



PROVISIONING OF TRAFFIC LAW ENFORCEMENT TRAINING FACILITY

RTMC BID NO:04/2017/18

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal which is provided to the bidder to be proprietary 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 enquiries will be entertained until last 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 04/2017/18: Provisioning of Traffic Law Enforcement Training facility.**
- 5.2 **Compulsory site briefing session** will be held on the **02 June 2017, 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)
- 5.3 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 20 June 2017.**
- 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 as a result, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.
- 8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. 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 CIPC 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.
- 11.4** Bidders must be registered on centralised supplier database(CSD).

12. EVALUATION CRITERIA

The bid will be evaluated on four (4) stage process.

(a) Stage 1 will be on Mandatory requirements.

(b) Stage 2 will be on site inspection requirements/ interviews/ presentations.

(c) Stage 3 will be based on Functionality requirements. (Bidders must at least score **70** points to qualify for next stage/stage 4.

NB: The evaluating team will make a determination on which stage to engage first between 2 and 3 depending on the circumstances.

(d) Stage 4 will be on 90/10 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT	Comply (Yes / No)
Bidders must be registered on CSD	
Bidders must complete and sign all SBD bidding forms attached	
Bidders must comply with all the Occupational Health and Safety (Act 2004) (OHS) requirements. Bidders must submit inspectorate building requirements or certificate	
Property Ownership. Bidder must be the owner of the property being leased or alternatively must be the authorised representative of the owner. Bidder(s) must provide a title deed as proof of ownership of the property/facility or signed principle representative agreement/ sole mandate letter confirming that the owner of the building cannot enter into a contract with any other tenant within the tender advertisement and validy period of the bid or Lease agreement in the event the facility or property is leased out.	
Location of the Facility Preferably the location of the facility should be in Gauteng,	

<p>however consideration will be given to other facilities outside the stated jurisdiction in the event a suitable one cannot be found.</p> <p>Compliance requirements: GPS location of the facility or and Municipal account must be paid up or up to date (rates & taxes, Full address)</p>	
<p>Parking space</p> <p>Compliance requirement: The parking space must make provision for 70 vehicles and additional of four (4) parking bays for buses</p>	
<p>Building requirements.</p> <p>The following certification of compliance must be in place or on occupation</p> <ul style="list-style-type: none"> • Mechanical • Electrical • Fire 	
<p>Building support services</p> <p>The following services must be available on occupation:</p> <ul style="list-style-type: none"> • Water • Electricity • Sanitation • Refuse removal services <p>The above must comply with municipal by- laws and Occupational Health and safety (OHS) requirements</p>	
<p>Security/perimeter fencing</p> <ul style="list-style-type: none"> ➤ The facility must be adequately fenced/ wall surrounded and secured ➤ Security Services : Perimeter fencing, access control, patrolling the facility to protect RTMC assets and learners/ lecturers 	
<p>Recreational facility</p>	

<p>The facility must make provision for open field which will enable learners to conduct Drilling, Parade and Physical training</p> <p>Provision should be made for outdoor sporting facilities e.g soccer, netball etc (in the event the facility does not have the above, alternative arrangements can be made with other entities like schools, municipalities etc) at the bidder's cost.</p>	
<p>Key minimum requirements for the facility:</p> <p>Facility must make provision for the following:</p> <ul style="list-style-type: none"> • Rooms.(Indicate if its single/double or dormitory setup and can accommodate: (Scenario 1 = 1000 for year 1 and 2000 for year 2) 28 classrooms: To accommodate 1000 learners (Scenario 2 = 500 year 1 and 500 for year 2) 14 classrooms: to accommodate 500 • 1 Mess/ Kitchen /Dining hall: To accommodate 1000 learners. • 1 x Sick bay • 2 Staffroom for 38 lecturers or offices to accommodate the numbers • 1 x Storage facility • 2 Administration Office: to accommodate 8 administration officers • 12 rooms: for field trainers to look after learners 24 hour • Operational Centre room :to accommodate at least 12 field trainers • Cleaning Services: Facility management to clean toilets, showers, classes, passages, and offices.(All Common areas) • Learner's duties: to clean their own rooms(RTMC to provide Learners cleaning material) 	

NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION

12.2 STAGE 2 – FUNCTIONALITY AND TECHNICAL EVALUATION CRITERIA

- Stage two will be based on functional and technical criteria requirements.

