



Road Traffic
Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS
TO SUPPLY AND DELIVER BRANDED
BOTTLED WATER TO THE RTMC**

RTMC BID NO: 27/2019/20

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 channelled to the email below, however 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 for technical responses/functional evaluation (1 Original and 4 copies) and pricing schedule should be submitted separately (1 Original and 4 copies)** and all bound in a sealed envelope endorsed, **RTMC BID 27/2019/20: Appointment of a panel of service providers to supply and deliver branded bottled water to the RTMC for a period of three (3) years with an option to extend.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion by no later than **09 March 2020, 11h00am.**
- 5.3 **Compulsory briefing session** will be held on the **21 February 2020, 10h00am** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.
- NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**
- 5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.6 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.

5.7 Bid received by email or any other similar medium will not be considered.

5.8 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.**

5.9 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.10 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 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 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 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 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;

10.3.2 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.

- 10.3.3 **Annexure 3** Declaration of Interest (SDB 4)
- 10.3.4 **Annexure 4** Declaration of Bidders Past SCM Practices (SBD 8)
- 10.3.5 **Annexure 5** Certificate of Independent Bid Determination (SBD 9)
- 10.3.6 **Annexure 6** 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 In order to ensure uniformity RTMC will standardize the following with the recommended service provider/s.
 - 11.3.1 Bottling

- Bidders will be required to submit samples of various types of bottles in order to determine the appropriate design, shape, etc.

11.3.2 Pricing

- A flat rate will also be proposed by RTMC after considering all factors.

11.3.3 Branding and messaging

- RTMC will provide artwork and different messaging/themes to coincide with different activations

11.4 Each category **may** not exceed two (02) service providers in a panel (**category A** = all designated groups excluding businesses owned by people with disabilities and **category B** = businesses owned by people with disabilities).

11.5 RTMC reserves the right to randomly test the water at any given time during the contract period.

12. EVALUATION CRITERIA

The bid will have two separate evaluation criteria, namely: -

- Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)

AND

- Businesses owned by people with disabilities

The stated categories of businesses will be subjected to three stage evaluation process stated below: -

Stage 1 will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.

Stage 2 – Functionality Evaluation

This is a two-step process which comprises of written responses/ proposals and site inspection.

Step 1 will be on written responses/proposals, which consists of **60 points**.

Bidders will be required to score a minimum of **45 points** for **Category A** and **30 points** for **Category B** in order to qualify Step 2.

Step 2 will be based on Site inspection, which consists of **40 points**.

Bidders are expected to score a minimum of **30 points for both categories (A and B)**

NB: Category A: Only bidders that meet the minimum requirements of Stage 2 (**75 points**) will be eligible for consideration in Stage 3.

Category B: Only bidders that meet the minimum requirements of Stage 2 (**60 points**) will be eligible for consideration in Stage 3.

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

12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<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>Compliance requirement:</p> <p>CSD report or reference number</p>	
MANDATORY REQUIREMENT (2)	Comply (Yes / No)
<p>Bidders must sign all SBD bidding forms attached</p> <p>Compliance requirement: Signed and completed SBD forms.</p> <p>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid.</p> <p>NB: SBD3.3 MUST BE INCLUDED IN THE FINANCIAL ENVELOPE AND NOT WITH THE TECHNICAL PROPOSAL.</p>	
MANDATORY REQUIREMENT (3)	Comply (Yes / No)
<p>BRIEFING SESSION CERTIFICATE</p> <p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session.</p> <p>(In case of joint venture etc. briefing session certificate from any party that attended the briefing session will suffice)</p>	
MANDATORY REQUIREMENT (4)	Comply (Yes / No)
<p>Exempted Micro Enterprise (EME) CATEGORY</p> <p>Only bidders that are within EME category which is at least owned by 51% black people as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid</p> <p>Compliance requirement:</p>	

<p>(i) SANAS accredited BBBEE certificate</p> <p>or</p> <p>(ii) Fully completed signed Affidavit by a director or member of the company.</p>	
MANDATORY REQUIREMENT (5)	Comply (Yes / No)
<p>Water quality monitoring systems</p> <p>Bidders must prove that they have water quality monitoring systems and have been approved by the Local Municipality according to the Health Act 63 of 2003</p> <p>Compliance requirement:</p> <p>Certificate of Acceptability for food Premises</p> <p>NB: If the bidder is not the owner of the operations a letter of support together with the Certificate of Acceptability for food Premises of the main supplier/source must be attached.</p>	

NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

12.2 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY A

STEP 1

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Financial Capacity	10
<p>Bidders must demonstrate financial capacity to provide or deliver the service required.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> A bank statement not older than three months showing availability of funds not less than R100 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful. <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
B. References of Similar Work Done	25
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> 1-2 reference/s = 10 3-4 references = 20 5 references or more = 25 <p>Compliance requirement</p> <p>Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> Name of the institution/entity where similar services was rendered successfully Duration/Period, Value of the contract/order, 	

<ul style="list-style-type: none"> • Contactable References. <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</p>	
C. Bidder's capability to source, supply and deliver branded bottled water	10
<p>Bidder's capability to source, supply and deliver branded bottled water.</p> <p>The bidder must provide proof/agreement from reputable suppliers confirming that they will supply and deliver branded bottled water should the bidder be awarded the contract</p> <p>Compliance requirement</p> <p>Confirmation of sourcing: -</p> <p>An agreement from the main supplier confirming intention to supply. = 10 points</p> <p style="text-align: center;">ALTERNATIVELY</p> <p>If the bidder owns the business operation, Certificate of Acceptability for food Premises must be submitted.</p>	
D. Logistics and delivery plan	15
<p>Bidders must provide a detailed delivery plan of how they will deliver the branded water on time to the required destination/ delivery point which must include amongst others the following:</p> <p>a) Logistical support: The bidder must demonstrate ability to carry out the contract by outlining access/availability/ownership to appropriate means of transport.</p> <ul style="list-style-type: none"> • Access or ownership of means of transportation = 15 points <p>Compliance requirement</p> <p>Proof of vehicle ownership or any letter or lease agreement from the third party with proof of ownership of appropriate vehicles</p>	
Total	60

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 45 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

STEP 2: SITE INSPECTION

SITE INSPECTION WILL BE CONDUCTED AT THE PREMISES OF THE BIDDER WHERE THE OPERATIONS ARE TAKING PLACE

A. SITE INSPECTION	40
<p>Site inspection and walk about = 40</p> <p>A checklist will be used to assess the following: -</p> <ol style="list-style-type: none">1. Internal lay-out plan of the water and bottling premises to verify workflow= 7 points ➤ Requirement<ul style="list-style-type: none">• Step by step flow process with a detailed narrative for each step2. Copy of zoning certificate and in all places of refreshment/amusement where noise activities are evident = 3 points ➤ Requirement<ul style="list-style-type: none">• Attach any supporting document to that effect3. Proof of pest control = 4 points ➤ Requirement<ul style="list-style-type: none">• This can be done by way of providing a registered supplier`s contract or latest invoice, alternatively if service is insourced provide all the necessary supporting documents, i.e. job descriptions of personnel employed, courses attended4. Proof of basic food/beverages hygiene training of all workers on the food premises = 4 points ➤ Requirement<ul style="list-style-type: none">• Attach certificates of attendance/Attendance register5. Copy of cleaning schedule for premises (who, when, where and how) = 4 points ➤ Requirement<ul style="list-style-type: none">• List of your designated cleaner(s), the respective areas/equipment of responsibility, the frequency with which they do this work and type of chemicals/equipment they use (food graded chemicals only) and include sampling programme as evidence to proof effectiveness of cleaning process6. Proof of controlled hygiene status of protective clothing = 3 points	

