



Road Traffic
Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS TO RENDER EVENTS
MANAGEMENT SERVICES TO THE RTMC
FOR A PERIOD OF THREE (3) YEARS**

RTMC BID NO:23/2019/20

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 such enquiries will be entertained until within 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 Closing of the bid

Bids should be submitted in **Five (5)** copies (1 Original and 4 copies) all bound in a sealed envelope endorsed, **RTMC BID 23/2019/20: Appointment of a panel of service providers to render events management services to the RTMC for a period of three (3) years with an option to extend.** Bids in sealed envelopes must be placed in the bid box at the Main Reception area of the RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng by no later than **11:00 on 04 December 2019**

5.2 Compulsory briefing session

Compulsory briefing session will be held on the **15 November 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)

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

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

5.5 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.

5.6 Bid received by email, facsimile or similar medium will not be considered.

5.7 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.**

5.8 Amended bids may be sent in an envelope marked "**Amendment to Bid**" and should be placed in the bid box before the closing time.

5.9 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 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 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)

10.2.3 Certified copies of your CIPRO 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;

10.2.4 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.

10.2.5 **Annexure 3** Declaration of Interest (SDB 4)

10.2.6 **Annexure 4** Declaration of Bidders Past SCM Practices (SBD 8)

10.2.7 **Annexure 5** Certificate of Independent Bid Determination (SBD 9)

10.2.8 **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.

10.3 Schedule 3:

10.3.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.4 Schedule 4:

10.4.1 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.**

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

10.4.3 **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.

NB All information listed above will form part of the Service Level Agreement with the successful bidder/s.

12. EVALUATION CRITERIA

The bid will be evaluated on a three-stage(3) process.

- Stage 1 will be Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation

(a) Stage 2 will be on Functionality Evaluation and Presentaion.

Step 1 will be on written proposals which consist of 50 points. Bidders must score 35 points to qualify for Step 2.

Step 2 will be on presentation which consist of 50 points. Bidders must score 40 points to qualify for Stage 3.

NB: Only bidders that meet the minimum requirements for Stage 2 (75 points) will be eligible for consideration in Stage 3.

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

12.1 STAGE 1 – MANDATORY REQUIREMENTS

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

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p>Registration with recognised professional body/ association</p> <p>Bidder must be registered with the relevant professional body/ association recognised by the industry/ sector. i.e. South African Association for the Conference Industry (SAACI) and/or Exhibition Association of Southern Africa (EXSA) or any relevant association recognised by the industry.</p> <p>Compliance Requirement</p> <p>A valid membership certificate upon submission of the bid.</p>	
MANDATORY REQUIREMENT (2)	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>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</p>	

or Joint Venture. Failure to comply with the above will result in disqualification of the bid	
MANDATORY REQUIREMENT (3)	Comply (Yes / No)
<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 (4)	Comply (Yes / No)
<p>BRIEFING SESSION CERTIFICATE</p> <p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session.</p> <p>(In case of joint venture etc. briefing session certificate from any party that attended the briefing session will suffice)</p>	
MANDATORY REQUIREMENT (5)	Comply (Yes / No)
<p>PREQUALIFICATION CRITERIA</p> <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, 2000:</p>	
MANDATORY REQUIREMENT (6)	Comply (Yes / No)
<p>EVENT MANAGEMENT SOLUTION</p> <p>The bidder must provide or have access to Registration management</p>	

<p>tool with the following capabilities but not limited to:</p> <ul style="list-style-type: none"> • Reporting • Tracking • Guest user profile and similar <p>Compliance Requirements</p> <ul style="list-style-type: none"> ✓ For reporting bidder to provide a system generated report ✓ For tracking bidder to provide screenshot printouts or ✓ Proof of license or any form of accreditation to use the system from the OEM if not owning the system 	
<p>NB: Bidders are required to submit or attach supporting documents in order to qualify</p>	

12.2 STAGE 2 – FUNCTIONALITY CRITERIA

Step 2 will be based on written proposals and shall be evaluated based on the following parameters for functionality: Bidders are required to score a minimum of 35 points in order to qualify for step 2

