

RTMC BID 03/2026/27: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY AND DELIVERY OF CLEANING EQUIPMENT, KITCHEN AND CLEANING CONSUMABLES AND OTHER RELATED ITEMS TO THE RTMC FOR A PERIOD OF THREE (3) YEARS

QUESTIONS AND ANSWERS

1. Under the capability section where the bidder is required to submit a letter from supplier and wholesaler. I am a manufacturer of cleaning chemicals. In that case can I send a Letter from the raw material letter.

Ans: The raw material of cleaning chemicals letter must adhere to the Wholesalers/ Distributors or supplier's requirements as per the bid document.

2. Regarding SBD's should they be part of the tender document or they should be separated from the tender document.

Ans: All the SBD forms must form part of the tender document submitted as guided on Table 1.1

3. Regarding Reference Letters it says provide reference of similar work done (I want to ask if you looking for only reference letter for cleaning equipment, kitchen and cleaning consumables or supply of any other things)?

Ans: The reference letter must be for cleaning equipment, kitchen and cleaning consumables for similar work done and related service such as only, **not** for any other things.

Are we allowed to partially bid for items which we supply.

Ans: No bidders must price all Items on the pricing list – refer to the Instructions on the top of the price list table.

4. My question is on instruction submission: Can I use one memory stick for soft copies of technical response and financial soft copy?

Ans: No, bidder must use different memory sticks for each envelop. The technical or functionality must have its own memory stick and the financial envelop on its own. Follow the instructions on table 1.1.

5. Where do we submit the document?

Ans: Road Traffic Management Corporation (RTMC), Gate Office Park, Block B, No. 146 Akkerboom Street, Zwartkop Centurion 0157

6. The document online does not have pictures

Ans: The pricing schedule has pictures. However as agreed in the meeting the word version of pricing will be sent to all prospective bidders to use for electronic completion should they choose to.

7. The 2 Envelopes- are we submitting them separately or we are putting them on the 3rd envelope which will be the main envelope containing two envelopes inside?

Ans: Not prescribed, however all the bid documents must be secured, neatly and safely covered or wrapped. The technical proposal and financial proposal must be placed in separate sealed envelopes, and both envelopes must be placed inside one main envelope clearly marked with the bid number and description sealed.

8. Is it possible to get a RECORDING of the to make sure I do tick and correct envelope with the correct document on the stick

Ans: No recording will be shared, in compliance with the Protection of Personal Information Act (POPIA), as consent would be required from all participants.

9. I would like to find out when it comes to Evaluation Criteria. I'm a new contractor with no experience and I do not have any references. Will this disqualify me as a bidder?

Ans: Bidders must meet the minimum functional requirements as stipulated in the tender document. Lack of reference letters means lack of experience which will hugely affect the functionality scores.

10. With regard to delivery addresses, will you only consider Gauteng based suppliers? since delivery will be in Gauteng?

Ans: The bid is open to all potential suppliers from all provinces, is not specifically meant for only Gauteng based suppliers, provided that they are able to deliver to the required RTMC locations.

11. Just to clarify, on submission you need 1 x Original Hard copy, 1 x Copy of Original hard copy and 1 x copy document saved on a USB.

Ans: Correct. The Bidders must submit one original hard copy, one copy of the original copy, and one electronic copy on USB. Refer to table 1.1 for more information.

12. I would like clarity regarding the tender submission process. Is it acceptable for bidders to submit tender documents 2 days before the official closing date, provided all requirements are met?

Ans: Yes. Bidders may submit their tender documents at any time before the official closing date and time.

13. If a bidder scores the minimum 65 functionality points, does RTMC appoint all qualifying bidders or only top-ranked bidders?

Ans: The RTMC reserves the right to appoint all qualifying bidders who meet the minimum functionality threshold/ requirements and comply with the tender document's requirements.

14. How many suppliers does RTMC intend to appoint onto the panel?

Ans: RTMC intends to appoint a panel of qualifying service providers, however, the exact number of service providers has not been pre-determined.

15. Since pricing will later be "negotiated and standardised" across the panel, what pricing methodology will RTMC use during negotiations?

Ans: The pricing negotiated and standardized will be conducted in line with the applicable procurement policies and market-related pricing principles to ensure fairness, competitiveness, and value for money.

16. Will suppliers be allowed annual price escalations for inflation, fuel, exchange rate fluctuations, or raw material increases over the 3-year period?

Ans: any pricing adjustments during the contract period will be subjected to RTMC approval and contract conditions.