<p>➤ Requirement</p> <ul style="list-style-type: none"> • Latest invoice of laundry/proof of purchase of new protective clothing alternatively if service is insourced attach inventory list of equipment <p>7. Proof of safe disposal of old/used items i.e. oil = 4 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none"> • safe disposal certificate <p>8. Copy of dated control checklist of stock – delivered at safe temperatures in undamaged and sound packaging (FIFO system to be implemented and verified by EHP) = 4 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none"> • Copy of dated control checklist of stock <p>9. Recall (traceability) procedure with (if applicable) retained samples = 7 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none"> • Step by step flow process with a detailed narrative for each step <p>NB: Bidders are required to submit all supporting documents for the following variables (2,3,4,5,6,7 & 8) listed above on closing of bid. If the bidder is not the owner, arrangements must be made with the owner for purpose of site inspection and other related matters as may be required by RTMC.</p> <p>All information submitted will be verified during the site visit.</p> <p>The values on the table below will be used to score site inspection and bidders are expected to score a minimum of 30 points on this step</p> <table border="1"> <thead> <tr> <th>VALUE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>5- Excellent</td><td>Meets and exceeds the functionality requirements</td></tr> <tr> <td>4- Very Good</td><td>Above average compliance to the requirements</td></tr> <tr> <td>3- Good</td><td>Satisfactory and should be adequate for stated element</td></tr> <tr> <td>2- Average</td><td>Compliance to the requirements</td></tr> <tr> <td>0- Non-Compliant</td><td>Does not comply to the requirements</td></tr> </tbody> </table> <p>NB: Step 1 and 2 should be incorporated in the bid response as part of functionality.</p>	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	
VALUE	DESCRIPTION												
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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												
STEP TWO SUB TOTAL	40												
OVERALL TOTAL FOR FUNCTIONALITY	100												

12.3 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY B Businesses owned by people with disabilities (Only bidders who provide the Medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council will be considered for this category).

STEP 1

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Financial Capacity	10
<p>Bidders must demonstrate financial capacity to provide or deliver the service required.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • A bank statement not older than three months showing availability of funds not less than R50 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful. <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
B. References of Similar Work Done	25
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1 reference = 10 • 2-3 references = 20 • 4 references or more = 25 <p>Compliance requirement</p> <p>Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any</p>	

misrepresentation will result in disqualification of the bid.	
C. Bidder's capability to source, supply and deliver bottled water.	10
<p>Bidder's capability to source, supply and deliver branded bottled water.</p> <p>The bidder must provide proof/letter from reputable suppliers confirming that they will supply and deliver branded bottled water should the bidder be awarded the contract</p> <p>Compliance requirement</p> <p>Confirmation of sourcing: -</p> <p>A letter from the main supplier confirming intention to supply. = 10 points</p> <p style="text-align: center;">ALTERNATIVELY</p> <p>If the bidder owns the business operation, company ownership certificate must be submitted confirming the ownership.</p>	
D. Logistics and delivery plan	15
<p>Bidders must provide a detailed delivery plan of how they will deliver the branded water on time to the required destination/ delivery point which must include amongst others the following:</p> <p>b) Logistical support: The bidder must demonstrate ability to carry out the contract by outlining key resources that must be in place to ensure compliance to agreed delivery lead- times and specifications.</p> <ul style="list-style-type: none"> • Access or ownership of means of transportation = 15 points <p>Compliance requirement</p> <p>Proof of vehicle ownership or any letter or lease agreement from the third party with proof of ownership of appropriate vehicles</p>	
Total	60

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 30 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

STEP 2: SITE INSPECTION

SITE INSPECTION WILL BE CONDUCTED AT THE PREMISES OF THE BIDDER WHERE THE OPERATIONS ARE TAKING PLACE

A. SITE INSPECTION	40
<p>Site inspection and walk about = 40</p> <p>A checklist will be used to assess the following: -</p> <p>10. Internal lay-out plan of the water and bottling premises to verify workflow= 7 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none">• Step by step flow process with a detailed narrative for each step <p>11. Copy of zoning certificate and in all places of refreshment/amusement where noise activities are evident = 3 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none">• Attach any supporting document to that effect <p>12. Proof of pest control = 4 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none">• This can be done by way of providing a registered supplier`s contract or latest invoice, alternatively if service is insourced provide all the necessary supporting documents, i.e. job descriptions of personnel employed, courses attended <p>13. Proof of basic food/beverages hygiene training of all workers on the food premises = 4 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none">• Attach certificates of attendance/Attendance register <p>14. Copy of cleaning schedule for premises (who, when, where and how) = 4 points</p> <p>➤ Requirement</p> <ul style="list-style-type: none">• List of your designated cleaner(s), the respective areas/equipment of responsibility, the frequency with which they do this work and type of chemicals/equipment they use (food graded chemicals only) and include	

sampling programme as evidence to proof effectiveness of cleaning process

15. Proof of controlled hygiene status of protective clothing = 3 points

➤ **Requirement**

- Latest invoice of laundry/proof of purchase of new protective clothing alternatively if service is insourced attach inventory list of equipment

