADCRTSM.

Sign TW305 should be a temporary portable sign and should be displayed only for the period during which the Scholar Patrol is in operation. The reverse side shall be marked with alternating black and yellow horizontal stripes 150mm wide (subsection 2.1.10).

These signs should be displayed in the centre of a two-way roadway or on the left side of the median island of a dual roadway and should be of the size given in Table 2. It is recommended that when the signs are mounted in a sunken socket in the roadway that where possible this and the signpost be of a square section to prevent the swivelling of the sign due to wind. These signs should where possible be located at least 60m ahead of the crossing.

Pedestrian crossings subject to part-time control by Scholar Patrols should be preceded by Permanent PEDESTRIAN CROSSING warning signs W306 and CHILDREN warning signs W308. A pedestrian crossing controlled by a traffic signal should be preceded by a TRAFFIC SIGNALS AHEAD warning sign W301. These signs should where possible be located at least 90m ahead of the crossing. In rural areas Table 2 is applicable.

Pedestrian Crossing

W306

The PEDESTRIAN CROSSING warning sign W306 is to warn road users of a marked pedestrian crossing ahead.

Sign W306 should, where possible, be displayed not less than 90m or more than 180m in advance of any block-marked pedestrian crossing. In addition, if the block marked crossing is primarily for school children a CHILDREN warning sign W308 should be placed a suitable distance in advance of sign W306.

Children

W308

The CHILDREN warning sign W308 is to warn road users of the possible presence of children near schools, playgrounds, sports fields or other places ahead.

Sign W308 should, where possible, be displayed not less than 90m or more than 180m in advance of a point or area where children may be expected.

The CHILDREN warning sign may be appropriate some distance from a school particularly if a system of safe routes to the school has been established for children.

Yield to Pedestrians

R2.1

The YIELD TO PEDESTRIANS sign R2.1 places a mandatory requirement on drivers of vehicles approaching the sign that they shall yield right of way to pedestrians crossing the public road or wanting to cross the public road.

Sign R2.1 should, where possible, be displayed between 3m and 6m in advance of a pedestrian crossing marking.

Table 1

MINIMUM STOPPING SIGHT DISTANCES

Effective approach speed (km/h)	Minimum sight distance required (m)
50	70
60	95
70	125
80	150
85	165

Unless indicated otherwise in the descriptive sections on the individual signs, advance warning signs should be displayed at the distance from the hazard given in the table below.

In the event that inadequate sight distance exists to the warning sign when located in accordance with table 1, the warning sign shall be moved further from the hazard until clear visibility distance is realised.

When a warning sign is located 300m or more from the hazard, the use of a distance supplementary plate is recommended.

Table 2**ADVANCE WARNING SIGN LOCATION AND SIZE**

Operating speed (km/h)	Location distance from hazard (m)	Recommended size (mm)
120	330	1500
100	240	1500
80	160	1200
60	120	900

Road markings

Stop line markings RTM 1 shall not be used at a scholar patrol crossing (subsection 7.2.1).

Yield line markings RTM 2 shall be used at any location, which is not controlled normally by a traffic signal, where regular but short term point duty is performed by a traffic officer or a scholar patrol (subsections 7.2.1, 7.2.3 and 7.2.4)

Pedestrian guide line markings GM2 should be used at a G Type crossing and where informal crossings are instituted (subsection 7.2.3 and 7.4.2).

For further details regarding lengths and distances, see subsection 7.2.2 and volume 4 of the SADCRTSM.

Block pedestrian crossing markings RTM 4 shall be used for scholar patrol crossings, apart and in conjunction with pedestrian crossing ahead lines RM 11 (subsection 7.2.15). Details are contained in Volume 2, section 14.3.4 and Volume 4 of the SADCRTSM.

7. Who is responsible for the establishment of a Scholar Patrol

It is a function of the Local Authority and supported by the provinces to establish scholar patrols where there is a need and where it is demanded by circumstances.

8. Procedure for the establishment of a Scholar Patrol

When a scholar patrol is requested by a school, the traffic authority decides on the position and number of scholar patrol crossings in consultation with the school and provincial road safety component.

The province provides a registration form (SP1) of which sections A and B are completed by the principal, and section C by the traffic authority. The traffic authority then forwards the form to the province for registration onto a computerised database.

After registration copies of the registration form are sent to the traffic authority and the school. These must be safe-guarded for inspection as well as any queries regarding the operation of scholar patrols.

