



Road Traffic
Management Corporation

**APPOINTMENT OF SERVICE PROVIDER/S
FOR SUPPLY, DELIVERY AND
INSTALLATION OF FURNITURE FOR A
TRAINING FACILITY OF THE RTMC**

RTMC BID NO: 15/2019/20

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 channeled to the email below, however such enquiries will be entertained until last ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. Instructions on submission of Bids

- 5.1 Bids should be submitted in **Five (5) copies (1 original and 4 copies)**, failure to comply will result to disqualification of bid, all bound in a sealed envelope endorsed, **RTMC BID 14/2019/20: Appointment of service provider/s for supply, delivery and installation of furniture for a training facility of the RTMC for a period of twelve (12) months**

5.2 Closing Date

Bid documents in sealed envelopes 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 **11:00 AM on 16 October 2019**.

5.3 Compulsory briefing session

- 5.4 **Compulsory briefing session will be held on 01 October 2019 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.**

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)

- 5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

- 5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

- 5.7 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before closing time.

- 5.8 Bid received by 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 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 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;

10.3.2 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

10.5.4 **Annexure 9** Declaration certificate for local production and content for designated sectors (SBD 6.2)

11. SPECIAL INSTRUCTIONS TO BIDDERS

11.1 Bidders shall provide full and accurate answers to the questions posed in this document.

11.2 Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

11.3 RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.

11.4 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with appointed service providers.

11.5 Bidders must be registered on centralised supplier database (CSD).

12. EVALUATION CRITERIA

- i. The bid will have two separate evaluation criteria, namely: -
 - Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)
 - Businesses owned by people with disability
- ii. The stated categories of businesses will be subjected to three stage evaluation process stated below: -
 - (a) Stage 1 will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.
 - (b) Stage 2 will be on Functionality and Technical Requirements. Only bidders that meet the minimum requirements for Stage 2 (70 points) will be eligible for consideration in Stage 3.
 - (c) Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p>CENTRALISED SUPPLIER DATABASE (CSD)</p> <p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on www.csd.gov.za)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: CSD@Treasury.gov.za</p> <p>Compliance requirement:</p> <p>CSD report or reference number</p> <p>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit CSD number for each party to the Consortium or Joint Venture.</p> <p>Failure to comply with the above will result in disqualification of the bid</p>	

PRE-QUALIFICATION Exempted Micro Enterprise (EME) or Qualifying Small Enterprises (QSE) CATEGORY	Please tick (✓) where relevant
<p>Only bidders that are within EME or QSE category which is at least owned by 51% black people as defined on regulation 4 (1) (b) of PPPFA regulations of 2017 will be considered or may respond to this bid</p> <ul style="list-style-type: none"> i. An EME or QSE which is at least 51% Black Owned ii. An EME or QSE which is at least 51% owned by black youth iii. An EME or QSE which is at least 51% Black Women Owned iv. An EME or QSE which is at least 51% owned by black people with disabilities v. An EME or QSE which is 51% owned by black people living in rural or underdeveloped areas and / or townships vi. A Cooperative which is at least 51% owned by black people. vii. An EME or QSE which is at least 51% owned by black people who are military veterans <p>Compliance requirement:</p> <ul style="list-style-type: none"> (i) SANAS accredited BBBEE certificate or (ii) Signed Affidavit and Latest Financial statement signed by Accounting Officer or in terms of Companies Act (iii) For Cooperatives one of the above including a Cooperative registration document to be provided (iv) For Military Veterans one of the above including a Service Certificate to be provided 	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> <div style="width: 100%; height: 30px; border: 1px solid black; margin-bottom: 2px;"></div> </div>

<p>Is your enterprise at least 51% owned by Black people with disabilities? If YES attach medical certificate</p> <p>Compliance requirement:</p> <p>(i) Medical certificate conforming disability from a medical practitioner registered with the appropriate medical council.</p> <p>NB: PLEASE TICK YES/NO IF APPLICABLE AND APPEND SIGNATURE ON THE COLUMN</p>	
<p>STANDARD BIDDING DOCUMENTS</p> <p>Bidders must sign all SBD bidding forms attached.</p> <p>Compliance requirement:</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 may be completed however must be included in the financial envelope</p>	
<p>LOCAL CONTENT DECLARATION</p> <p>RTMC as a procuring entity provided a list of all required items and their respective stipulated minimum threshold under paragraph 3 of the SBD 6.2 document.</p> <p>Compliance requirement:</p> <p>Bidders to fully complete and sign SBD 6.2.</p> <p>NB: Guidance on the calculations of local content together with local content declaration templates (Annexures C, D and E)</p> <p>is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp</p>	
<p>BRIEFING SESSION CERTIFICATE</p>	

Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session. (In case of joint venture etc. briefing session certificate from any party that attended the briefing session will suffice)	
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NOTE: A BIDDER WHO FAILS TO MEET THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED FROM FURTHER EVALUATION

12.2 STAGE TWO – FUNCTIONALITY EVALUATION CRITERIA

12.2.1 Category A: Businesses owned by Historically Disadvantaged Individuals (HDI) who are black youth, black women and black men.

