



Road Traffic Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER
FOR THE BRANDING OF RTMC VEHICLES
FOR A PERIOD OF THREE YEARS**

RTMC BID NO: 07/2019/20

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 within ten (10) days after publication on the 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** and all bound in a sealed envelope endorsed, **RTMC BID 07/2019/20: Appointment of a service provider for the branding of RTMC vehicles for a period of three (3) years with an option to extend.**

5.2 Closing date and time of the Bid

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 **11:00 AM on 19 August 2019.**

5.3 Compulsory Briefing session

Compulsory Briefing session will be held on the 02 August 2019 at 10h00. Venue: RTMC Building, Eco-Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.

NB: The mentioned certificate must be attached on the bid document upon submission 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 telegram, telex, email, facsimile or 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 is missing or duplicated. No liability will be accepted by RTMC about anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offer to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

7. RTMC's Rights

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1 The RTMC promotes enterprise development In this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be 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 **Annexure 4** Declaration of Interest (SDB 4)

10.3.2 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.3 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)

10.3.4 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

10.3.5 **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. Failure to comply with the above will result in disqualification of the bid.**

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. Failure to comply with the above will result in disqualification of the bid.**

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL INSTRUCTIONS TO BIDDERS

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

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

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

12. EVALUATION CRITERIA

The bid will be evaluated on a three-stage process. Stage 1 on mandatory requirements, Stage 2 will be on Functionality and Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

(a) Stage 1 – Mandatory requirements

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

(b) Stage 2 – Functionality Evaluation

A two-step process will be used which comprises of written responses/ proposals and presentation.

Step 1 will be on written responses/proposals, which consists of **50 points**.

Bidders will be required to score a minimum of **30 points** in order to qualify for

Step 2.

Step 2 will be based on Presentation and Site inspection, which consists of **50 points**.

Bidders are expected to score a minimum of **40 points**

NB: Bidders will finally be required to score at least **70 points** on functional evaluation in order to qualify for stage 3.

Stage 3 – Price and Preference Points Evaluation

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

12.1 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>Requirement: 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. Failure to comply with the above will result in disqualification of the bid</p>	
MANDATORY REQUIREMENT (2)	Comply (Yes/ N0)
<p>Only bidders that are within EME and 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 for this bid</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> (i) SANAS accredited BBEE certificate or (ii) Signed Affidavit and Latest Financial statement signed by Accounting Officer or in terms of Companies Act 	
MANDATORY REQUIRMENT (3)	
<p>Availability or access to workshop facility and relevant machinery</p> <p>(a) Workshop facility</p> <p>If the bidder is the owner/leasing the facility the following must be</p>	

<p>provided:</p> <p>Compliance requirement:</p> <p>(i) Title deed or Lease agreement in the name of service provider or usage agreement</p> <p>or</p> <p>(ii) Municipal accounts to be supported by an affidavit confirming that the bidder is conducting business at the premises</p> <p>(b) Alternatively, If service is outsourced bidders to provide a letter of confirmation from the service provider whom they intent utilizing and the contents of the letter should reflect compliance with the stated requirements for both workshop facility</p>	
MANDATORY REQUIREMENT (4)	
<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 may be completed however must be included in the financial envelope.</p>	
MANDATORY REQUIREMENT (5)	Comply (Yes / No)
<p>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)</p>	

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

12.2 STAGE 2 – FUNCTIONALITY CRITERIA

Functional evaluation criteria comprises of 100 points and bidders must score 70 points to qualify for further evaluation.

A. Team Experience , Bidders Relevant Experience of Work done and Financial Capacity	50
<p>A1. Team experience = 15 points</p> <p>Bidder/s are expected to give an indication of experience of its team members who are to be assigned to the project of vehicle branding</p> <p>Team Member:1</p> <p>(i) Team Leader (responsible for overall receiving, inspection, branding and signing off and returning of vehicles in its original form with agreed turnaround times. This will include client relationship management and innovative development of Client requests internally and externally = 5 points</p> <ul style="list-style-type: none"> • 5 years experience or more = 3 points • 2 to 4 years of experience = 2 points <p>Compliance requirements:</p> <ul style="list-style-type: none"> ✓ Attach detailed CV reflecting relevant years of experience and entities where similar work was done. <ul style="list-style-type: none"> • Qualifications: Any relevant Certificate = 2 points <p>Compliance requirements:</p> <ul style="list-style-type: none"> ✓ Attach certified copies of relevant academic qualification. <p>Team Member : 2</p> <p>(ii) Graphic designer (Responsible for creating visual concepts by using computer software, communicate ideas that inspire, inform or captivate</p>	