Implementation of a scholar patrol will not take place until training of the whole scholar patrol team has been completed, and the relevant road markings are applied. On confirmation of this having been done, scholar patrol equipment will be issued to the school by the province / traffic authority.

Any changes to a crossing, that is, additions, cancellations must immediately reported and indicated on the SP1 form.

9. Conditions of use for the Scholar Patrol

The type of scholar patrol crossing determines the composition, functioning and equipment of the team.

There must be one captain on duty for each team at every crossing.

All the members of the team on duty arrive at the school at a time fixed by the school principal / responsible educator and remain on duty until a time decided by the school principal / responsible educator. In the afternoon they do duty again from before the final bell rings until necessary. At the end of the day, educators must excuse scholar patrol members timeously to enable them to get dressed and be in position before the rest of the school is dismissed for the day. It is compulsory that members must be in Scholar Patrol gear when on duty.

For each type of scholar patrol crossing there is a particular team composition and procedure which must be observed.

A scholar patrol may only operate at a registered crossing.

Should there not be a kerbstone or if the road is exceptionally wide at the pedestrian crossing, the members should either stand on the shoulder of the road or as indicated by the traffic authority. Where-ever possible the kerbstone must be used. Scholar patrol members may not stand on the road surface at any stage.

Members may under no circumstances move into the street to stop the traffic or to regulate it. At type A, B and H crossings the members of the patrol should only exhibit the stop sign boards horizontally with a movement of the body and arms, so that approaching drivers can see them clearly and stop in time.

Schools are held responsible for the proper supervision, storage and maintenance of the scholar patrol equipment. Should schools not comply with this requirement, their scholar patrols will be withdrawn.

Adult supervision is compulsory and an absolute essential at all crossings.

Performance on **gravel roads** is permissible if the following are complied with:

- ◆ Vision / line of sight in both directions has to be good (not at blind rises, corners, dense bush / trees / buildings next to road, etc.);
- ◆ members may not stand on the road surface;
- ◆ the local road safety component of the province should visit the crossing and ensure that the crossing complies with the prescribed safety requirements (the position of the crossings should be determined in conjunction with the applicable traffic authorities and the school);

Performance on **provincial** and **national roads** is permissible as long as the following conditions have been complied with:

- ◆ the position of the crossing should be determined in conjunction with the traffic authority, the school and the province (emphasis must be placed on adequate visibility);
- ◆ the members of the scholar patrol as well as the learners should be trained with regard to the use of the crossing;
- ◆ controlled groups of children may cross the road per opportunity (once a group of children has crossed, the situation has to be re-evaluated for safety before the next group should be allowed to cross);
- ◆ Such a crossing would be registered as a Type G (Open Crossing).

Action at stop signs and / or traffic light controlled crossings in urban, rural and remote areas:

- ◆ Scholar patrols may not use stop sign boards at controlled crossings. A stop-board operating scholar patrol may operate near to a controlled crossing only if no other solution is obtainable, but preferably to a minimum of 50 meters away from the controlled crossing;
- ◆ scholar patrol crossings do not have the purpose of serving as a solution for traffic offences (for example, motorists who do not stop at stop streets or yield to pedestrians);
- ◆ The function of the scholar patrol at a crossing is only to regulate and control pedestrians.

Certificates for members who served on the Scholar Patrol in all Provinces will be issued by the province on recommendation of the principal, at the discretion of the local road safety scholar patrol project manager.

10. Duties

The duties of all those involved in the institution and functioning of a scholar patrol are as follows:

10.1 School

The school is responsible for the efficient establishment and functioning of a scholar patrol in conjunction with the Governing Body of the school, Road Safety Officers and local authorities. Should it not be possible for the principal to exert direct control over this, the responsibility should be delegated to a suitable educator.

The principal and/or responsible educator should:

- in conjunction with the applicable traffic authority and the relevant provincial authority, determine the need for pedestrian crossings at streets adjacent to the school premises;
- fill in section A and B of the SP1 application form and forward the completed form to the traffic authority;
- control and regulate matters pertaining to the scholar patrol, such as composition, equipment and functioning in conjunction with the local traffic authority and the province;

- see to it that the parents of scholar patrol team members have completed the letter of consent (SP2) and keep these safe at the school with a copy having been sent to the traffic authority;
- respond to complaints and requests of scholar patrol members;
- exert control over all equipment and supervise, at all times, the functioning of the scholar patrol;
- arrange for the training of scholar patrol members
- inform all learners about the correct use of scholar patrol crossings;
- Should a collision occur, report this to the police and the traffic authority and follow up with a written report.