Functionality shall be evaluated based on the following parameters:

A. PROPERTY INFORMATION	30
<p>A1 State/ Condition of the building/ facility</p> <p>The bidder is expected to give an overview of the state/ condition of the building/facility</p> <ul style="list-style-type: none"> • Infrastructure <ul style="list-style-type: none"> ○ Sewerage and plumbing , (confirmation letter from professional plumber/certificate from plumber registered on CIBD to be supplied) = 5 points ○ Electrical or any source of energy, (bidder must attach necessary compliance certificate) = 5 points ○ Ablution facilities (confirmation letter from professional plumber/certificate from plumber registered on CIBD to be supplied) = 3 points • Power supply and backup systems(any supporting document to be provided) = 3 points • Recreational facilities (availability of adequate space for purposes of parading, drilling etc- map/plan to be provided) = 4 points <p>A2 Maintenance plan = 10 points</p> <p>The bidder must provide a detailed maintenance plan and a proposal outlining the following:</p> <p>Proposals should clearly specify the responsibilities and liabilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, cleaning of office premises, hygiene services, garden services, etc.) and the maintenance office should be on-site:</p>	

B PARKING FACILITIES	5
<ul style="list-style-type: none"> • Availability of 70 parking space = 4 points • Availability of parking bays for buses = 1 point 	
C . SECURITY OF THE BUILDING/ FACILITY	15
<p>Bid proposal should clearly outline the provision of security of the facility:</p> <ul style="list-style-type: none"> • Access Control system (manual or electronic) = 5 points • Perimeter boundary walls/ fence = 5 points • CCTV (minimum coverage should be on key/strategic points i.e Entry/Exit area to the facility, Admin Block, Student residence)= 5 points <p>NB: Bidder is expected to give a brief description of the above and supporting documents and pictures</p>	
D.EXPERIENCE OF FACILITY MANAGEMENT TEAM	5
<p>Bidders are expected to provide CV's and credentials of persons that will be involved in managing the property</p> <ul style="list-style-type: none"> • Account manager / Facilities manager 5 years of experience and above = 2 points • Asset /facilities specialist 4 and above years = 1 points • Account/finance specialist 4 to 6 years = 1 points • Maintenance officer 4 to 6 years experience = 1 point 	
MANAGEMENT OF QUERIES , RESPONSE HANDLING AND TURN AROUND TIMES	10
<p>Bidders are required to give a detailed description on how the above will be addressed through a schematic or narrative presentation</p> <p>1. Emergency queries</p> <ul style="list-style-type: none"> • Method of reporting (What and how) = 1 point • Turnaround times:- <p>From 10 – 30 minutes = 3 points</p>	

<p>31 minutes and above = 2 points</p> <p>2. Normal queries</p> <ul style="list-style-type: none"> • Method of reporting (What and how) = 1 point • Turnaround times:- <p>From 1hour – 12 hours = 2 points</p> <p>12 hours and above = 1 points</p> <p>NB: Bidders response to the above will be included on the service level agreement as part of the deliverables</p>	
SIMILAR WORK DONE	15
<p>The bidder must be able to demonstrate the following:</p> <p>Experience in similar work done i.e any proof that the bidder hosted training programme/s to the same group consisting of a minimum of 50 learners for a duration of at least a month. Similar work in this instance will imply any (but not limited to law enforcement training) form of training.</p> <p>reference letters for providing similar services:</p> <ul style="list-style-type: none"> • From 1 to 4 of letters = 5 points • 5 to 8 letters = 10 points • 9 and above = 15 points <p>NB: Bidders are expected to provide the duration of each contract, details of each occupant, contact details and persons.</p>	
CLEANING, CATERING AND SECURITY SERVICES	20
<p>Bidders are expected to give an overview on how the above mentioned services will be managed and implemented taking into account relevant legislative frameworks ie PSIRA, OHS etc</p> <p>(i)Catering Services</p> <ul style="list-style-type: none"> • Cv/s and certificate for the professional chef/s = 2 points • Municipal health certificate = 3 points • Relevant support services in place:- 	

