

RTMC BID 04/2026/27 APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY, AND DELIVERY OF STATIONERY AND RELATED ITEMS TO THE RTMC FOR A PERIOD OF THREE (3) YEARS

QUESTIONS AND ANSWERS

1. Please advise, will it be acceptable for bidders to submit purchase orders with contact details as references for past completed projects as getting references letters from client departments is proving very difficult. Client department representatives are however willing to confirm information over the phone or by email.

Ans: The bid requires reference letters from clients. We note that clients across different sectors do not operate in the same way as government departments. Therefore, reference letters remain the most appropriate and widely applicable document, as they can be obtained from clients across all sectors.

2. I just wanted to enquire about item 127 (BINDER, LOOSE LEAF PVC; A-4;70MM THK; RED;2-RING; LEVER ARCH) do we price for each item and price for a box of 10 or we only price the first one only.

Ans: The first price is for single units, and the second price is for boxes of ten, as indicated in the quantities (each and box of ten).

3. Are emerging enterprises with little to no experience allowed to bid?

Ans: Bidders may submit a bid, provided they meet the tender requirements.

4. Clarity question: Since this is a national open tender, does it mean all provinces will source from this once awarded? Or will the panel award be based on provinces differently? If each province does not have its own panel, can any awarded supplier service any province?

Ans: Yes, this is a national open tender, and all provinces where RTMC operates will source through this tender once it is awarded. There are no province-based awards or separate provincial operations, as RTMC will direct where the services are required.

5. I would like to know whether it is possible to include a Purchase Order (PO), Appointment letters or existing awarded contract as part of the reference documentation.

Ans: This was addressed under item 1.

6. What if is JV but company A has 500K for example while Company B has 10K.

Ans: Ultimately, the combined financial capacity must meet the bid requirements, as the JV will be evaluated as a single entity for financial capacity.

7. My question is based on page 4 of the document on paragraph 5.1.... does the instruction there mean we need to have 6 submissions in total? Original Document, hard copy and Memory stick copy and the same for the financials (pricing)

Ans: Yes, a total of two submission sets is required: one for the Technical Requirements Envelope and one for the Financial Requirements Envelope. Each set must include one original hard copy, one photocopy of the original, and one PDF scan on a memory stick, as indicated in Table 1.1 of the bid document.

8. Please explain the financial capacity for category A.

Ans: As it is explained in the bid documents, and clarity was provided in the briefing session.

9. Please can we have this recording emailed to us especially for instructions on how to package.

Ans: There will be no recording of the meeting which will be emailed or shared with the potential bidder as there are compliance to POPIA, which needs approval to be achieved from all bidders in the meeting.

10. Can we please get minutes of the briefing session especially with the submission instruction coz it is not clearly explained in the tender document

Ans: This was addressed under item number 9.

11. Can we please get the presentation recordings

Ans: This was addressed under item number 9.

12. Can we get a copy of the RTT type copy since we can't get the recording

Ans: This was addressed under item number 9.

13. Since we can't get a recording can we get live captions off session

Ans: This was addressed under item number 9.

14. How many service providers will be appointed?

Ans: The number of appointed bidders will depend on the number of responsive bids received per category, subject to the BEC's recommendations.

15. I have tried that many times to go back to the Government department for Reference letters. They said PO, appointment letter serves as reference letter. Meaning they don't issue at all - Can also be assisted by the Delivery Notes and Payments.

Ans: This was addressed under item number 1.

16. On the pricing schedule, so are you going to need the total bid price or we just putting the price as it is? I can't see anywhere where you can write the total bid price.

Ans: Please note the following:

- Each line item must be priced separately.
- There is no total bid price, as this is a panel tender for as-and-when-required orders.
- The pricing schedule will be provided in Word format for ease of completion.
- Once completed, please save it as a PDF for submission.

17. On the pricing schedule. So, we are going to just put only the pricing schedule on the separate envelope only. There's no other documentation that we are going to put inside.

Ans: Please follow the requirements set out in Table 1.1 of the bid document.

18. My question is based on paragraph one on page 4. I mean 5.1 on page 4 regarding the submission of the bid. I see here it says 2 envelopes, 2 copies actually, and two copies for the pricing and also for the memory stick. I'm asking if we have to have 6 submissions in total or what are we going to do with this?

Ans: This was addressed under item number 7, as indicated on table 1.1 of the bid document.

19. Can we go to the categories A and B? Category A, EME and QSE, description. It says greater than ten million, not exceeding 50 million. The description doesn't correspond with the meaning of EME. EME says less than or greater than 10 million. Your description says greater than 10 million, which says only bidders with an annual turnover of 10 million above. EME description says 10 million and below. Can you please clarify?

Ans: Corrected to less than 10m and not exceeding 50m, as per the description.

Please can you also add the description of EME which is an enterprise with less than 10m turnover on Category A class of enterprise which is omitted but only QSE definition has been added.

Ans: Corrected to less than 10m and not exceeding 50m, as per the description.

20. Item 277 to 281, you don't get memory sticks of 4 and 8 gig anymore. So, what must we do there? Must we quote 16 gig or 32 gig? What must we do?

Ans: Please disregard the 4GB and 8GB items, as they will be marked as discontinued.