10.2 The Province (Local Road Safety component)

The duties of the province with regard to scholar patrols involves the following:

- determining the need for a scholar patrol applied for in conjunction with the traffic authority;
- registration of the school and crossing(s);
- ensuring that the application form (SP1) has been correctly completed by all the relevant parties;
- distributing copies of the registration of the school and crossing(s) to the school and the traffic authority;
- dealing with all queries or requests from schools and authorities;
- training of traffic officers and/or educators;
- supplying of all scholar patrol equipment to the relevant schools and new patrols through the traffic authority;
- regular inspection of all schools and crossings to determine whether scholar patrols are operating in accordance with regulations,
- Maintenance of up-to-date records of all registered schools and crossings.

10.3 Adult Supervisor

- supervises the scholar patrol crossing at all times whilst in operation;
- notes any irregularities in the way the scholar patrol operates and reports these to the responsible educator;
- furnishes information for legal purposes should a claim arise due to the actions of the scholar patrol;
- Furnishes information to the traffic authority should vehicles ignore the scholar

patrol.

- Sees to it that the captain performs according to the prescribed duties.

In case where a Scholar Patrol was not approved

The establishment of a Scholar Patrol must at all times take the safety of learners into consideration. Scholar Patrol is about learners who cross learners and it is supposed to be at an operations point where is a safer point to cross. The safety of learners is not negotiable.

In a case where the establishment of a Scholar Patrol was not approved, the following options can be discussed as a possible solution:

- Traffic Warden
- Members of the Road Safety Community Councils
- Identified individuals from the EPW Programme

It is important to mention that the substitute to the Scholar Patrol must be trained and covered by the Insurance

11. Insurance Cover

The insurance is only valid when the patrols function in accordance with the regulations as laid down, in approved crossings directly before or after school on official school days.

The Personal Accident policy provides compensation for death or permanent disability following accidental bodily injury leading to death or permanent disability **of** members of the scholar patrol team and its supervisors which occurs within the boundaries during the period of insurance, and which results from the activities of scholar patrols or their supervisors whilst operating a scholar patrol crossing or involved in any related activity (eg training).

12. Summary of the actions of Scholar Patrols

With a view to uniform action, the actions of all scholar patrols countrywide can be summed up as follows:

- the team(s) on duty report(s) at a time as determined by the responsible educator / principal before school starts;
- equipment is handed out;
- teams are inspected regarding neatness, correct uniform and equipment;
- attendance register is taken;
- the captain passes on any special instructions to the leaders;
- the teams move to the relevant duty points (crossings);
- where applicable, pre-warning signs are put in place;
- leaders set up their teams at the crossings;
- in the afternoons the teams remain on duty until a time decided on by the responsible educator / principal;
- leaders withdraw the teams (move teams and pre-warning signs);
- equipment is checked and locked away after each duty tour;
- leaders report any incidents and necessary information to the captain (e.g. equipment breakage, vehicle problems, bad pedestrian behavior);

13. Uniform and Equipment

Jackets, caps and rain coats.

Markings : there will have to be some identification as to the province or road safety component so as to ensure legality and credibility in the eyes of the general public.

The various jackets for the captain leader and member should also have distinguishable markings applicable to their functions.

There is no problem in having sponsor logos as part of the uniform, as long as these do not detract from the image and purpose of the uniform itself.

Colour : This should be highly visible (e.g. day-glow, bright or luminous colours). It is important that all members of scholar patrol teams in the province wear the same colour and style of uniform. This will make the general public aware of who they are, what they do and where they can be expected.

Reflectivity : it is highly desirable that some part of the jacket is reflective, whether by strips, lettering or parts of the jacket being made from reflective materials. Caps (or hats) do make for better visibility for both motorists and pedestrians, and afford scholar patrol team members protection from rain and sun.

Equipment

Whistles : these should be able to withstand rough handling and be of the type that will be heard over vehicle and pedestrian noise.

Stop boards : these are governed in size, colour and makeup by the Road Traffic Act as detailed elsewhere in this manual.