Requirements	Score
A. Key staff proposed for this service (Project Team)	25
<p>A1 The RTMC requires that the bidder provide the RTMC with highly skilled and qualified human resources. The bidder must provide a detailed CV of the key roles indicated below and provide details of the qualification, skills and experience in various key projects done in the past. The roles are mentioned below:</p> <p>(1) Project Team Lead that has overseen high profile projects / events.</p> <ul style="list-style-type: none"> • 5 years of experience or more = 10 points <p>(2) Events specialist</p> <ul style="list-style-type: none"> • 5 years of experience or more = 10 points • 1 to 2 years of experience = 5 points <p>(3) Support staff (minimum of 5 staff members) = 5 points</p> <p>Bidders must attach supporting documentation to qualify for full points on the above. This must include Employment Contracts and certified qualifications along with the detailed CVs.</p> <p>NB:</p> <ul style="list-style-type: none"> • Bidders who are currently without permanent staff at their disposal must provide documentation from recruitment agency/agencies or relevant institutions. Information provided by the afore said should be in their official letterhead indicating names of individuals, qualifications along with detailed CVs which fully comply with the stated requirements • It is required that the bidder must have experience and knowledge in providing a professional event management services. The event must be for corporates/public entities and should be for high profile type of events (e.g. ministerial, corporate launches, conferences etc) Therefore CVs or any supporting document in relation to the above positions must be in 	

accordance with the above the stated requirements.	
B. Capability and extensive network	15
<p>B1 The bidder must indicate their network capability by providing a list of services that are aligned with the scope of work of this bid. The bidder will be evaluated taking into account the following key elements:</p> <p>(a) Network/ national footprint</p> <ul style="list-style-type: none"> • Extent to which the bidder demonstrates a vast network/ national footprint i.e ability to access third parties that will help to facilitate and coordinate events in Provinces where there is limited or non existent footprint • Presence in 1 to 5 provinces = 10 points • Presence in all 9 provinces = 15 points <p>Compliance Requirements:</p> <ul style="list-style-type: none"> • In case of satellite office/ branch: bidder must provide lease agreement/ an affidavit confirming existence. • In case of third party arrangement: bidder must provide a confirmation letter or affidavit or agreement and company profile of the third party. (Third party must be a registered business) <p>The bidder must provide their response in a manner that demonstrates their extensive network and ability to source services in all provinces and within short timeframes.</p>	
C. Financial Due Diligence	10
<p>C1 The bidder will be required to outline their financial capability by demonstrating their ability to manage projects to the value of R500 000 or more.</p> <p>Compliance Requirements</p> <p>Bidder must submit any of the following as proof:</p> <ul style="list-style-type: none"> • Proof of availability of funds (Bank statement) • OR • A letter from a registered financial service provider to prove financial capability and commitment to support the bidder OR <p>Proof of funding from a third-party indicating commitment to fund the bidder should they be successful and be supported by an affidavit)</p>	

Total	50

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 35 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY WILL NOT BE CONSIDERED FOR FURTHER EVALUATION ON PRICE AND B-BBEE.

STEP 2 PRESENTATIONS: Bidders who are shortlisted from step1 will be invited to make presentations and they are required to score a minimum of 40 points from step 2

Requirements	Score
A.Knowledge of The Subject Matter	50
<p>1. Outline summary displaying extensive knowledge and experience in the provision of a event management services by highlighting the following capabilities: =10 points</p> <p>1.1 Capabilty 1 Bidder is expected to present years of operation and give an outline of types of events handled, challenges experienced and give examples of solutions provided. = 5 points</p> <p>1.2 Capability 2 Bidder to provide detailed information of the infrastructure of the company with regards to event logistics and equipment = 5 points</p> <p>2. Outline and give a high-level overview of a public sector event case study in one of the provinces for two thousand(2000) rural community members carried out by your organisation.= 20 points</p> <p>Compliance Requirements</p> <p>2.1 Bidder to provide strategy, plan(including logistics, checklists,invites and programmes)= 10 points</p> <p>2.2 Bidder to provide event details, roll out and evaluation of the event. = 10 points</p> <p>3. Outline and give a high-level overview of a public sector event case study in</p>	

<p>one of the provinces for four thousand(4000) urban community members carried out by your organization = 20 points</p> <p>3.1 Bidder to provide strategy, plan(including logistics, checklists,invites and programmes) =10 points</p> <p>3.2 Bidder to provide event details, roll out and evaluation of the event. = 10 points</p>	
Total	50