Stage two will be based on written proposals and responses to functionality criteria requirements.

Functionality shall be evaluated based on the following parameters:

A. Experience and Reference letters	30
<p>A1 Bidders must provide details of clients where they have rendered similar service or where previous supply, delivery and installation of furniture was done.</p> <p>Furthermore, the reference table should be completed with the following information provided for: contact person, company name, email address and contact numbers. The references should be contactable. The following evaluation will be evaluated as follows: See Annexure “A”</p> <ul style="list-style-type: none"> (1) Five or more previous references (30 points) (2) Four previous references (20 points) (3) Three previous references (15 points) (4) Two previous references (10 points) (5) One previous reference (5 points) <p>NB: In order for the bidder/s to qualify for points reference table provided must be fully completed. Annexure “A”</p>	
B Financial Capacity	10
B3. Financial Capacity	

<p>B3.1. Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of R 100 000 or more.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Proof of availability of funds (Financial statements) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A letter from a registered financial service provider to prove financial capability and commitment to support the bidder <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Proof of funding from a third-party indicating commitment to fund the bidder should they be successful (Proof of availability of funds through financial statement supported by affidavit) 	
<p>C Supply Source</p>	<p>20</p>
<p>The bidder to indicate the capability to supply, deliver and install furniture in order to ensure that they can sustain and execute the contract once the purchase order has been issued by giving details of the service provider, manufacturer, distributor whom the required items will be sourced from. = 20 points</p> <p>Requirements:</p> <p>Bidder/s to attach proof in the form of a letter from their main supplier/manufacturer/distributor confirming capacity to produce required items within the required timelines (correct quantity, quality, place and time).</p>	
<p>D. Logistical Support</p>	<p>20</p>
<p>Delivery Plan (in relation to supply, delivery and installation of furniture)</p> <p>Bidders must show capability to render the service by outlining access to relevant resources required to carry out the contract of how they will supply, deliver and install furniture which must include amongst others the following:</p> <p>a) Access to Transportation/ Vehicle:(delivery of required items) = 20 points</p> <p>Requirement:</p> <p>Vehicle proof of ownership/rental contract or agreement</p>	
<p>TOTAL FOR FUNCTIONALITY:</p>	<p>80</p>

NB: The minimum qualifying score for functionality is 60 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BBBEE

12.2.2 Category B: Businesses owned by black people with disabilities

Stage two will be based on written proposals and responses to functionality criteria requirements.

Functionality shall be evaluated based on the following parameters:

A. Experience and Reference letters	30
<p>A1 Bidders must provide details of clients where they have rendered similar service or where previous supply, delivery and installation of furniture was done.</p> <p>Furthermore, the reference table should be completed with the following information provided for: contact person, company name, email address and contact numbers. The references should be contactable. The following evaluation will be evaluated as follows: See Annexure “A”</p> <p>(1) Three or more previous references (30 points)</p> <p>(2) One to two previous references (20 points)</p> <p>NB: In order for the bidder/s to qualify for points reference table provided must be fully completed. Annexure “A”</p>	
B Financial Capacity	5
<p>B3. Financial Capacity</p> <p>B3.1. Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of R 100 000 or more.</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Proof of availability of funds (Financial statements) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A letter from a registered financial service provider to prove financial capability and commitment to support the bidder <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Proof of funding from a third-party indicating commitment to fund the bidder should they be successful (Proof of availability of funds through financial statement supported by affidavit) 	
C Supply Source	25

<p>The bidder to indicate the capability to supply, deliver and install furniture in order to ensure that they can sustain and execute the contract once the purchase order has been issued by giving details of the service provider, manufacturer, distributor whom the required items will be sourced from. = 25 points</p> <p>Requirements:</p> <p>Bidder/s to attach proof in the form of a letter from their main supplier/manufacturer/distributor confirming capacity to produce required items within the required timelines (correct quantity, quality, place and time).</p>		
D. Logistical Support		20
<p>Delivery Plan (in relation to supply, delivery and installation of furniture)</p> <p>Bidders must show capability to render the service by outlining access to relevant resources required to carry out the contract of how they will supply, deliver and install furniture which must include amongst others the following:</p> <p>b) Access to Transportation/ Vehicle:(delivery of required items) = 20 points</p> <p>Requirement:</p> <p>Vehicle proof of ownership/rental contract or agreement</p>		
TOTAL FOR FUNCTIONALITY:		80