21. I have a question regarding reference. Let's say that you have an awarded letter of a panel that is ongoing, but you have already started delivering for them. The project has not yet ended. Will the purchase order serve as part of the reference of the ongoing? So, what I'm saying is that, will I be able to attach the appointment on the panel and the purchase order as part of the reference? Or I should ask the certain department to write me a letter to indicate that I am on an ongoing panel and have already started delivering.

Ans: The reference letter must indicate the appointment to the panel from a specific date, whether the appointment is on an as-and-when-required or rate-based basis, confirm that the project is ongoing, and state the total amount paid to date, all within the same letter.

22. You mentioned that for the reference letters, the RTMC reserves the right to do due diligence. Is it not possible for us to include purchase orders, delivery notes, remittances for the payment, invoices? And then when you do your due diligence, can you not also do that due diligence on purchase orders, appointment letters provided.

Ans: This was addressed under item number 1.

23. Regarding this point scoring and evaluation criteria, where you guys keep asking for references from previous projects. So, I wanted to know, since this is an open bid, are you guys suggesting that the small and emerging enterprises, if they don't have previous experience, they shouldn't even bother to bid. Or can they substitute the company experience with a personal experience?

Ans: Please note the following:

- Prospective bidders are required to submit bids in the name of the bidding entity and not in their personal capacity, and
- The BEC will evaluate bids and all supporting documentation issued in the name of the prospective bidder, including proof of financial capability, in accordance with the bid requirements.

24. I think one of my points that I wanted to raise as well was in regarding to the reference letters. I think it's a little bit of a challenge. For instance, my company, I've been dealing with the Department of Education where, What they usually do, they will just send you your purchase order for you to procure what they need, and then they would issue you sometimes with the completion of the order, and they would never at any point give you a reference letter to explain that this is who you dealt with, that this is what you did. So, I think, can we have a situation where you would reconsider in terms of the reference letters if we can either issue contracts or purchase orders and invoices relating to that order.

Ans: This was addressed under item number 1.

One more question to ask. At the end of the meeting, are we going to be issued an attendance certificate at the end?

Ans: Yes, attendance certificates for the briefing session will be issued to all bidders who registered for and attended the compulsory briefing session.

Are we going to receive an attendance confirmation certificate to attach to the document?

Ans: Yes, the briefing session certificates will be shared to all potential bidders at the later stage.

25. If I decide to go on a joint venture, I have attended the compulsory briefing. Is it not going to affect me if I partner with someone who is not on the meeting?

Ans: No, only one member of the JV is required to have attended the briefing session.

Then if the credit facility that is going to fund you is from the provincial government, but not around the Gauteng province. Those departments that help SMMEs, is it not going to also affect my bid?

Ans: The funding entity must comply with the bid requirements, including being registered as a Financial Services Provider (FSP) and with the National Credit Regulator (NCR)

And then question #3, if the money that I have on my personal account that exceeds maybe 200,000. It's not on my business account. Will that be sufficient if I attach that?

Ans: Please note the following:

- Prospective bidders are required to submit bids in the name of the bidding entity and not in their personal capacity, and
- The BEC will evaluate bids and all supporting documentation issued in the name of the prospective bidder, including proof of financial capability, in accordance with the bid requirements.

Then the last question would be, if I have the reference of a contract that exceeds 1 million, then how much points would that letter weigh? Maybe it's a two-year contract that exceeds 1 million. So how many points will it earn from that experience?

Ans: Although the amount submitted exceeds the threshold specified in the bid requirements, all letters will nonetheless be evaluated in accordance with the allocated scoring criteria set out in the bid requirements.

26. Kindly please advise us on reference inquiry, if I have a reference letter not stating our address but stating the contact person and email it will be considered? and not stated that the contract is once off or 3 years but only written the year we render service.

Ans: Bidders are advised to comply with the bid requirements pertaining to the submission of reference letters.

27. Regarding the experience/reference letter requirement: Can one JV partner's reference letters and experience alone satisfy the functionality requirement for the JV, or is each JV partner required to submit their own reference letters and experience?

Ans: Bidders are advised to comply with the bid requirements relating to the submission of reference letters. This includes JV partners, who must submit reference letters accompanied by the relevant JV agreement.

28. Regarding financial capacity: Can one JV partner carry the full financial capacity requirement on behalf of the JV (bank balance, funding facility, or funding commitment), or is each JV partner required to provide proof of financial capacity individually?

Ans: Please note the following:

- Each entity within the JV must submit proof of financial capability under its own entity number.
- All submitted proof of financial capability will be consolidated and evaluated on a combined basis.

29. Regarding the compulsory briefing session: One company attended the compulsory briefing session before entering into the JV arrangement. Will the issued briefing certificate still be accepted for the JV submission, or must all JV partners have attended the briefing session individually?

Ans: Please note the following:

- One briefing session certificate from the JV entities will be accepted.

- If one JV partner attended the compulsory briefing session and received the certificate, that will be sufficient for the JV submission.

30. Kindly also confirm whether the JV may allocate responsibilities between partners based on strengths and capabilities, for example where one partner focuses on sourcing, quotations, pricing, and coordination while another partner contributes financial capacity and previous experience.

Ans: Please note the following:

- The JV will be appointed as a single entity, not according to the individual strengths of each partner.
- Accordingly, the parties to the JV are expected to share responsibilities in line with the JV appointment or agreement.