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 B-BBEE (PREFERENCE POINTS EVALUATION)

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.PROJECT DESCRIPTION:

- 1.1.The RTMC intends appointing an event management service providers with relevant background, knowledge and a proven track record in providing event management service
- 1.2. The service provider will be expected to conduct logistical arrangements for certain events on behalf of the RTMC. The scope is extended to executing and managing road shows, community outreach programmes, ceremonies, conferences and other public relations activations to be identified on behalf of or in partnership with the RTMC.
- 1.3. The Corporation seeks to host well-coordinated events in partnership with other relevant stakeholders or as a sole host. Events will range from launches, conferences, roundtables, exhibitions, community outreach and mobilisation amongst others.
- 1.4. The Corporation seeks to reach as many people as possible and to conduct community engagements; this will require the RTMC to conduct activations that will assist in reaching a mass audience through events

2.BACKGROUND

The need for an events management service provider is motivated by:

- 2.1 The need for RTMC to have a National footprint, e.g. the RTMC is supposed to offer its services nationally and it requires massive community engagements in all parts of the country in order to achieve this objective
- 2.2 The Corporation is expected to host massive events nationally to mark the beginning and closure of certain Transport related calendar events, e.g. opening and closure of October Transport Month.

3. KEY ELEMENTS

3.1 Key events may include but not limited to flagship events and other events RTMC may be involved in :

- 1.1 Road Safety Education Activities
- 1.2 Law Enforcement Activities
- 1.3 Traffic Training Activities
- 1.4 Press Conferences and Launches
- 1.5 National Transport Events
- 1.6 Corporate Events and Conferences
- 1.7 Exhibitions and Trade Shows
- 1.8 Media events , round tables
- 1.9 Corporate roadshows
- 1.10 Strategic Planning Sessions and Team Building events
- 1.11 Stakeholder Engagement sessions
- 1.12 Community engagement and outreach events

These may include other events that the Corporation may deem important to participate in. The format may be both outdoor and indoor events.

The appointed service provider/s will be given a thorough brief for each specific event.

Activations may be on a continuous basis in support of the 365 days road safety programmes and some events may require pre and post event activations.

Events are aimed at:

- Promoting RTMC and its service offering
- Community upliftment
- Raising awareness and mobilizing on related functional areas
- Community engagements
- Promoting road safety
- Commemorating certain milestones through events

3.1 It is therefore critical that some of the events must be aligned with the 365 road safety programmes and in support of the national road safety strategy in order to intensify already existing activities.

3.2 Events aimed to reach the following Target Audience amongst others:

- All road users
- External stakeholders
- Communities at large
- Transport stakeholders:
 - All road users
 - Taxi associations
 - Non-profit organisations
 - Community Based Organisations
 - Insurance companies
 - Private Sector
 - Vehicle Rental Organisation
 - Fuel Industry
 - Public Transport business sector
 - Youth structures and more

4 OBJECTIVES:

4.1 The Road Traffic Management Corporation's (RTMC) objective is to host and execute various events and activations that will assist in executing the mandate of the Corporation.

4.2 Specific events will be aimed at promoting and fulfilling the RTMC's objectives and mandate.

4.3 All executed events must be goal driven and oriented.

4.4 All events to be handled and executed effectively and efficiently.

4.5 The Events' target perspective is captured below:

Target Perspective	Meaning
Consultative	Consulting stakeholder
Persuasive	To persuade certain behavior/decision
Awareness	Raise consciousness
Commemorative	Commemorate certain individuals/events
Competitive	Educational competitions
Informative	To inform a niche target audience
Educational	To educate the audience

4.6 The overall RTMC goals are:

- 4.6.1 To provide solutions to road safety challenges South Africans face on a daily basis
- 4.6.2 To keep the RTMC informed of all road safety related issues
- 4.6.3 To have continuous engagements with all affected parties & stakeholders
- 4.6.4 To promote and influence positive road user behaviour.

5 STRATEGIC INTENT:

5.1 RTMC hosts a number of events and it has become apparent that service providers are appointed to handle and host events that talk to a wide range of audience and locations that the RTMC must reach.

