



**SUPPLY AND DELIVERY OF FIRE ARMS,  
AMMUNITION AND RELATED ITEMS FOR A  
PERIOD OF THREE (3) YEARS**

**RTMC BID NO:12/2018/19**

## 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**

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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**

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- 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	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 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**

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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**

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- 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**

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- 5.1 Bids should be submitted in **Five (5) copies, one original and 4 copies** all bound in a sealed envelope endorsed, **RTMC BID 12/2018/19: Supply and delivery of Firearms, Ammunition and related items 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 Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng** later than **11:00 AM on 05 November 2018**.
- 5.3 **Compulsory briefing session will be held on the 18 October 2018 at 10h00, RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng wherein a briefing session certificate will be issued to bidders who were in attendance.**
- 5.4 The compulsory briefing session certificate must be attached to the bid documents. Failure to include it will result in a disqualification of your bid.
- 5.5 A valid tax clearance certificate must be included in the bid response or proof of application endorsed by SARS in this regard.
- 5.6 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.7 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.8 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.
- 5.9 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.
- 5.10 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.**
- 5.11 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

- 5.12 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**

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- 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**

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- 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.
- 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**

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- 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

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DETAILS OF BIDDERS			
Name of your Company / Joint venture Consortium (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

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Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked): **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 percentage shareholding, in case of a Close Corporation 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** Preference Point Claim Form – SBD 6.1
- 10.3.8 **Annexure 8** Central supplier database (CSD report)
- 10.3.9 **Annexure 9** Joint Venture/Consortium Agreement (In case of Consortium  
or Joint Venture)

**Note: Where bidders form a Consortium or a Joint Venture, both bidders must submit the following signed documents;**

- (a) All attached SBD documents**
- (b) CSD Report**
- (c) Joint Venture Certificate (If already in existence)**
- (d) Joint Venture Agreement**
- (e) Details of Joint Venture Bank Account**

#### **10.4 Schedule 3:**

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

## **11. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 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 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with appointed service provider.
- 11.5 Bidders must be registered on centralised supplier database( CSD).
- 11.6 Bidder must give the RTMC a consent to verify their business information with SAPS / relevant institution/ Persons.

## **12. EVALUATION CRITERIA**

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

- a) Stage 1 – Compliance to all Mandatory Requirements**
- b) Stage 2 – Functional Evaluation. Functionality evaluation will have three steps**
- Step 1 will be based on written responses/ proposals which will consists of 40 points.
  - Step 2 will be based on physical verification/inspection which consists of 60 points.
  - Step 3 : Assesment of SAPS reports (technical assessment)

**NB: Bidders are expected to score 60 points ( physical inspection) to be shortlisted for the next Stage**

- c) Stage 3 Price and B BBEE 80/20. (Second Envelope)**

**NB: It should be noted that the RTMC reserves the right not to make an award or award this Bid in parts.**

### **13.1 STAGE 1 – MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENT (1)</b>	<b>Comply (Yes / No)</b>
<p><b>COMPLIANCE</b></p> <p>Bidders must comply with Chapter 7 part 1 and 2 of the Act read with Chapter 5 part 1,2 and 3 of Fire Arm control Act of 2000 ( Act 60 of 2000) and regulations</p> <p style="text-align: center;">Or / And</p> <p>National Conventional Arms Control Act (Act 41 of 2002) wherever applicable to the relevant items as listed on the specifications</p> <p><b>Requirement</b></p> <p>(a) Dealers License in terms of section 34 of Fire Arm control Act 60 of 2000 ( If bidder is a dealer)</p> <p style="text-align: center;">Or</p> <p>(b) Manufactures License in terms of section 48 of Fire Arm control Act 60 of 2000 (If bidder is a manufacturer)</p> <p style="text-align: center;">Or</p> <p>(c) Proof of permit authorised by the Committee in terms of the National Conventional Arms Control Act (Act 41 of 2002)</p> <p>NB: Bidder/s who are registered under all categories will be required to submit proof in a form of a certificates or/ and permit.</p> <p>Proof of License dealers/manufactures must be attached.</p>	
<b>MANDATORY REQUIREMENT (2)</b>	<b>Comply (Yes / No)</b>
<p>Bidder must give the RTMC a consent to verify their business information with SAPS / relevant institution/ Persons regarding Arms and Ammunitions</p>	

