



**APPOINTMENT OF AN EVENT
MANAGEMENT SERVICE PROVIDER/S THAT
WILL PROVIDE EVENT MANAGEMENT
SERVICES TO THE RTMC FOR A PERIOD OF
THREE (3) YEARS**

RTMC BID NO:15/2018/19

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 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** (1 original and 4 copies) and one all bound in a sealed envelope endorsed, **RTMC BID 15/2018/19: Appointment of an Event Management Service provider/s** that will provide Event Management services to the RTMC for a period of three (3) years
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC **Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157** by no later than **11:00 am on 15 October 2018**.
- 5.3 **Compulsory briefing session will be held on the 27 September 2018 at 10h00am. Venue: Eco Origin, Block F, 349 Witch-Hazel Street, Erf 3090, Highveld, Centurion Ext 79, 0157**
- 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 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.

11.4 Whenever a need exist to subcontract,successful bidder/s will be required to subcontract at least 40% of the work to be outsourced to companies/ businesses owned by youth ,women and people with disability(RTMC may request reports with supporting documents to that effect).

NB All information listed above will form part of the Service Level Agreement with the successful bidder/s.

12. **EVALUATION CRITERIA**

The bid will be evaluated on a three-stage process.

- Stage 1 will be Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation
- (a) Stage 2 will be on Functionality Evaluation which is **100** points. Only bidders that meet the minimum requirements for Stage 2 (70 points) will be eligible for consideration in Stage 3.

- Stage 3 will be on the 80/20 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS

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

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p>Compliance Certificate</p> <p>Bidder must be registered with the relevant professional body/association recognised by the industry/ sector. i.e. South African Association for the Conference Industry (SAACI) and/or Exhibition Association of Southern Africa (EXSA) or any relevant association recognised by the industry.</p> <p>Compliance Requirement</p> <p>A valid membership certificate upon submission of the bid.</p>	
<p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on www.csd.gov.za)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: CSD@Treasury.gov.za</p> <p>Requirement: CSD report or reference number</p>	
<p>Bidders must sign all SBD bidding forms attached</p>	

12.2 STAGE 2 – FUNCTIONALITY CRITERIA

Stage 2 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

Requirements	Score
A. Event Management solution and methodology	30
<p>Methodology</p> <p>A1 The bidder must demonstrate capacity to provide event management services by providing a detailed methodology and event work plan in relation to the following;</p> <ul style="list-style-type: none"> • Ability to manage and deliver mass events and corporate events = 5 points • Ability to help with trouble shooting at events = 5 points • Ability to manage risk such as poor sound quality, catering, liability, audio or visuals presentation etc = 5 points <p>The proposal will be evaluated on the sliding scale as indicated below –</p> <p>5 - Excellent = Meets and exceeds the functionality requirements</p> <p>4 - Very Good = Above average compliance to the requirements</p> <p>3 – Good = Satisfactory and should be adequate for stated element</p> <p>2 – Average = Compliance to the requirements</p> <p>0 - Non Compliant = Does not comply to the requirements</p> <p>A2 Registration Management Tool</p> <p>Requirement:</p> <p>The bidder must provide or have access to a registration management tool with the following capabilities:</p> <ul style="list-style-type: none"> • Technical solution of the tool that outlines the ability/ functionality of the registration. = 5 points • The tool should be able to manage bookings of events with a minimum of 1500 attendees across the country. = 5 points • The tool should cover the following area's: 	<p>15</p> <p>15</p>

<ul style="list-style-type: none"> ✓ Reporting = 2 points ✓ Tracking = 2 points ✓ Guest user profile and similar = 1 point <p>NB: The bidder must provide a detailed write up with schematic and system functionality</p>	
<p>B. References of Similar Work Done (Event Management Services)</p>	<p>20</p>
<p>B1 The bidder must provide a references of similar event management work completed in the past three years. The references must be contactable.</p> <p>It is required that the bidder must have experience and knowledge in providing a professional event management services. The event must be for corporates/public entities and should be for high profile type of events (e.g. ministerial, corporate launches, conferences etc)</p> <ul style="list-style-type: none"> • Reference letter reflecting value of the transaction / order = 20 points <p>Requirement:</p> <ul style="list-style-type: none"> • Reference letter indicating any project/ assignment with transaction/ order value <p>100 000 ZAR to 200 000 ZAR = 10 points</p> <p>Above 200 000 ZAR to 300 000 ZAR = 15 points</p> <p>Above 300 000 ZAR = 20 points</p> <p>NB: In this case similar work refers to any work/ assignments executed by the bidder which is in accordance with any activities listed in the scope of work (section 6 of bid document)</p> <p>In the event the bidder submits more orders/ reference leeters, only the one with the highest value will be considered</p> <p>Requirements:</p> <p>Bidders are expected to attach copies of reference letters from reputable clients that they rendered the service to in the past three years. The following details must be reflected in the content of the reference letter/s from the client/s:-</p> <ul style="list-style-type: none"> • Name and short description of project succesfully completed/involved in • Role and Responsibilities, 	

