



ACQUISITION OF LAND FOR OF THE RTMC

RTMC BID NO:14/2018/19

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 enquiries will be entertained until within ten (10) 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 a 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 the 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 14/2018/19: Acquisition of land for RTMC for construction of offices premises.**
- 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 01 October 2018.**
- 5.3 **Compulsory briefing session will be held on the 14 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 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 offers 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 document (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 four (4) days before the actual presentation date. Such presentation may include demonstration of products and/or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accepts 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 confirms 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 SMMEs 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 Bidders must submit a geological report/ Map of the land on offer.

11.4 Bidders must submit proof of municipal property rates and taxes for the land on offer

12. EVALUATION CRITERIA

The bid will be evaluated on a three stage process. Stage 1 will be on Mandatory requirements, Stage 2 will be on Functionality/Site Inspection and Stage 3 will be 80/20 Price and B-BBEE.

(a) Stage 1 – Mandatory

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(b) Stage 2 – Functional Evaluation = 100 points and bidders are required to score 70 points to qualify for Stage 3.

Functional evaluation consists of two steps namely;

Step 1 Written responses which will consists of seventy (70) points

Bidders must score fifty (50) points to be eligible for Step 2.(Site Inspection).

Step 2 Site Inspection/ verification = 30 points

Bidders are required to score twenty (20) points.

(c) Stage 3 Price and B BBEE

This will be on 80/20

12.1 STAGE 1 – MANDATORY REQUIREMENTS

| MANDATORY REQUIREMENT | SUBMITTED |
|--|-----------|
| <p>REGISTRATION ON CSD</p> <p>Requirement:</p> <p>Bidders must be registered on National Treasury Centralised Supplier Database.</p> <p>Compliance:</p> <p>(a) Bidders must submit proof of registration on the National Treasury Supplier Database. Where a bidder is not registered, below are National Treasury contacts for registration</p> <ul style="list-style-type: none"> • Registration on CSD (available on www.csd.gov.za) • Tumelo Ntlaba - 012 406 9222 • Email: CSD@Treasury.gov.za <p>NOTE: Bidders must ensure that they are registered on CSD prior to the closing of the bid. Any bidder who fails to provide proof of CSD registration at the closing of the bid will be disqualified.</p> | |
| <p>LAND SIZE</p> <p>Requirement:</p> <p>The land/plot size on offer must be between a total of size 20 000 m² – 30 000m².</p> <p>Compliance:</p> <p>(b) The bidder must submit a plan indicating the total size of the property/land/plot on offer in line with the size indicated above.</p> | |
| <p>LAND OWNERSHIP</p> <p>Requirement:</p> <p>The bidder(s) must either be the owner or an authorised person to sell the land/property on behalf of the owner.</p> <p>In a case where a bidder is not the owner of the property/land the bid response must be accompanied by an official letter/mandate of authorisation together with a title deed from the owner as a proof that the bidder is authorised to transact on behalf of the owner.</p> | |

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| <p>Compliance</p> <p>(c) Bidder must provide a certified copy of title deed in the name of the bidder as proof of ownership. Where the bidder is acting on behalf of the land owner, a mandate/letter of authorisation issued by the land owner must be submitted or any other form of ownership that is legally acceptable.</p> <p>NOTE: Where a bidder is an authorised person to sell the land/property on behalf of the land owner, the required mandate/letter of authorisation must remain valid/active for the validity period of the bid (i.e. 90 days). Should the mandate/letter of authority do not comply with the validity period requirement of this bid, such mandate/letter of authorisation will be considered as invalid and the bidder will be disqualified. Furthermore Contract/Offer to Purchase will be entered into with the owner of the land.</p> | |
| <p>LEGAL STANDING</p> <p>Requirements</p> <p>The land must be free from any encumbrances, encroachment or any claims whatsoever. In case the land is used a security for debt/finance, there should an undertaking to release it from such at the seller's cost before commencement of sale.</p> <p>Compliance</p> <p>(d) The bidder must submit a signed affidavit declaring that the land is free from any incumbents, encroachment or any claims of any kind etc.</p> | |
| <p>PROPERTY/LAND PROFILE</p> <p>Requirement</p> <p>The bidder must submit a profile for the property/land on offer. The profile must include but not limited to the following –</p> <ul style="list-style-type: none"> • Property Description • Size (Approximate) • Zoning • Access • Servitude • Slope • Geotechnical Condition • Wetland Deliniation | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Heritage • Availability of Bulk and Other Services • Access • Surrounding structures including any future development <p>Compliance</p> <p>(e) The bidder must submit a profile of the property/land on offer. Bidders may also include any other information that is deemed critical and beneficial to Road Traffic Management Corporation, in relation to the property/land on offer.</p> | |
| <p>ZONING</p> <p>Land on offer must be zoned for business (Office) purpose.</p> <p>Compliance</p> <p>The bidder(s) must provide a detailed proposal indicating whether the land has been zoned for business (Office) purposes.</p> <p>Bidders must as far as possible submit confirmation from relevant or local authorities to confirm the above.</p> | |
| <p>SUBMISSION OF FINANCIAL PROPOSAL</p> <p>Compliance</p> <p>Bidders are required to submit separate pricing envelope using a template provided as attached.</p> | |

NOTE: BIDDER/S WHO FAIL TO COMPLY WITH THE ABOVE WILL BE DISQUALIFIED FOR FURTHER EVALUATION.