Requirement: Bidder to submit a signed declaration by a duly authorised person.	
<b>MANDATORY REQUIREMENT (3)</b>	<b>Comply (Yes / No)</b>
<p>Bidders must be registered on National Treasury Central Supplier Data base</p> <p>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a>)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a></p> <p>Requirement: CSD report or reference number</p>	
<b>MANDATORY REQUIREMENT (4)</b>	<b>Comply ( Yes/ N0)</b>
Bidders must sign all SBD bidding forms attached	
<b>MANDATORY REQUIREMENT (5)</b>	<b>Comply (Yes / No)</b>
Submission of signed Briefing Certificate issued by RTMC as proof of attendance of mandatory briefing session. (In case of joint venture etc briefing session certificate from any party that attended the briefing session will suffice)	

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

### 13.2 STAGE TWO – FUNCTIONALITY EVALUATION CRITERIA

Functional evaluation criteria comprises of 100 points and bidders must score 60 points to qualify for further evaluation.

Stage two will comprise of three steps :

- Step 1: Written responses ( 40 points)
- Step 2: Physical verification/Inspection (60 points) bidders will be required to score 40 points.
- Step 3: Technical assessment of SAPS report

<b>STEP 1 WRITTEN RESPONSE</b>		
<b>A. References of Similar Work</b>		<b>40 Points</b>
<b>A1. References of Similar Work Done (in relation to categories of items selected)</b>  Bidders must submit letters of reference from client/s indicating bidders' ability to deliver timeously, quality of service and handling of client queries.  <b>Successful submission of reference Letters/ Orders:</b> <ul style="list-style-type: none"> <li>a) 1 reference letter from an Organisation = <b>10 points</b></li> <li>b) 2 - 5 reference letters from an Organisation = <b>20 points</b></li> <li>c) 6 or more reference letters from an Organisation = <b>40 points</b></li> </ul>		
<b>STEP 2 PHYSICAL VERIFICATION/ INSPECTION</b>		<b>60 Points</b>
<b>Compliance</b>	<b>Adequate</b>	<b>Infrastructure</b>
<b>To SANS specifications And Firearms control Act</b>	<b>Space To carry envisaged RTMC quantities specified in pricing section</b>	<b>Physical Facility (Security measures, physical location, etc)</b>
Compliance to 953-1 of SANS as per Firearm control ACT 60 (Compliance and Sufficient number of Safes to handle envisaged quantities)	Compliance to 953- 2 of SANS as per Firearm control ACT 60 (Compliance and Sufficient number of Strong room space to handle envisaged quantities)	Infrastructure relating to physical facility, security measures, physical location of the facility from a risk point of view

<b>Non compliance = 0</b> <b>Full compliance = 20</b>	<b>No space = 0</b> <b>Adequate space =20</b>	<b>Not acceptable =0</b> <b>Acceptable = 10</b> <b>Highly acceptable = 20</b>
<b>TOTAL FUNCTIONALITY</b>		<b>100 Points</b>
<b>STEP 3 ASSESSMENT OF SAPS REPORT</b>		
<b>Independent of Step 1 and Step 2</b>		
<p>(i) At this phase a Technical team will analyse shortlisted bidder/s SAPS reports and determine the suitability and risks associated with the bidder/s.</p> <p>(ii) The strength of the above report may determine the suitability of the bidder, meaning this is regardless of the score obtained in Step 2 of the evaluation be used to disqualify the bidders irrespective of the score obtained in functionality.</p>		

**NB : Bidders are required to score a minimum of 40 points on stage 2.**

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

### STAGE 3 OF PRICE AND B BBEE

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
<b>Grand Total</b>	<b>100</b>