17. Regarding Reference Letters. SAPS does not officer such. Therefore, can we submit Purchase Orders?

Ans: No. The purchase orders, appointment letters, or signed contract may Not be submitted. Strictly stick to the tender document's requirements.

18. The reference letter are they supposed to look exactly like the template, or we can use the one we have as long it has all the information needed? and from which year

Ans: Reference letters do not need to follow the exact template provided they contain all the required information, instead the reference letter template serves as a guideline.

19. Under Capabilities, if you are a manufacturer what document are you to supply

Ans: Manufacturers may submit proof of manufacturing capability, company profile, product certifications, and supporting supplier or raw materials sourcing letters.

20. Can we submit any reference even if is not cleaning chemicals, kitchen and cleaning equipment.

Ans: Any reference letters will not be considered, although reference letters of similar or related to the required commodities are preferred.

21. What if the reputable FSP provider has a standard letter but it's not physically signed but on their letterhead with all verifiable contacts, is. that letter not considered valid

Ans: Provided that the documents are verifiable and are issued on the official letterhead of the institution.

22. Some institutions don't issue reference letters, will a purchase order or appointment letter be sufficient.

Ans: No. The purchase order or appointment letter are not sufficient proof that the work was executed or delivered; hence the reference letters are required.

23. For SANS and SABS, what documents do you require and for with products? Do you require ISO 9001?

Ans: No documents are required. It is recommended for Bidders to offer products that comply with the standards.

24. The references for dignitary pack and animal feed are acceptable?

Ans: No, this will not be acceptable, only the similar or aligned with the requirements.

25. For C: BIDDERS' CAPABILITY TO SOURCE, please explain again, it the letter from a manufacture stating I (as the company) have ordered from them for Above R50 000 before?

Ans: Yes, the purpose is to demonstrate that the bidder has established sourcing relationships and capacity to procure the required goods and services.

26. On the financial part, if I have an account with the OEM, will that not cut it?

Ans: No. This is the third-party relationship in which the RTMC cannot entered into, only the tender required documentation must be submitted.

27. I would like to ask if I have investment in personal account and is more than R250 000.00 in my personal name, I can submit the proof?

Ans: Financial proof should preferably be in the bidding entity not on personal account, and proof thereof can be submitted.

28. Can we use Appointment Letters for Reference letters

Ans: No. The appointment letters will not be accepted, please stick to the tender requirements being Reference letters not appointment letters.

29. Are you going to send us the Financial Spreadsheet for Pricing

Ans: Yes, the electronic or excel pricing spreadsheet will be shared with prospective bidders.

30. If I have a private individual to fund the project. Will it be accepted or is it strictly funds from the Bank?

Ans: No. Strictly bank funding will be accepted. All the project funding mechanisms must be from the Financial Service Providers (FSP) registered with the National Credit Regulator (NCR).

31. Can we fill and sign the document electronically?

Ans: Yes. The tender documents filled and sign the document electronically are acceptable and provided that all documents are properly completed and signed accordingly.

32. If we have never bought from any wholesaler or manufacture before it means we are not compliant?

Ans: Bidders must demonstrate their ability and capability to source and deliver the required items as per tender requirements.

33. If the bank statements of the entity only generate on the last day of the month, the only relevant statement will then be from last month taking into consideration the closing date of the 26th, will this still work?

Ans: The most recent bank statement available maybe submitted.

34. Regarding Reference Letter can we also submit reference letters for any other supplies or is it specifically for cleaning chemicals, kitchen and cleaning equipment?

Ans: Any supplies reference letters will not be accepted, although similar supply reference letters will be accepted in line with the tender scope are preferred.

35. I want to confirm the envelope system, is it an original document, plus a hard copy document plus a soft copy, making it the 3rd?

Ans: Yes. The submission consists of one original hard copy, one duplicate hard copy, and one USB soft copy submission packaged according to the tender instructions on table 1.1.

36. In terms of pricing, will the equipment be on a rental basis to RTMC?

Ans: Strictly procurement, no rentals.

37. Must all items be SABS approved?

Ans: Yes, this is the preference to ensure compliance with the OHS safety protocols and legislative as well as to avoid detrimental consequences to staff.

38. What payment terms will RTMC apply? 30 days? 60 days? After delivery acceptance?

Ans: Payment will be processed in accordance with RTMC payment terms that are applicable to the public sector payment regulations after receipt of and acceptance of goods and services, that is, 30 days payment of a valid invoice.