5.2 The key challenges at the moment are:

- 5.2.1 Lack of personnel to activate all provinces
- 5.2.2 Inadequate National footprint
- 5.2.3 Insufficient community engagements
- 5.2.4 Calendar driven events
- 5.2.5 Fragmented and disjointed activities

6 SCOPE OF WORK:

6.1 The service provider will provide:

- 6.1.1 Events management services for the Road Traffic Management Corporation.
- 6.1.2 Develop and implement an events management plan.

6.2 The appointed service provider/s will be contracted for a period of three (3) years as and when the services are required.

7 ROLES AND RESPONSIBILITIES:

7.1 The service provider will be expected to:

- 7.1.1 Develop and implement overall event management plans and checklist for RTMC events, projects, outreach programmes, exhibition space sourcing etc. in conjunction with other RTMC appointed service providers to ensure synergy in strategies and plans.
- 7.1.2 Develop project plans (including, branding, safety, security), aerial maps, floor plans, layouts, running orders, checklists for events, outreaches and exhibitions for internal and external events .

- 7.1.3 Develop a creative concept and event theme for specific initiatives and projects.
- 7.1.4 Develop a public relations plan to support the external events
- 7.1.5 Procure, customised marketing and promotional items for various events as briefed by client.
- 7.1.6 Procure required services and items for internal and external events and outreaches.
- 7.1.7 Ensure linkages to national RTMC campaigns, government calendar and theme days.
- 7.1.8 Assist in managing the events, outreaches and exhibitions including but not limited to attending planning meetings for proper event management support nationally and RSVPs and guest management.
- 7.1.9 Provide post event report for all events implemented
- 7.1.10 The successful service provider/s experience in hosting big events for more than 4000 people in both rural and urban areas nationally will be required.
- 7.1.11 For the purposes of understanding the requirements of this proposal note that at least exhibitions, outreach (community activations), big, medium and small road safety campaigns (some will be attended by the Minister and other dignitaries), media events, conferences, roadshows, round table events and smaller events are normally participated in/hosted annually and at least 1 international event. Some of these events occur simultaneously in different provinces.
- 7.1.12 Bidders may be required to produce exhibition material at stipulated deadlines throughout the contract period including the design and installation of custom built exhibitions.
- 7.1.13 Depending on the nature of the event, logistics and procurement service may be required, including but not limited to hiring of venue, seating, flooring, marquee, catering, transport, décor, ablution, technical requirements, marshals, security, clean-up among others. Ensure that all Joint Operations Centre (involves other government departments and institutions where joint planning is done) requirements are followed and the necessary documentation filled in and signed off such as the engineers certificate for the marquee; health certificate for catering; occupational health and safety standard; testing of water in jojo's, approval certificate to host the event among others.
- 7.1.14 Second tier procurement of items is to be done via the community or within a province where feasible.

- 7.1.15 Bidders may be required to provide secretariat, photographic and video graphic services at events, outreaches/activations and exhibitions. RTMC will determine which items will be required per event should a need arise.
- 7.1.16 RTMC reserves the right to choose which event they may require the services from the event management service provider
- 7.1.17 Require feedback and statistics on the return on investment (ROI) for all events, outreaches and exhibitions.
- 7.1.18 Procure the services and/or hire and train temporary staff for events/activations/outreach purposes from within the communities that the activity is being hosted (depending on the project) for RTMC's approval. For the purposes of understanding the requirements of this proposal these staff may be required to hand out material and engage communities and road users at toll plazas, service stations, taxi ranks, interchanges and malls.
- 7.1.19 All campaigns must be monitored and evaluated prior, during and after implementation. The plans must be adjusted where required.
- 7.1.20 All payments are done in accordance with the PFMA and no upfront payment will be made to the successful tenderer prior to the services being rendered. However the successful tenderer must settle any upfront payments required by sub-contractors.
- 7.1.21 All work produced as well as services procured must be quality controlled.
- 7.1.22 RTMC will determine specification for each event

SECTION: 3
PRICING SCHEDULE
(TO BE IN A FINANCIAL ENVELOPE)

SECTION: 4

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**See the attached SBD forms
(All SBD forms must be signed)**

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Bid document (Duly completed and Signed)
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) (Separate Envelope)
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.
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.