# **SECTION: 2**

## **ITEMS SELECTION**

### **TEMPLATE**



## 2. Item selection template

The bidder(s) is expected to fully complete the table below

Bidder must indicate which items are they bidding for by indicating yes or no. Failure to complete this will result in bid being disqualified

NB (This table is key as it will be used for physical inspection purposes to determine compliance of facility and capacity)

No	Item	Minimum order Quantity	Scope / Specifications	Yes	No
<b>Firearms</b>					
1	Semi-automatic assault rifle	20	Self-loading rifle  5.56mm		
2	Glock 17 (New generation) or similar	20	Glock 17 most recent model / generation or similar		
3	Semi-Automatic Shotgun	5	Self-loading shotgun (12 Gauge)  Factory rounds		
4	Training Pistol	5	Glock 17 most recent model / generation or similar		
<b>Ammunition</b>					
4	Rounds for self – loading rifle (223)	1 000	Full metal jacket (5.56mm)  Factory rounds		

5	Blank ammunition for rifle (223)	1 000	Blank (5.56mm)		
6	9 mm ammunition	1 000	Full metal jacket (9x19mm)  Factory rounds		
7	12 gauge Ammunition for Semi- Automatic Shotgun	1 000	SSG / AAA – 12 Gauge  Factory rounds		
<b>Accessories</b>					
8	Stun grenades	20	(SABWEW1110) SADF or similar		
9	Smoke grenades	20	M18 or similar  Various grenades		
10	Tonfa's	20	Tonfa – expandable police type baton		
11	Accessories	20	Tactical attachments to firearms i.e.  Tactical flashlights, rails, grips, red dot sites, slings, magazines,		

			magazine clips, carry bags etc.		
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# **SECTION 3**

## **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

### 1. BACKGROUND

- 1.1. The RTMC has a law enforcement arm established in terms of the RTMC Act read with the National Road Traffic Act of 1996 as amended. The National Traffic Police (NTP) unit has been established as a traffic law enforcement unit tasked with the mandate of inter alia, reducing fatalities and various other offences which contribute to road traffic crashes.
- 1.2. Traffic officers in the employ of the RTMC are on a daily basis, 24hours of each day deployed on the roads to execute law enforcement duties and interacting with the public; in the process leaving them exposed to danger on the road. It is prudent that officers be equipped with appropriate equipment for their safety and for them to be in a better position to react or protect themselves should they find themselves faced with criminal activities where their lives or the lives of innocent by-standers are threatened.

### 2. SPECIFICATIONS / REQUIREMENTS

<b>Semi- Automatic Assault Rifle - Sai MKI AR 15 Rifle (or equivalent)</b>
<ul style="list-style-type: none"><li>-Action: Semi – Automatic Direct Impingement</li><li>-Caliber: 5.56 x 45 NATO / 223</li><li>-Twist Rate: 1/9 buttons rifled</li><li>-Pivot/Takrdown pin size: Small pin 250</li><li>-Muzzle Device: A2 flash hider</li><li>-Barrel device: 16” , 4140 steel, chrome lined, Government profile, manganese phosphate coated</li><li>-Hand guard: Thermoplastic with double heat shield</li><li>-Upper receiver: Forged and Military Specifications with type 3 hard coat anodizing and picatinny rail on top</li><li>-Bolt Carried: Military Specification's manganese coated M16 BCG</li><li>-Gas System: Carbine Length with railed gas block</li><li>-Charging Handle: Standard Military Specification</li><li>- Magazine: – 30 (AR15 type Aluminium)</li><li>- Serial number on the Barrel, Slide and Frame, Manufacturer, Model, Calibre, and; End user abbreviation logo / wording “NTP” and; A unique Sequential number on the slide.</li></ul>

### **Semi-Automatic Shotgun – Any Tactical**

- Gauge: 12
- Capacity 7
- Chamber 3
- Barrel Type Heavy-Walled
- Barrel Length 18.5"
- Sight Bead
- Choke Cylinder Bore
- LOP Type Fixed
- LOP 13.875"
- Barrel Finish Parkerized
- Stock Finish Synthetic (Black)
- Weight 7
- Length 39.5"
- 015813507769
- UPC Serial number on the Barrel, Slide and Frame, Manufacturer, Model, Calibre, and;  
End user abbreviation logo / wording "NTP" and;  
A unique Sequential number on the slide.