<ul style="list-style-type: none"> • Duration of involvement (in months), • Value of the contract, • Contactable References. (letter of references in letterhead of the clients signed by any authorized person). 	
C. Key staff proposed for this service (Project Team)	25
<p>C1 The RTMC requires that the bidder provide the RTMC with highly skilled and qualified human resources. The bidder must provide a detailed CV of the key roles indicated below and provide details of the qualification, skills and experience in various key projects done in the past. The roles are mentioned below:</p> <p>(1) Project Team Lead that has overseen high profile projects / events.</p> <ul style="list-style-type: none"> • 3 years of experience and more = 10 points <p>(2) Events specialist</p> <ul style="list-style-type: none"> • 3 years of experience and more = 10 points • 1 to 2 years of experience = 5 points <p>(3) Support staff (minimum of 5 staff members) = 5 points</p> <p>Bidders must attach supporting documentation to qualify for full points on the above. This must include Employment Contracts and certified qualifications along with the detailed CVs. Failure to do so will disqualify your response.</p> <p>NB:</p> <ul style="list-style-type: none"> • Bidders who are currently without permanent staff at their disposal must provide documentation from recruitment agency/agencies or relevant institutions. Information provided by the afore said should be in their official letterhead indicating names of individuals, qualifications along with detailed CVs which fully comply with the stated requirements • It is required that the bidder must have experience and knowledge in providing a professional event management services. The event must be for corporates/public entities and should be for high profile type of events (e.g. ministerial, corporate launches, conferences etc) Therefore CVs or any supporting document in relation to the above positions must be in accordance with the above the stated requirements. 	
D. Capability and extensive network	15
D1 The bidder must indicate their network capability by providing a list of services	

<p>that are aligned with the scope of work of this bid. The bidder will be evaluated taking into account the following key elements:</p> <p>(a) Portfolio of work done</p> <p>Requirement:</p> <ul style="list-style-type: none"> Bidder to provide story board in the form of (Memory stick or Disc or Brochure) = 5 points <p>(b) Network/ national footprint</p> <ul style="list-style-type: none"> Extent to which the bidder demonstrates a vast network/ national footprint i.e ability to access third parties that will help to facilitate and coordinate events in Provinces where there is limited or non existent footprint Presence in 1 to 5 provinces = 5 points Presence in all 9 provinces = 10 points <p>Requirements:</p> <ul style="list-style-type: none"> In case of satellite office/ branch: bidder must provide lease agreement/ an affidavit confirming existence. In case of third party arrangement: bidder must provide a confirmation letter or affidavit or agreement and company profile of the third party. (Third party must be a registered business) <p>The bidder must provide their response in a manner that demonstrates their extensive network and ability to source services in all provinces and within short timeframes.</p>	
<p>E. Financial Due Diligence</p>	<p>10</p>
<p>E1 The bidder will be required to outline their financial capability by demonstrating their ability to manage large projects in excess of R500 000. The bidder must submit the following list of required proofs:</p> <ul style="list-style-type: none"> Extended credit facility with their sub-contractors (infrastructure etc) Access to over draft services Any other supporting information to prove financial capability <p>The bidder must provide their response in a manner that demonstrates their financial capability to manage projects through out the country and within short turnaround times. The response will be evaluated in line with the evaluation criteria as stated in the evaluation scoring.</p>	<p>10</p>
<p>Total</p>	<p>100</p>

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70%. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY WILL NOT BE CONSIDERED FOR FURTHER EVALUATION ON PRICE AND B-BBEE.

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

12.3 STAGE THREE – PRICE AND B-BBEE (PREFERENCE POINTS EVALUATION)

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

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1.PROJECT DESCRIPTION:

- 1.1.The RTMC intends appointing an event management company with relevant background, knowledge and a proven track record in providing event management service
- 1.2. The service provider will be expected to conduct logistical arrangements for certain events on behalf of the RTMC. The scope is extended to executing and managing road shows, community outreach programmes and other identified public relations activations on behalf of or in partnership with the RTMC.
- 1.3. The Corporation seeks to host well-coordinated events in partnership with other relevant stakeholders or as a sole host. Events will range from launches, conferences, roundtables, exhibitions, community outreach and mobilisation amongst others.
- 1.4. The Corporation seeks to reach as many people as possible and to conduct community engagements; this will require the RTMC to conduct activations that will assist in reaching a mass audience through events

2.BACKGROUND

The need for an events management service provider is motivated by:

- 2.1 The need for RTMC to have a National footprint, e.g. the RTMC is supposed to offer its services nationally and it requires massive community engagements in all parts of the country in order to achieve this objective
- 2.2 The Corporation is expected to host massive events nationally to mark the beginning and closure of certain Transport related calendar events, e.g. opening and closure of October Transport Month.