Poles : these are generally two meters in length and are painted or covered in a highly visible colour (yellow, lime green or orange). Holes can be made at one end for the attachment of the stop board

14. The successful bidder

It will be expected from the successful bidder to have a clear understanding of the safety consequences of a Scholar Patrol.

It will be expected from the successful bidder to have a full understanding of all applicable and necessary processes involved in Scholar Patrol.

It will be expected from the successful bidder to work closely with the RTMC as the RTMC remain the custodian of Scholar Patrol

It will be expected from the successful bidder to provide a monthly report on the status of Scholar Patrol in the country

It will be expected from the successful bidder to train and maintain all Scholar Patrols on a regular basis.

Training to all Scholar Patrols in all 9 Provinces on annual basis

SP1, SP2 and SP3 forms need to be monitored for updating with new information

It will be expected from the successful bidder to establish new Scholar Patrols in all 9 Provinces through proper registration processes and maintain the already established Scholar Patrols through proper monitoring and evaluation.

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Tax Clearance Requirements (SBD 2)
Annexure 4	Declaration of Interest (SBD 4)
Annexure 5	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 6	Certificate of Independent Bid Determination (SBD 9)
Annexure 7	Pricing Schedule (SBD 3.3)
Annexure 8	Preference Points Claim Forms (SBD 6)

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 particulars 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.

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE ROAD TRAFFIC
MANAGEMENT CORPORATION**

BID NUMBER: **CLOSING DATE:** **CLOSING TIME:**
11:00

DESCRIPTION.....
.....
.....

The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).

BID DOCUMENTS MAY BE POSTED

TO:.....
.....
.....

OR

DEPOSITED IN THE BID BOX SITUATED AT (*STREET ADDRESS*)

.....
.....
.....

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will
not be accepted for consideration.**

The bid box is generally open 24 hours a day, 7 days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)
THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT
AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL
CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL
CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED(FAILURE TO DO SO MAY
RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

.....

POSTAL ADDRESS

.....

.....

STREET ADDRESS

.....

.....

TELEPHONE NUMBER CODE.....

NUMBER.....

FASCIMILE NUMBER CODE.....

NUMBER.....

EMAIL ADDRESS

.....

VAT REGISTRATION NUMBER

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

YES or NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

YES or NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) ☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS); ☐

OR ☐

A REGISTERED AUDITOR

[TICK APPLICABLE BOX]

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE 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?

YES or NO

[IF YES ENCLOSE PROOF]

SIGNATURE OF
BIDDER.....

DATE.....

CAPACITY UNDER WHICH THIS BID IS

SIGNED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**Department:****Contact Person:****Tel:****Fax:****E-mail address:**.....**ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:****Contact Person:****Tel:****Fax:****E-mail address:**.....

ANNEXURE 2 ACCEPTANCE OF BID CONDITIONS AND BIDDERS STRUCTURE**ACCEPTANCE OF BID CONDITIONS**

BID REFERENCE NO.	
NAME OF BIDDER:	
AUTHORISED SIGNATORY:	
NAME OF AUTHORISED SIGNATORY:	
POSITION OF AUTHORISED SIGNATORY:	
BY SIGNING ABOVE, THE BIDDER HEREBY ACCEPT FULL RESPONSIBILITY FOR THE PROPER EXECUTION AND FULLFILMENT OF ALL OBLIGATIONS AND CONDITIONS DEVOLVING ON HIM/HER UNDER THIS BID.	

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with “X”	
Individual Bidder	
Joint Venture/Consortium	
Company	
Other	

BIDDING STRUCTURE INFORMATION

Bidder Information:	
Name of Company	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Cellphone Number	

Fax Number	
Email Address	
Postal Address	
Physical Address	

If Partnership/Joint Venture/Consortium, bidders must provide bidder information for each partner/joint venture member/consortium member.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF BIDS)	
	IT IS A CONDITION OF BID THAT: –
1.	It is an absolute requirement that the taxes of the successful bidder must be in order or that suitable arrangements have been made with the Receiver of Revenue to satisfy them.
2.	The Application for Tax Clearance Certificate (in respect of bids), must be completed by the bidder in all respects and submitted to the Receiver of Revenue where the bidder is registered for income tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of twelve (12) months from date of issue. This Tax Clearance Certificate must be submitted in the original with the bid under this section , that is before the closing time and date of the bid. Failure to submit an original and valid Tax Clearance Certificate may invalidate your bid.
3.	Each party to a Consortium/Sub-contractors must complete a separate Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificate are available at any Receiver's Office.