### **Pistol – Glock 17 / OR EQUIVELANT**

- Caliber 9 mm Luger
- System Safe Action®
- Mag. Capacity Standard: 17 Optional: 19 / 24 / 31 / 33
- Barrel Length 114 mm | 4.49 inch
- Weight without magazine 625 g | 22.05 oz
- Weight with empty magazine 705 g | 24.87 oz
- Weight with loaded magazine\* 915 g | 32.28 oz
- Trigger Pull\*\* 28 N
- Muzzle velocity\* 360 m/s | 1181 fps
- Muzzle energy\* 520 J | 384 ft lb
- Serial number on the Barrel, Slide and Frame, Manufacturer, Model, Calibre, and;
- End user abbreviation logo / wording "NTP" and;
- A unique Sequential number on the slide.

### **SPECIFICATIONS FOR SHOT INDICATING RESETTING TRIGGER (SIRT) TRAINING**

## **PISTOL**

### **-DIMENSIONS**

Length - 204 mm

Width - 30 mm

Height - 138 mm

Barrel Height - 32 mm

Barrel Length - 114mm

Trigger pull - 2.5 kg

Trigger Travel - 12.5 mm

To simulate the size, weight and functional features of the Glock 17/19 pistol trigger Clip for Accidental Activation Protection / or similar.

To work with most holsters made for the Glock 17/19 pistol or similar.

To allow for multiple Laser sight

Integrated Led Light.

Central information display with 2 digit LED displays remaining DPM energy percentage, bust time, unit

Digital power magazine

Anti – Felon identification (AFID)

Serial number on the Barrel, Slide and Frame, Manufacturer, Model, Calibre, and;

End user abbreviation logo / wording “NTP” and;

A unique Sequential number on the slide.



**SECTION: 5**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**ATTACHED**

**BIDDERS MUST SIGN AND SUBMIT ALL  
ATTACHED SBD FORMS**

## SBD FORMS THAT MUST BE SUBMITTED FOR Pre-QUALIFICATION

Document that must be submitted	Non-submission may result in disqualification?	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied SBD form document
Tax Status x Clearance Certificate – SBD 2	YES	<ul style="list-style-type: none"> <li>i. A valid and original Tax Clearance Certificate must be submitted with the bid.</li> <li>ii. The validity of the Tax Clearance Certificate issued by the South African Revenue Services certifying that the tax status of the Bidder is in order will be verified against the information recorded in the Central Supplier Database (CSD).</li> <li>iii. In the event where the Bidder submits a hard copy of the Tax Clearance Certificate, the CSD verification outcome will take precedence.</li> </ul>
Declaration of Interest – SBD 4	YES	Complete and sign the supplied SBD form document
Preference Point Claim Form – SBD 6.1	NO	Non-submission will lead to a zero (0) score on BBBEE
Declaration of Bidder's Past Supply Chain Management Practices – SBD 8	YES	Complete and sign the supplied SBD form document
Certificate of Independent Bid Determination – SBD 9	YES	Complete and sign the supplied SBD form document
Bidder Compliance form for Functional Evaluation	YES	Complete and sign
Registration on Central Supplier Database (CSD)	YES	<p>The Bidder must be registered as a service provider on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your vendor number. Submit proof of registration</p>
Pricing Schedule SBD 3.3	YES	<p>Submit full details of the pricing proposal</p> <p>Pricing must be submitted separately in a sealed envelope. NO pricing must be included in the file that contains the bidder's technical response and proposal. Any pricing included in the Technical response WILL disqualify the bid.</p> <p><b>NB :Please download and complete the provided pricing schedule attached as an annexure to the bid document.</b></p>

## **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.