3. KEY ELEMENTS

- 3.1 Key events may include but not limited to flagship and other events RTMC may be involved in :

- 1.1 Road Safety Education Activities
- 1.2 Law Enforcement Activities
- 1.3 Traffic Training Activities
- 1.4 Press Conferences and Launches
- 1.5 National Transport Events
- 1.6 Corporate Events and Conferences
- 1.7 Exhibitions and Trade Shows
- 1.8 Strategic Planning Sessions and Team Building events

These may include other events that the Corporation may deem important to participate in. The format may be both outdoor and indoor events.

The appointed service provider/s will be given a thorough brief for each specific event.

Activations may be on a continuous basis in support of the 365 days road safety programmes and some events may require pre and post event activations.

Events are aimed at:

- Promoting RTMC and its service offering
- Community upliftment
- Raising awareness and mobilizing on related functional areas
- Community engagements
- Promoting road safety
- Commemorating certain milestones through events

3.1 It is therefore critical that some of the events must be aligned with the 3-6-5 road safety programmes in order to intensify already existing activities.

3.2 Events aimed to reach the following Target Audience amongst others:

- All road users
- External stakeholders
- Communities at large
- Transport stake holders:
 - All road users
 - Taxi associations
 - Non-profit organisations
 - Community Based Organisations

- Insurance companies
- Private Sector
- Vehicle Rental Organisation
- Fuel Industry
- Public Transport business sector
- Youth structures and more

4 OBJECTIVES:

- 4.1 The Road Traffic Management Corporation's (RTMC) objective is to host and execute various events and activations that will assist in executing the mandate of the Corporation.
- 4.2 Specific events will be aimed at promoting and fulfilling the RTMC's objectives and mandate.
- 4.3 All executed events must be goal driven and oriented.
- 4.4 All events to be handled and executed effectively and efficiently.
- 4.5 The Events' target perspective is captured below:

Target Perspective	Meaning
Consultative	Consulting stakeholder
Persuasive	To persuade certain behavior/decision
Awareness	Raise consciousness
Commemorative	Commemorate certain individuals/events
Competitive	Educational competitions
Informative	To inform a niche target audience
Educational	To educate the audience

4.6 The overall RTMC goals are:

- 4.6.1 To provide solutions to road safety challenges South Africans face on a daily basis
- 4.6.2 To keep the RTMC informed of all road safety related issues
- 4.6.3 To have continuous engagements with all affected parties & stakeholders
- 4.6.4 To promote and influence positive road user behaviour.

5 STRATEGIC INTENT:

5.1 RTMC hosts a number of events and it has become apparent that a service provider is appointed to handle and host events that talk to a wide range of audience and locations that the RTMC must reach.

5.2 The key challenges at the moment are:

- 5.2.1 Lack of personnel to activate all provinces
- 5.2.2 Inadequate National footprint
- 5.2.3 Insufficient community engagements
- 5.2.4 Calendar driven events
- 5.2.5 Fragmented and disjointed activities

6 SCOPE OF WORK:

6.1 The service provider will provide:

- 6.1.1 Events management services for the Road Traffic Management Corporation.
- 6.1.2 Develop and implement an events management plan.

6.2 The appointed service provider/s will be contracted for a period of three (3) years as and when the services are required.

7 ROLES AND RESPONSIBILITIES:

7.1 The service provider will be expected to:

- 7.1.1 Coordinate events according to a brief provided by RTMC, the events must achieve the objectives of RTMC.
- 7.1.2 Coordinate all logistical arrangements of the event in consultation with RTMC, e.g. decor, catering, audio visuals, venue hire, promotional material etc.
- 7.1.3 Coordinate pre and post event activities necessary for the projects.
- 7.1.4 Community mobilisation on behalf of the RTMC.
- 7.1.5 Event risk management and advice on probable solution.
- 7.1.6 Provide manpower and resources to execute the duties.
- 7.1.7 Oversee hospitality and provide required resources.
- 7.1.8 Identify suitable and relevant venues for activations.
- 7.1.9 RTMC will provide brief and deliverables for each project and a quotation will be requested followed by an official order/ commitment letter signed by authorised official before a services could be rendered.

7.2 Non Exclusivity -The service provider accepts and acknowledges that it is not being appointed under this bid as an exclusive contractor to the RTMC of any services similar to the services and that the RTMC reserves the right, in the RTMC's sole and absolute discretion, to procure the services or services similar thereto from any other third party.

NB: This service/contract will be used on a need basis. (RTMC reserves the right to decide on the events that will be outsourced to the successful service provider.)

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

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

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.