



Road Traffic
Management Corporation

**APPOINTMENT OF A SERVICE PROVIDER/S
FOR DRIVER TRAINING CODE A AND CODE
EC DRIVER LICENSE TO THE RTMC**

RTMC BID NO: 29/2019/20

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 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 Bids should be submitted in **Five (5) copies for technical responses/functional evaluation (1 Original and 4 copies) and pricing schedule should be submitted separately (1 Original and 4 copies)** and all bound in a sealed envelope endorsed, **RTMC BID 29/2019/20: Appointment of a service provider/s for driver training Code A and Code EC driver license to the RTMC for a period of three (3) years with an option to extend.**
- 5.2 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 new date **20 April 2020, 11h00am.**
- 5.3 **Compulsory briefing session** will be held on the **20 March 2020, 10h00am** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.
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)
- 5.4 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 email or any other 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 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 offers 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 accepts 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. SPECIAL INSTRUCTIONS TO BIDDERS

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

10.2 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.

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

10.4 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with appointed service providers.

10.5 The bidder must indicate, in the table below, with a **tick (✓)** the relevant item they are willing to bid for:

ITEMS	TYPE OF LICENCE	Total hours	tick (✓)
Item 1	Learners licence motor cycle – Booking and issuing of driver's licence – optional (see scope of work for context)		
Item 2	Learners license heavy motor vehicle – Booking and issuing of driver's licence – optional (see scope of work for context)		
Item 3	Code EC heavy motor vehicles	Minimum of 15 lessons per person	
Item 4	Code A Motor cycles.	Minimum of 10 lessons per person	

11. 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 site inspection.

Step 1 will be on written responses/proposals which consists of **70 points**.

NB: Bidders will be required to score a minimum of **50 points** in order to qualify for Step 2.

Step 2 will be based on site inspection which consists of **30 points**.

Bidders will be required to score a minimum of **20 points** on site inspection.

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

(c) Stage 3 – Price and Preference Points Evaluation

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

11.1 STAGE 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>Compliance requirement:</p> <p>CSD report or reference number</p>	
MANDATORY REQUIREMENT (2)	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 MUST BE INCLUDED IN THE FINANCIAL ENVELOPE AND NOT WITH THE TECHNICAL PROPOSAL OR BE DISREGARDED COMPLETELY.</p>	
MANDATORY REQUIREMENT (3)	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 (4)	Comply (Yes / No)
<p>Exempted Micro Enterprise (EME and QSE) CATEGORY</p> <p>Only bidders that are within EME and QSE category which is at least owned by 51% black people as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid</p> <p>Compliance requirement:</p> <p>(i) SANAS accredited BBBEE certificate</p> <p>or</p> <p>(ii) Fully completed signed Affidavit by a director or member of the company.</p>	
MANDATORY REQUIREMENT (5)	Comply (Yes / No)
<p>Bidders must provide proof that their instructors are registered with the relevant Provincial Department of Transport.</p> <p>Compliance Requirements:</p> <p>Certified valid proof of registration must be attached for the following categories:</p> <p>➤ CODE EC and CODE A</p>	
MANDATORY REQUIREMENT (6)	Comply (Yes / No)
<p>Proof of ownership/ right of vehicles use</p> <p>Bidders must own or have access to a minimum of: -</p> <ul style="list-style-type: none"> • Four (4) heavy duty motor vehicles code EC vehicles • Four (4) code A motorcycles <p>Compliance Requirements:</p> <p>Certified copies of leasing/ rental agreement for each vehicle/motorcycle</p> <p>OR</p> <p>Vehicle licence registration documents for each vehicle/ motorcycle</p>	

NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

11.2 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY A

STEP 1

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Financial Capacity	10
<p>Bidders must demonstrate financial capacity to provide or deliver the service required.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • A bank statement not older than three months showing availability of funds not less than R100 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be. <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
B. References of Similar Work Done	30
<p>Bidders must give an indication of whether they have previously conducted group training similar(format) to the one required by RTMC in any of the following Codes either at schools, companies, colleges etc. i.e. A, B, C1 EB, EC (linked to time frames)</p> <p>Successfully trained a group of 10 to 15 learners = 15 points</p> <p>Successfully trained a group 16 to 35 = 20 points</p> <p>Successfully trained a group 36 and more = 30 points</p> <p>Compliance requirement:</p> <ul style="list-style-type: none"> ➤ Bidders must submit proof that learners trained have successfully obtained their licenses. Any form of a report or a reference letters with the letter head, 	