16. Proof of safe disposal of old/used items i.e. oil = 4 points

➤ **Requirement**

- safe disposal certificate

17. Copy of dated control checklist of stock – delivered at safe temperatures in undamaged and sound packaging (FIFO system to be implemented and verified by EHP) = 4 points

➤ **Requirement**

- Copy of dated control checklist of stock

18. Recall (traceability) procedure with (if applicable) retained samples = 7 points

➤ **Requirement**

- Step by step flow process with a detailed narrative for each step

NB: Bidders are required to submit all supporting documents for the following variables (2,3,4,5,6,7 & 8) listed above on closing of bid. If the bidder is not the owner, arrangements must be made with the owner for purpose of site inspection and other related matters as may be required by RTMC.

All information submitted will be verified during the site visit.

The values on the table below will be used to score site inspection and bidders are expected to score a minimum of 30 points on this step

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

NB: Step 1 and 2 should be incorporated in the bid response as part of

functionality.	
STEP TWO SUB TOTAL	40
OVERALL TOTAL FOR FUNCTIONALITY	100

12.4 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE. Only bidders who scored the highest points on pricing will recommended to form the panel. Each category may not exceed two (2) service providers in a panel.

NB: Where practical RTMC will standardise prices.

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

SECTION: 2

**TERMS OF REFERENCE /
SPECIFICATION**

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

The purpose of this bid is to invite potential service provider/s with relevant expertise and capacity to supply the Road Traffic Management Corporation (RTMC) with branded bottled water for a period of three (3) years with an option to extend.

2. OVERVIEW

The Corporation makes use of water during meetings, activations and operations in pursuit of its strategic mandate. As a Public Entity which is a lead agency of the Department of Transport responsible for road traffic management in the Republic of South Africa, the Corporation often organize events, activations and coordinate operations that sometimes happen far from amenities. As a result, water is the least commodity that can be offered to guests, stakeholders and clients of the Road Traffic Management Corporation in meetings, activations and operations that the RTMC coordinates.

3. OBJECTIVE

The main objective of acquiring water is for the purpose of hospitality to the RTMC's guests, stakeholders and to promote the RTMC brand across the country at events, activations and operations coordinated by the Road Traffic Management Corporation.

As it may not be advisable to keep huge quantities of water in storage due to both the shortage of storage facilities and ensuring that the water is fresh and suitable for consumption, it will be required that the water supplied be bottled nearest the date of delivery and utilization. The supplier may be required to have the capacity to supply at least 10 000 bottles of water at short notice and delivery to any place within the borders of South Africa.

4. SPECIFICATIONS / DELIVERABLES [All below specifications must comply with Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act N0.54) Section 15(1) and other applicable legislation.]

NO	DESCRIPTION	COMPLY	NOT COMPLY
4.1	A supplier should be able to supply up to 10 000 bottles of branded water within 48-72 hours' notice.		
4.2	The water must always be Bacteria free.		
4.3	The bottled water must be hermetically sealed		
4.4	The branded water bottles should be 100% recyclable		
4.5	The water supplied should not be carbonated but be still water		
4.6	The amount of water per bottle should be 500 ml		
4.7	The colour of the bottle should be translucent blue		
4.8	The date of manufacture and the expiry date should be printed on each bottle		
4.9	The mineral composition of the content of the bottle should also be printed on the label in (mg/l) milligrams per litre		
4.10	Each bottle should have a label with the RTMC high resolution full logo and the Decade of Action for Road Safety 2011-2020 logo on a white background (which are obtainable from RTMC). It should be noted that the messaging on the label and co-branding might change as and when the Corporation deems it fit depending on the different activations		

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

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

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	Declaration of Interest (SBD 4)
Annexure 4	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 5	Certificate of Independent Bid Determination (SBD 9)
Annexure 6	Pricing Schedule (SBD 3.3)
Annexure 7	Preference Points Claim Forms (SBD 6.1)

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 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 regarding 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.