APPLICATION FOR TAX CLEARANCE CERTIFICATE (IN RESPECT OF BIDDERS)

1. Name of taxpayer / bidder :

.....

2. Trade name:

.....

3. Identification number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Company / Close Corporation registration number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. Income tax reference number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. VAT registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. PAYE employer's registration number (if applicable):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Contact person requiring Tax Clearance
Certificate:**

Signature :

Name :

Telephone number : Code: () Number :

Address :

.....

.....
.....
.....

Code :

Date :

PLEASE NOTE

**THE COMMISSIONER FOR THE SOUTH AFRICAN REVENUE SERVICE (SARS)
WILL NOT EXERCISE HIS DISCRETIONARY POWERS IN FAVOUR OF ANY
PERSON WITH REGARD TO ANY INTEREST, PENALTIES AND/ OR ADDITIONAL
TAX LEVIABLE DUE TO THE LATE- OR UNDERPAYMENT OF TAXES, DUTIES OR
LEVIES OR THE RENDITION RETURNS BY ANY PERSON AS A RESULT OF ANY
SYSTEM NOT BEING YEAR 2000 COMPLIANT**

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

1. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

1.1 Full Name of bidder or his or her representative:
.....

1.2 Identity Number:

1.3 Position occupied in the Company (director, trustee, shareholder²):
.....

1.4 Company Registration Number
.....

1.5 Tax Reference Number:
.....

1.6 VAT Registration Number:
.....

1.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

1.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain
YES / NO

the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid
YES / NO
 document?

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors /
NO
 trustees / shareholders / members or their spouses conduct
 business with the state in the previous twelve months?

YES /

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have
 any relationship (family, friend, other) with a person
 employed by the state and who may be involved with
 the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder,
YES/NO

aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members
YES/NO

of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number / Employee Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

May 2011

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Declaration forms part of the bidding documents and must be completed and submitted by the bidder. Failure to do so may result in the bid being rejected.
2. It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have:-
 - (a) abused the institution's supply chain management system;
 - (b) committed fraud or any other improper conduct in relation to such system; or
 - (c) failed to perform on any previous contract.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid. (*Please circle the applicable Yes or No response below clearly)

- 4.1 ***Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector?***

***Yes /
No**

(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the *audi alteram partem* rule was applied).

- 4.1.1 If so, state the particulars:

.....

- 4.2 Is the bidder or any of its directors listed on the Register for Bid Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?

***Yes /
No**

To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Bid Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.

- 4.1.2 If so, state the particulars:

.....

.....
4.3 Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?

***Yes /
No**

4.3.1 If so, state the particulars:

.....
.....

4.4 Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?

***Yes /
No**

4.4.1 If so, state the particulars:

.....
.....

DECLARATION

I, THE UNDERSIGNED (FULL NAME)
 CERTIFY THAT THE INFORMATION FURNISHED IN SECTIONS 4.1, 4.2, 4.3 and 4.4 ABOVE
 IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO MY/OUR BID BEING REJECTED
 AND/OR CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME,
 SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... ... SIGNATURE OF DECLARANT BID NUMBER DATE
..... ... POSITION OF DECLARANT NAME OF COMPANY / ORGANISATION / ENTERPRISE / BIDDER	
Witness 1. :		Witness 2. :

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

(a) has been requested to submit a bid in response to this bid invitation;

- (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where product or service will be rendered (market allocation)
- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit, a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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 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.

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

PRICING SCHEDULE

FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	QUANTITY (PER UNIT)	DESCRIPTION	BID PRICE PER UNIT IN RSA CURRENCY**

**** (ALL APPLICABLE TAXES INCLUDED)**

-
- Required by:
 - At:
 - Brand and model
 - Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

- Period required for delivery
*Delivery: Firm/not firm

- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

***Delete if not applicable**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

POINTS

1.3.1.1 PRICE

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

Total points for Price and B-BBEE must not exceed 100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2..1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad
-Based Black Economic Empowerment Act;

2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an
organ of state for the provision of services, works or goods, through price quotations, advertised
competitive bidding processes or proposals;

- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** 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;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;

- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

P_{\min} = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that

such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?
.....%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

.....

(iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number :
.....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?
.....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, 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

WITNESSES:

1.

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SIGNATURE(S) OF BIDDER(S)

3
 DATE:.....
 ADDRESS:.....

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