NB: The minimum qualifying score for functionality is 40 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BBEE

Functionality will be evaluated at the following scales:

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
0- Non- Compliant	Does not comply to the requirements

12.3 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on 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/ SPECIFICATIONS

1. PURPOSE

- 1.1 The purpose of the bid is to appoint service provider/s for supply, delivery and installation of furniture for a training facility at Road Traffic Management Corporation for a period of twelve (12) months.

2. BACKGROUND

- 2.1 The RTMC has recruited three hundred (300) traffic trainees in the beginning of the year 2019 which will be augmented by additional seven hundred (700). Parkhomes will then be used for this purpose hence a need for furniture which will be required by December 2019.

- 2.2 It is against this background that the Corporation procures furniture for the training facility to be utilised by the traffic trainees and facilitators/lecturers to ensure that the environment is conducive for training and learning.

3. SCOPE OF WORK




3.1 The following furniture items will be needed in the training facility: -




- Single stackable desks (learners)/School desk size: 750h x 450d x 725mmH – Oak colour
- Facilitator desk: 1500w x 750d – Oak Melamine 3 drawer fitted pedestal with top drawer lock
- Chairs for learners: Black Contract Fabric - *Width - 410mm Height - 820mm*
- Chairs for facilitators: Black Contract fabric - Econo side chair *Width - 500mm Height - 830mm*
- $\frac{3}{4}$ beds for lecturers
- $\frac{3}{4}$ mattress
- 4 Drawer steel cabinets
- Steel cabinets
- Steel lockers / Wardrobes
- Steel Trunks
- Steel beds (Single)
- Mattress (Single)





NB: Any other related training facility furniture not mentioned above shall be obtained through a quotation from the appointed service providers, as and when required or on a need basis.


4. SCOPE OF SERVICE / SPECIFICATION

4.1 ITEMS REQUIRED – BIDDERS ARE REQUIRED TO SELECT/CHOOSE BY TICKING AND SIGNING NEXT TO THE ITEM/S THEY ARE BIDDING FOR

ITEM	IMAGE	DESCRIPTION	Minimum threshold for local content	PLEASE TICK (✓) AND SIGN
1.		Single stackable desks (learners) 750h x 450d x 725mmH – Oak colour	100%	
2.		Chairs for learners: Black Contract Fabric/ Steel frame chairs Width – 410mm Height – 820mm Black Contract Fabric	85 %	
3.		Facilitator desk: Oak Melamine 3 drawer fitted pedestal with top drawer lock 1500w x 750d	85 %	

4.		<p>Econo side chair</p> <p>Width - 500mm</p> <p>Height - 830mm</p> <p>Black Contract fabric</p>	85%	
5.		<p>4 Drawer steel cabinets</p> <p>1320mm (h) x 470mm (w) x 630mm (d)</p> <p>With Lock</p>	100%	
6.		<p>Steel lockers/ wardrobes</p> <ul style="list-style-type: none"> • Heavy Duty Steel Gents Wardrobe 1800mm(H) x 900mm(W) x 450mm(D). • Full top shelf; • 3 adjustable shelves RHS hangrail LHS Weight: 45kg 	100%	

7.		Steel trunks 1000mmX750mm 805mmx445mmx350mm	100%	
8.		¾ bed 210cmL x 128.5cmW x 111cmH	90%	
9.		¾ mattress Width = 107cm, Length = 188cm, Thickness = 15cm	90%	
10.		Steel single beds 207cm(L) x 92cm(W) x 79cm(H)	100%	

11.		<p>Single Mattress</p> <ul style="list-style-type: none"> • Gently firm posture support • Woven damask ticking • Luxurious high density buoyant Polyurethane foam layers for a gently firm feel • High density reconstituted foam posture support core • Zero movement transfer • Hygienic and non-toxic • Allergy free • 1 Year Service Warranty • The ideal mattress for young adults and adolescents 	<p>90 %</p>	
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SECTION: 3

PRICING SCHEDULE

**Separate envelope to be used for
pricing**

SECTION: 4

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

ATTACHED

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

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.

ANNEXURE AND STANDARD BIDDING DOCUMENTS

ATTACHED

**BIDDERS MUST SIGN AND SUBMIT 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)

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.
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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.
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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.