<ul style="list-style-type: none"> ○ Availability of cooling facility/refrigeration = 2 points ○ proof of orders/invoices from main suppliers (perishables) = 1 point <p>(ii) Security Services</p> <ul style="list-style-type: none"> • Compliance with PSIRA (Company) = 4 points • Compliance with PSIRA (Director/s) = 3 points <p>(iii) Cleaning Services</p> <ul style="list-style-type: none"> • Valid supplier registration with National Contract Cleaners Association = 3 points • Compliance with Department of Labour (Health and Occupational Safety requirements-Compensation) = 2 points <p>NB: Bidders are required to submit the supporting documents for the above.</p>	
TOTAL FOR FUNCTIONALITY:	100

NB : The minimum qualifying score for functionality is 70 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE

Functionality will be evaluated using 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- NonCompliant	Does not comply to the requirements

12.3 STAGE THREE – 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. PURPOSE OF THE PROJECT

The purpose of this bid is to invite suitably qualified service provider to provide Traffic Law Enforcement Training Facility to the RTMC for a period 3 years with an option to extend.

2. BACKGROUND

- 2.1 The Road Traffic Management Corporation (RTMC) was established in terms Section 3 of the Road Traffic Management Corporation Act, No. 20 of 1999, for co-operative and coordinated strategic planning, regulation, facilitation and law enforcement in respect of road traffic matters by the national, provincial and local spheres of of government. It is a state-owned entity listed under Schedule 3A of the Public Finance Management Act.
- 2.2 National traffic police was established during 2011 with the aim and objectives of addressing traffic law enforcement in general and intervention assistance where required. Pursuant to the attainment to attainment of the stated objectives training programmes for existing officers and new recruits have been developed.
- 2.3 Furthermore Boekenhoutkloof Traffic training centre which is earmarked to host the said training is currently not available as it is about to undergo major facelift envisaged to take at least two to three years before occupation.
- 2.4 On the same breath the stated training programme is expected to begin in June 2017 whilst renovation of Boekenhoutkloof Traffic College is underway, hence a decision to source an alternative facility for a period of three (3) years with the option to extend.

3. The RTMC requires training facility to conduct training as follows:

NB: Bidders may choose one or all scenario depending on their capacity

	Description	Tick Yes/No
Scenario 1	Facility must accommodate at least 1000 learners, 1 st year and 2000 learners on the 2 nd year and also in future up skilling programmes for existing officers of approximately – 150 learners in the 2 nd year	
Scenario 2	Facility must accommodate at least 500 learners, 1 st year and 1000 learners on the 2 nd year and also future up skilling of approximately – 150 learners in the 2 nd year.	
Other(Bidder to give an indication of any other offer available other than the one listed)		

NB: Bidders are notified that during the evaluation offers for Scenario 2 and last option will only be considered in the event, offers received for Scenario 1 are not responsive. (element of competitiveness, cost effectiveness and RTMC requirements will be taken into account when considering any scenarion)

Secondly due to the nature of the service required RTMC at its own discretion can broker negotiations with any bidder regarding their offer/s received.

4. SPECIFICATION AND SCOPE OF WORK

THE MAXIMUM REQUIREMENTS FOR THE TRAINING FACILITY. (SCOPE OF WORK)

ACCOMODATION OR TRAINING FACILITY FOR 1000 LEARNERS	ACCOMODATION OR TRAINING FACILITY FOR 500 LEARNERS	COMPLY YES/ NO
<p>➤ 28 classrooms: To accommodate 1000 learners.</p> <p>➤ Sleeping accommodation for 1000 learners at the same facility. (single/ sharing or dormitory set up will be acceptable).</p> <p>➤ 1 Mess/ Kitchen /Dining hall: To accommodate 1000 learners.</p> <p>➤ 2 Staffroom for 38 lecturers or offices to accommodate the numbers.</p> <p>➤ Big office or single offices to accommodate 12 management of the Training Provisioning.</p> <p>➤ Catering Services: will be provided by the facility owner: 3 meals per day and dietary requirements will depend on learners needs, pork will be excluded unless on request.</p>	<p>➤ 14 classrooms: To accommodate 500 learners and above.</p> <p>➤ Sleeping accommodation for 500 learners at the same facility. (Single/ Sharing or dormitory setup will be acceptable).</p> <p>➤ 1 Mess/ Kitchen /Dinning hall: To accommodate 500 learners.</p> <p>➤ 2 Staffroom for 38 lecturers or offices to accommodate the numbers.</p> <p>➤ Big office or single offices to accommodate 12 management of the Training Provisioning.</p> <p>➤ Catering Services will be provided by the facility owner: 3 meals per day and dietary requirements will depend on learners needs, pork will be excluded unless on request.</p>	