<p>and also develop the overall layout and production design for the Corporation) = 5 points</p> <ul style="list-style-type: none"> • 4 years of experience or more = 3 points • 1 to 3 years of experience = 2 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> ✓ Attach detailed CV reflecting relevant experience in the field <ul style="list-style-type: none"> • Qualifications: Any relevant post matric certificate = 2 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> ✓ Attach certified copies of relevant post matric certificate <p>Team Member: 3</p> <p>(iii) Minimum 2 X Technicians (responsible for applying vehicle branding, vinyl decals, rubberising, rebranding etc.) = 5 points</p> <ul style="list-style-type: none"> • 3 years of experience and more = 5 points • 1 to 2 years of experience = 3 points <p>Compliance requirement:</p> <ul style="list-style-type: none"> • Attach detailed CV reflecting relevant experience and skill <p>NB: Bidders are advised to take the scope of work into cognisance to determine the applicable relevant qualifications.</p>	
<p>A.2. References of Similar Work</p>	
<p>A2.1. The bidder must provide details of similar work completed in relation to branding of vehicles.</p> <p>(a) 1 to 3 reference letter/s of similar work done = 10 points</p> <p>(b) 4 to 10 reference letters of similar work done= 20 points</p> <p>(c) 11 and more reference letters of similar work done = 25 points</p> <p>Compliance requirements:</p>	<p>25</p>

<p>Bidders are expected to attach copies of reference letters from reputable service providers that they rendered the service in the past three years.</p> <p>The following details must be reflected in the content of the reference letter/s:-</p> <ul style="list-style-type: none"> • Name and short description of project successfully completed/involved • Role and Responsibilities, • Duration of involvement (in months), • Value of the contract, • Contactable References. (letter of references in letterhead of the clients signed by the authorized person) 		
A3. Financial Capacity		10
<p>A3.1. The bidder will be required to outline their financial capability by demonstrating their ability to manage branding of vehicles in excess of R250 000. The bidder must submit the following list of required proofs:</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 		
STEP 1 FUNCTIONALITY:		50

NB: Bidders will be required to score a minimum of 30 points in order to qualify for Step 2

STEP 2: PRESENTATIONS AND SITE INSPECTION (At the bidder's premises)

A. PRESENTATIONS AND SITE INSPECTIONS: Knowledge Of The Subject Matter	50
<p>1. Outline summary displaying extensive knowledge and experience in the provision of branding of vehicles by outlining the following; = 25 points</p> <p>(i) Company experience in relation to Law Enforcement vehicles= 5 points</p> <ul style="list-style-type: none"> ➤ Outline typical challenges when handling vehicles = 2 points ➤ How do you resolve challenges = 3 points <p>(ii) Capacity and turnaround times = 12 points</p> <ul style="list-style-type: none"> ➤ Storage and security = 4 points ➤ Insurance cover for any risk whilst vehicle is under bidder's custody= 4 points ➤ Turnaround times in terms of branding, rubberising = 4 points <p>(iii) After sales support = 4 points</p> <ul style="list-style-type: none"> ➤ Warranty and Guarantee <ul style="list-style-type: none"> ○ Material and associated elements = 2 points <ul style="list-style-type: none"> 📅 12 to 24 months = 1 point 📅 25 months and above = 2 points ○ Workmanship and related work = 2 points <ul style="list-style-type: none"> 📅 12 to 24 months = 1 point 📅 25 months and above = 2 points <p>(iv) Protection of RTMC intellectual property including copy rights in relation to the branding material = 4 points</p> <p>2. Site inspection (walk about in the premises) = 25 points.</p> <p>A checklist will be used to assess the following;</p> <p>(i) Machinery and Tools</p>	

- Heating guns
- Printing equipment
- Laminating machine
- Applicator- for manual vinyl application
- Plotter

(ii) Systems/ Software

(iii) Workshop/Fitment bay

(iv) Storage space

(v) Security detail

- CCTV
- Physical security
- Access control
- Lock up facility to store vehicles

The values on the table below will be used to score presentation/ site inspection and bidders are expected to score a minimum of 40 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.

The shortlisted bidders will be notified to present their proposal in a form of Power point immediately thereafter a Site Inspection or walk about will be conducted at the bidder's premises once they have qualified from step 1.

STEP TWO SUB TOTAL	50
OVERALL TOTAL FOR FUNCTIONALITY	100

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/ SPECIFICATION

1. PURPOSE

The purpose of the bid is to invite suitable and experienced service providers with requisite skills, competence, capacity and expertise for branding National Traffic Police Vehicles and

maintenance, rubberizing of Light Delivery Vehicle Bin's for a period of three years with an option to extend.