12.2 FUNCTIONALITY EVALUATION CRITERIA

Stage two will be based on functional requirements.

| REQUIREMENTS | POINTS |
|--|-----------|
| A. SHAPE OF THE PLOT | 15 |
| <p>REQUIREMENT</p> <p>The bidder must provide a plan/layout of the property/land on offer, showing the maximum size in square meters inside the plot/land on offer to enable the RTMC to determine the maximum potential use for development/building (Buildable area).</p> <p>The points will be allocated based on the criteria below –</p> <ul style="list-style-type: none"> • Above 71% of the land -----15 points • Between 51% and 70%-----10 points • Between 41% and 50%-----5 points • Less than 40% -----0 points <p>COMPLIANCE</p> <p>A certified plan/layout indicating the maximum percentage coverage of the of the total potential land use for development/building (Buildable area).</p> | 15 |
| B. LOCATION, SURROUNDINGS AND VISIBILITY OF THE PROPERTY/LAND ON OFFER FROM N1 HIGHWAY | 20 |
| <p>REQUIREMENT</p> <p>The RTMC is looking for a prime property/land situated along N1 highway. The location property/land on offer should be within the area of Midrand/Centurion. Visibility along the N1 highway is of strategic importance and key to the Road Traffic Management Corporation.</p> <p>The Property/Land on offer should be within a reasonable radius of visibility to N1 highway using the shortest distance from the property/land on offer. The bidder(s) must submit a plan that indicates the distance in kilometres from the plot/land on offer to N1 highway for visibility.</p> <p>Further, the bidder must provide a detailed proposal on the location of the property on offer including amenities and accessibility to essential service which should include but not limited to Shops, Schools, Banking Facilities, Food and</p> | 20 |

| | |
|--|------------------|
| <p>Entertainment, and Public Services, Hotels & Lodges, Airports, Key routes and surrounding highways and routes etc.</p> <p>The proposal will be evaluated on the sliding scale as indicated below –</p> <ul style="list-style-type: none"> 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 <p><u>COMPLIANCE</u></p> <p>The bidder(s) must submit the detail locality (which must include the GPS co-ordinates) plan of the location of the property/land on offer and be within a reasonable distance in kilometres from the property/land to N1 Highway for visibility. As far as possible, bidders must indicate if there are any obstructions to visibility if any either from the existing buildings or potentially new or future developments.</p> | |
| <p>C. AVAILABILITY AND PROXIMITY OF THE PROPERTY/LAND ON OFFER TO PUBLIC TRANSPORT</p> | <p>10</p> |
| <p>REQUIREMENT</p> <p>The plot/land must be in an area where there is access to public transport to accommodate employees of the Corporation who utilise public transport. e.g. Gautrain, Buses, Taxis etc. The bidder must indicate in detail all transport modes available around the plot/land.</p> <p>The bidder must provide a detailed proposal which may include plans indicating all modes of public transport available and indicate distance in meters for each transport mode and where such transport modes are stationed.</p> <p>The proposal will be evaluated on the sliding scale as indicated below –</p> <ul style="list-style-type: none"> 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 | <p>10</p> |

| | |
|---|------------------|
| <p><u>COMPLIANCE</u></p> <p>Bidders to provide a detailed proposal including maps etc. indicating all modes of transport available around the property/land on offer. Bidders may also include any other information that is deemed critical and beneficial to Road Traffic Management Corporation, in relation to availability of Public Transport.</p> | |
| <p>D. TOPOGRAPHY, SLOPE AND TERRAIN OF THE PLOT/LAND</p> | <p>10</p> |
| <p>REQUIREMENT</p> <p>The bidder must submit survey drawing showing contour map of the plot and specify the level difference between highest level and lowest level of the plot. The bidder must also provide a description of the plot/land on offer whether it is sloppy/flat or even/uneven etc in order for the Corporation to award points.</p> <p>The points will be allocated based on a scale of 1 – 4 calculated as per criteria below-</p> <ul style="list-style-type: none"> • 4/4 Perfectly Flat and Even Plot/Land ----- 10 points (difference between highest level to lowest level of the plot/land less than 3metres) • 3/4 Moderately Flat and Even Plot/Land ----- 7.5 points (difference between highest level to lowest level of the plot/land more than 3 metres but less than 5 metres) • 2/4 Moderately Slope and Uneven Plot/Land ----- 5 points (difference between highest level to lowest level of the plot/land more than 5 metres but less than 7 metres) • 1/4 Perfectly Slope and Uneven Plot/Land ----- 0 points (difference between highest level to lowest level of the plot/land more than 7 metres but less than 10 metres) <p>COMPLIANCE</p> <p>Bidders to provide contour drawings/plans indicating the evenness and sloping of the plot/land on offer. The drawing/plan must include calculation in metres from the highest level to the lowest level of the plot.</p> | <p>10</p> |
| <p>E. ACCESS/ AVAILABILITY BULK SERVICES (INFRASTRUCTURE)</p> | <p>15</p> |
| <p>REQUIREMENT</p> <p>The bidder(s) must provide a detailed proposal indicating access or availability of bulk services around the plot/land on offer. The proposal must include amongst others access to water, sewer, network, access roads, electricity, IT Network, etc.</p> | |