<ul style="list-style-type: none"> ➤ 2 Administration Office: to accommodate 8 administration officers ➤ Parking bay: for 70 vehicles including space for 4 busses and corporate vehicles. ➤ Security Services : Perimeter fencing, access control, patrolling the facility to protect RTMC assets and learners/ lecturers ➤ Operational Centre room :to accommodate at least 12 field trainers ➤ 12 rooms: for field trainers to look after learners 24 hour. ➤ 1 Storeroom: To be utilize for keeping stationary and other logistics for training. ➤ Cleaning Services: Facility management to clean toilets, showers, classes, passages, and offices. Learner's duties: to clean their own rooms. ➤ Garden Services: Facility Management will be expected to offer garden services. ➤ Room: To be converted to library. 	<ul style="list-style-type: none"> ➤ 2 Administration Office to accommodate 8 administration officers. ➤ Parking bay for 70 vehicles including space for 4 busses and corporate vehicles. ➤ Security Services: Perimeter fencing, access control, patrolling the facility to protect RTMC assets and learners/ lecturers. ➤ Operational Centre room :To accommodate at least 12 field trainers ➤ 12 rooms: for field trainers to look after learners 24 hours. ➤ 1 Storeroom: To be utilize for keeping stationary and other logistics for training. ➤ Cleaning Services: Facility management to clean toilets, showers, classes, passages, and offices. Learner's duties: to clean their own rooms. ➤ Garden Services: Facility Management will be expected to offer garden services. ➤ Room: To be converted to library. 	
--	---	--

<p>➤ Laundry Services: RTMC will provide linen and blankets</p> <p>➤ Laundry services will be provided by RTMC</p> <p>➤ 3 big Classroom: To be utilize as computer room.</p> <p>➤ Recreational Facility: Sport field e.g. for soccer and physical fitness. Facility (Management must make arrangement for the sport facility to accommodate drill and parade).Alternative arrangements could be made for sporting fields by the service provider at their own cost, in the event the existing facility is not having such.</p>	<p>➤ Laundry Services:.. RTMC will provide Linen and blankets</p> <p>➤ Laundry services will be provided by RTMC</p> <p>➤ 2 big classroom: to be utilized as computer room.</p> <p>➤ Recreational Facility: Sport field e.g. for soccer, physical fitness. (Facility Management must make arrangement for the sport facility to accommodate drill and parade).Alternative arrangements could be made for sporting fields by the service provider at their own cost , in the event the existing facility doest not have such,</p>	
---	--	--

NB: FAILURE TO MEET THE ABOVE REQUIREMENTS WILL INVALIDATE THE BID

COST PROPOSAL FORMAT

Bidders must submit separate pricing envelope(s). Failure to do so will result in a disqualification of the bid response

Section number	Title Two envelope system
1	<p>Standard Bidding Documents</p> <ul style="list-style-type: none"> • Price Schedule Summary (SBD 3.3) • Preferential Point Claim (SBD 6.1)
2	<p>Electronic Copy of Price Proposal (Excel Spreadsheet)</p> <p>FORMAT FOR PRICING TO BE CLEARLY DETAILED BY THE BIDDER</p> <p>The prices must be inclusive of all variables listed below</p>

	<ul style="list-style-type: none"> • Rental of facility space • Operating Costs • Common Areas • Store rooms / Storage • Parking space • Cleaning services • Security services • Kitchen requirements • Recreational services • Class rooms • Learner (unit price and total) please find the attached handout for more detail / Annexure A
--	--

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**Bidders must sign and submit
ALL sbd documents as attached**

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.