<p>signed by the authorized person from a driving school will be acceptable as proof. However, such letter must at least reflect learners' full names, surnames and ID numbers.</p> <p>➤ Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> • Name of the institution/entity where similar services was rendered successfully • Duration/Period, • Value of the contract/order, • Contactable References. <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct.</p>	
C. Relevant Skills and Qualifications	10
<p>C 1 Bidders must demonstrate expertise to conduct training</p> <p>Qualifications and skills of team members.</p> <p>(a) Instructor/s</p> <ul style="list-style-type: none"> • 5 to 7 years as an instructor = 5 points • 8 years and more as an instructor = 10 points <p>Compliance requirement:</p> <p>➤ Registration certificates specifying the grade or the class of vehicle in which they are qualified to instruct learners</p> <p>➤ Detailed CV's of Instructor/s responding fully to the above should be submitted.</p> <p>NB: RTMC reserves the right to verify the above.</p>	
D. Project Implementation / Work Plan and Process	20
<p>D1 Bidders are required to provide a detailed plan on how they will successfully roll out or implement the project within the specified format and timelines. The project plan must take into account the following considerations</p> <p>➤ Period of the project is 12 months</p>	

- Code A each learner must undergo 10 sessions
- Code EC each learner must undergo 15 sessions
- Number of learners to be trained for Learners licences together with Code A and Code EC. (Bidders to create their own scenario when developing project plan basing it on 300 minimum learners within 12 months).

NB (The project plan must amongst other things include the following): -

- (i) Detailed activities (day to day operations) = **5 points**
- (ii) Milestones / Deliverables = **5 points.**
- (iii) Template of weekly progress report = **5 points**
- (iv) Contingency plan = **5 points**

The values on the table below will be used to evaluate the above.

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

Total

70

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 50 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

SITE INSPECTION (At the bidder's premises)

SITE INSPECTION	30
<p>Site inspection (walk about in the premises)</p> <p>A checklist will be used to assess the following</p> <ol style="list-style-type: none"> 1. Premises (existence and functionality of the office space/facility) = 6 points <ul style="list-style-type: none"> ✓ Availability of computers/laptops with access to internet/Wi-Fi (for purposes of online bookings) = 3 points ✓ Communication devices (cellular phones, landline) = 3 points 2. Training site/facility = 6 points <ul style="list-style-type: none"> ✓ Availability of ablution facilities = 2 points ✓ Test tracks (heavy motor vehicles and motorcycles) = 3 points ✓ Proper shelter (waiting area) = 1 points 3. Access to vehicles = 6 points <p>Articulated vehicles</p> <ul style="list-style-type: none"> ✓ Availability of 2 heavy vehicles = 3 points ✓ Availability of 4 heavy vehicles = 6 points <p>Requirement: Proof of registration documents and/or lease agreement =</p> 4. Motorcycle = 6 points <ul style="list-style-type: none"> ✓ Availability of 2 motorcycle = 3 points ✓ Availability of 4 motorcycle = 6 points <p>Requirement: Proof of registration documents and/or lease agreement =</p> 5. Access to learner license training material = 6 points <ul style="list-style-type: none"> ✓ Produce learner license training material on site visit (softcopy or hardcopy) <p>NB: Supporting documents should be submitted with the bid response for point number 3 and 4</p> <p>Bidders are further advised to read through the scope of work in order to understand the context in order to respond appropriately.</p>	

<p>The values on the table below will be used to score site inspection and bidders are expected to score a minimum of 20 points on this step</p> <table border="1"> <thead> <tr> <th>VALUE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>5- Excellent</td><td>Meets and exceeds the functionality requirements</td></tr> <tr> <td>4- Very Good</td><td>Above average compliance to the requirements</td></tr> <tr> <td>3- Good</td><td>Satisfactory and should be adequate for stated element</td></tr> <tr> <td>2- Average</td><td>Compliance to the requirements</td></tr> <tr> <td>0- Non-Compliant</td><td>Does not comply to the requirements</td></tr> </tbody> </table>		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
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STEP TWO SUB TOTAL													
30													
OVERALL TOTAL FOR FUNCTIONALITY													
100													

STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE. Only bidders who scored the highest points on pricing will recommended.

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

SECTION: 2

TERMS OF REFERENCE /

SPECIFICATION

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

- 1.1 The purpose of this bid is to invite potential service provider/s with relevant expertise to provide driver training Code A (Driving licence for Motorcycle exceeding 125CC) and Code EC (Articulated vehicle with the Gross Combination Mass exceeding 16000KG) driver license to the RTMC for a period of three (3) years with an option to extend.