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|---|-----------|
| <p>Bidders must as far as possible submit confirmation from relevant local authorities or relevant authorities to confirm the availability or access to the structure.</p> <p>Where such services or confirmation is not available, bidders must submit a detailed project with timelines indicating how long will it take to ensure that bulk services are available on property/land on offer. The project plan must clearly indicate all relevant stakeholders and responsibility to ensure that bulk service are made available for land on offer</p> <p>The proposal will be evaluated on the sliding scale as indicated below –</p> <ul style="list-style-type: none"> 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 <p>COMPLIANCE</p> <p>Bidder(s) to submit a detailed proposal responding the requirements stipulated above. Bidder(s) may also include any other information that is deemed critical and beneficial to Road Traffic Management Corporation in relation to the above.</p> | 15 |
|---|-----------|

NB: BIDDERS ARE EXPECTED TO SCORE A MINIMUM OF FIFTY (50) POINTS IN ORDER TO QUALIFY FOR STEP 2 OF FUNCTIONAL EVALUATION (SITE INSPECTION/ VERIFICATION).

12.3 FUNCTIONALITY EVALUATION CRITERIA

| SITE INSPECTION/VERIFICATION | 30 |
|---|-----------|
| <p>A site inspection will be conducted by the RTMC to verify the following with regards to the property/land on offer.</p> <ul style="list-style-type: none"> • Property Boundries = 2 points • Physical Access = 2 points • Topography = 2 points • Fault Zone = 2 points • Flood Zone = 2 points • Zoning = 10 points | 30 |

| | |
|--|--|
| <ul style="list-style-type: none"> Bulk Services = 10 points <p>A checklist will be used to verify the above.</p> | |
|--|--|

NB: BIDDER(S) ARE REQUIRED TO SCORE A MINIMUM OF 20 POINTS ON THIS STEP.

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

NB:Stage 3 - This stage will be evaluated on a 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

| 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. PURPOSE

The purpose of this bid is to request proposal for the acquisition of land for the construction of the RTMC office premises.

2. BACKGROUND

- 2.1 The Road Traffic Management Corporation has been leasing buildings from different service providers for the past ten years. This has been costly and resulting in no asset after the end of each leasing term.
- 2.2 The Corporation has also been through numerous changes in the past years and has grown from a staff complement of fifty-four (54) personnel when it opened its doors in 2005 to seven hundred and seventy six (776) in 2018. It is also worth mentioning that the Corporation also has special needs which are not provided for through normal conventional office premises that are found in the market.
- 2.3 These special needs include amongst others – Larger than normal parking facilities for National Traffic Police (NTP) Fleet and the fleet of the Corporation; Armory and Shift Change Facilities for the NTP; Natis Training Facilities to host Provinces, Municipalities, Private Sector etc.
- 2.4 It is against this background that a request to advertise a bid for the procurement of land for the RTMC.

3. SCOPE OF WORK

31. RTMC is looking to procure land for the future development of an office park and related infrastructure. The land requirements are outlined below but are not limited to:

- (a) The land/plot size on offer must be between a total of size 20 000 m² – 30 000m².
- (b) The land should be accessible with easy access to the highway.
- (c) The land should be free from any encumbrances, squatters or any claim whatsoever.
- (d) An official title deed from the registrar that is within a month before tender closing date.

- (e) A schematic geographical drawing of the land on offer that reflects at least 20 000 m² to 30 000 m²
- (f) A valuation certificate from an independent assessor that is not older than 3 months
- (g) The land should be located within area along the N1 freeway between Midrand and Centurion.
- (h) Visibility from the highway is a key requirement.
- (i) The land should have access to utilities such as water, electricity and similar services etc
- (j) Proof of ownership should be in the name of the bidding entity. Alternatively, the bidder should have an authorization letter from the owner of the land to submit this bid.

SECTION: 3
ANNEXURE AND STANDARD
BIDDING DOCUMENTS
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.

