



**Road Traffic**  
Management Corporation

**Physical Address**

Centurion Gate Business Park  
Block A To D, 146 Akkerboom Street  
Zwartkop, Centurion, 0157

**Email:** Info@rtmc.co.za

**Tel:** (012) 999-5200

**Fax:** (012) 991-0371

**Postal Address**

Private Bag X147  
Pretoria, 0001

The Road Traffic Management Corporation (RTMC)  
is an Agency of The Department of Transport and a  
Member of the United Nations Road Safety Collaboration

**RTMC BID 01/2025/26: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR  
SUPPLY AND DELIVERY OF STATIONERY AND RELATED ITEMS TO THE RTMC FOR  
A PERIOD OF THREE (03) YEARS**

**QUESTIONS AND ANSWERS**

- (i) Question 1: I just wanted to make sure with the two envelopes process you said one envelope with the copy and the original and the USB clearly marked and another envelope with the copy and original of the pricing offer, right?

Answer: Yes, table 1.1 on page 13 of the ToR explains clearly what must be submitted or inserted inside which or each envelope.

- (ii) Question 2: How do we access the briefing session certificate?

Answer: The briefing session certificate(s) cannot be accessed, they will be emailed from Monday, 09 June 2025 onwards to all attendees who have registered and attended the briefing session.

- (iii) Question 3: If a company has two directors and one is disabled and has proper documentation, I'd like to know which category does the company fall under?

Answer: The annual turnover of the company or an entity will make a determination whether the company falls under QSE or EME category.

- (iv) Question 4: How many companies is RTMC looking for this panel?

Answer: Unfortunately, RTMC cannot make a determination at this point in time. It will also depend on the number of responses that RTMC receives, the number of companies that would comply to be eligible to be appointed in the panel. The Chairperson also restated paragraph 8.10 under special instructions to bidders, making reference to the panel and the advertisement of a supplementary bid to top-up a panel.

- (v) Question 5: Item 20: Indian Filing Laces have been discontinued please advise way forward.

Answer 5: The alternative or other secondary name for Indian Filing Laces is SDS Treasury Tags - 152mm Filing Laces (100 Piece)

- (vi) Question 6: Item 69 / 67 is this the same item just in a different colour.

Answer 6: Yes, Item no. 67 it is beige in colour and Item no. 69 is white in colour, therefore both are needed and must be quoted as per the list of items. It was placed separately as there might be a price difference.

- (vii) Question 7: Item 2, Item 3, item 4, Item 5, Item 6, Item 7, Item 8, Item 9, Item 10 the binding elements don't come in Green, please advise.

Answer 7: The colour can be looked into at a later stage, please provide pricing or costs in whichever colour that is available on the market.

- (viii) Question 8: Please advise on the dividers item 112 to 117 is it board or poly prop.

Answer 8: The Poly Prop (PVC) are once needed, please quote for such.

- (ix) Question 9: Can I print front and back.

Answer 9: No please as the readability on the front and back (both sides) would be a challenge for evaluation processes, also scanning of the documentation into a memory stick, one could miss out some pages.

- (x) Question 10: Where I can't get reference letter. Can I attach Order?

Answer 10: The requirements are the reference letter(s), NOT THE ORDER(S).