2. PROBLEM STATEMENT

- 2.1 The Corporation has undertaken to train traffic trainee and officers as examiners of vehicles as an application of the National Traffic Act No. 93 of 1996, section 3G which states that: "An examiner of vehicles may inspect ,examine, or test any vehicle in order to determine whether it is roadworthy or not and for that purpose may dismantle the vehicle or any part thereof or its equipment or accessories: provided that the examiner shall reassemble any vehicle so dismantled, or shall cause any vehicle so dismantled to be reassembled".
- 2.2 Entry requirements to the above courses will require officers to be in possession of Code A and Code EC driving licences.

3. BACKGROUND AND DISCUSSION

- 3.1 The Corporation took a strategic decision during the 2014/15 Financial Year to develop the 21st Century Cadre through the introduction of the NQF Level 6 Traffic Officer Qualification as a replacement of the NQF Level 4 Traffic Officer Qualification. The introduction of this qualification was aimed at improving traffic officers' skills and increase human resource capacity within the road traffic fraternity.
- 3.2 The driver training is aimed at traffic trainees and officers to obtain driving licence code A and driving license code EC.
- 3.3 It is a training that is meant to prepare the traffic trainees and officers to be Examiners of Vehicles (EOV) and Examiner for Driving Licenses (EDL).

- 3.4 The Driver training will contribute in the development of technical and specialist skills of traffic officers. The training will produce the skills and expertise that is necessary for a capable state to deliver quality services to members of the public.
- 3.5 The successful learners will contribute in the reduction of road crashes through the reduction of unlicensed drivers, unroadworthy and unlicensed vehicles.

4. SCOPE OF WORK

- 4.1 Driver training is required for both Code A and Code EC driving licenses which will require training of minimum 10 and 15 lessons respectively. In the event RTMC is unable to facilitate the bookings and issuing of learners and driving licenses, the bidder maybe required to assist or perform this function including the fees at the Driving License Testing Centre.
- 4.2 RTMC has limited access training facility as a result the bidder may be required to source additional training facility that is in compliance with the relevant K53 test tracks as per National Road Traffic Act (93 of 1996) to augment the current limited site.
- 4.3 Currently the majority of trainees are based at Denel Campus in Kempton Park, Gauteng. As a result, training should take place within 80 km radius from Denel Campus therefore the service provider will be expected to have access to training ground within the stated radius.
- 4.4 The bidder must provide both motorcycles and heavy motor vehicles for the training. The training must include both Yard and Road test training and the number of traffic trainees and officers will increase as subsequent intakes will follow (the minimum of trainees will range from 300).

4.5 The following are the deliverables for the immediate or present needs.

ITEMS	TYPE OF LICENCE	Total hours
Item 1	Learners licence motor cycle – Booking and issuing of driver's licence – optional (see scope of work for context)	
Item 2	Learners license heavy motor vehicle – Booking and issuing of driver's licence – optional (see scope of work for context)	
Item 3	Code EC heavy motor vehicles	Minimum of 15 lessons per person
Item 4	Code A Motor cycles.	Minimum of 10 lessons per person

4.6 The successful bidder is expected to fully comply with the following conditions:

- Provide both motorcycle and heavy motor vehicle for training.
- Undertake the yard training and road driver training for both motorcycle and heavy motor vehicle.
- Facilitate bookings for both learners' license and driver license test at the DLTC.
- Period of training shall be determined by RTMC (Date, Times and Place)
- Prior to the commencement of training, the appointed service provider will be expected to present a project plan, training programme and methodology to RTMC for approval.
- The service provider is expected to ensure that instructors in this project are in good standing in accordance with the traffic law enforcement requirements.
- Any additional services related to the scope of work but not listed on the bid document including pricing schedule, RTMC reserves the right to include it in the contract and negotiate market related price with the successful service providers.

5. Reporting Framework and Scheduling

5.1 Regular reports will be presented by the appointed service provider to RTMC.

5.2 The successful bidder will liaise with the RTMC's Management: Training Provisioning, as per the agreed timeframes in terms of the delivery schedule for the project and is also expected to attend the project steering committee meetings.

6. Legislative Mandate

6.1 The Road Traffic Management Corporation Act (RTMCA) was approved by Parliament in 1999 in line with the provisions of sections 41(h) and 44(2) of the Constitution.

6.2 The Act aims to establish the RTMC to pool powers, resources and to eliminate the fragmentation of responsibilities for all aspects of road traffic management across the various levels of Government, amongst others.

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**BIDDERS MUST ATTACH AND
SIGN ALL ATTACHED SBD
FORMS**

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
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	Preference Points Claim Forms (SBD 6.1)

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 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 regarding 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.