2. PROBLEM STATEMENT

Law Enforcement currently has vehicles which are serviceable and within their financial service/repair lifespan. The vehicles were branded upon purchase however; the branding is now fading and starting to peel-off.

The corporation has procured new vehicles and those vehicles need to be branded. Light delivery vehicle's loading bins will need to be rubberised.

3. BACKGROUND AND DISCUSSION

3.1. The corporate image of the Road Traffic Management Corporation as the lead agency in transport is portrayed, amongst other branding methods by marked vehicles used by the National Traffic Police. The branding on several vehicles have started to peel off and are now discoloured due to direct exposure to the nature's elements and age.

3.2. The Corporation has procured additional vehicles to be used by the National Traffic Police. These vehicles have to be branded to the same specifications as the existing fleet.

3.3. In order to maintain the vehicles at an acceptable level, it is necessary to appoint a service provider who will be able to service our needs timeously and be consistent in the specifications.

3.4. Law Enforcement is required to operate with marked and branded vehicles aligned to the identity of the corporation so that the vehicles are visible and identifiable to the public.

3.5. The Corporation has a fleet of new and old vehicles, which consists of motor cycles, mini-buses, light passenger, and delivery vehicles. The Corporation is in the process of procuring more vehicles for use by the National Traffic Police that will also need to be branded. In addition to branding the light delivery, vehicles will also need to be rubberised.

4. SCOPE OF WORK

Main activities

Description/Type of vehicle	New Branding	Rebranding	Maintenance (due to peeling, accident etc.)	Rubberising	Decals
Hatch backs	Yes	Yes	Yes	No	Yes
LDV	Yes	Yes	Yes	Yes	Yes
Minibuses	Yes	Yes	Yes	No	Yes
Motor cycles	Yes	Yes	Yes	No	Yes
Trailers	Yes	Yes	Yes	Yes	Yes
Trucks	Yes	Yes	Yes	Yes	Yes
Buses	Yes	Yes	Yes	No	Yes

Panel Van	Yes	Yes	Yes	Yes	Yes
Mobile testing stations	Yes	Yes	Yes	Yes	Yes
Driving Simulator	Yes	Yes	Yes	Yes	Yes
Sedan	Yes	Yes	Yes	No	Yes
Mobile toilets	Yes	Yes	Yes	No	Yes
Any other asset which can be classified as fleet					

5. SPECIFICATIONS

Vehicle type	Specification (new branding)	Other services; Rebranding, Maintenance, Rubberising, Decals
Hatch backs LDV Minibuses Motor cycles Trailers Trucks Buses Panel Van Mobile testing stations Driving Simulator Sedan Mobile toilets Any other asset which can be classified as fleet	Digital elements will be printed on: 1. 3M or similar Scotchville Reflective Graphic Film IJ680-10- 1.1. White film 1.2. 3M or similar Match Component systems 1.3. Retro Reflectivity 100 candle power 1.4. Pressure activated adhesive 2. Vehicle colour change (blue) vinyl will be the following product: 2.1. Avery 800 Premium Cast 2.1.1. Pigmented film (illustrated as blue segments in the design)	

	<p>2.1.2. Permanent acrylic based adhesive</p> <p>3. White panels, like the doors, bonnet and boot will be covered with the following product:</p> <p>3.1. IJ180 CV3-10 Controltac Premium Cast Vinyl</p> <p>3.1.1. White film</p> <p>3.1.2. 3M or similar Match component systems</p> <p>3.1.3. Pressure activated adhesive</p> <p>4. All products above are covered with a protective layer of:</p> <p>4.1. 3M or similar Scotchcal Gloss Over Laminate 8518-</p> <p>4.1.1. Protection against UV fading, light acids and petroleum vapours</p> <p>4.1.2 Product is compatible with the</p>	
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	<p>3M match component warrantee</p> <ul style="list-style-type: none"> • Roof of all vehicles will be left uncovered • RTMC to determine placement of new RTMC logo • RTMC to determine placement of Arrive Alive logo • RTMC to determine the wording to be placed under RSA flag • Improvement on reflective material (RTMC to determine the type of chevrons and placement thereof) 	
Copyright and Ownership (Intellectual property and copyright)	On completion of all design, artwork, and associated works will vest in the RTMC.	
Concept development and Design	RTMC to provide details as and when required	

SECTION: 3

ANNEXURE AND STANDARD BIDDING DOCUMENTS

(see the attached pricing schedule)
**Bidders are required to complete in
the pricing schedule**

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
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
Registration on Central Supplier Database (CSD)	YES	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 https://secure.csd.gov.za/ to obtain your vendor number. Submit proof of registration

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 should 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 is missing or duplicated. No liability shall be accepted about 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.