



**Road Traffic**  
Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE  
PROVIDERS FOR THE SUPPLY AND  
DELIVERY OF PACKAGED CARE  
HAMPER PACKS FOR RTMC**

**RTMC BID NO: 20 /2019/20**

## SECTION: 1

# **CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID**

## CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

### 1. **Proprietary Information**

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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**

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- 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 enquiries will be entertained until last ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

- 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**

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Responses to this bid received from bidders will be valid for a period of **90 days** counted from the closing date of the bid.

### 4. **Supplier Performance Management**

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- 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

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### 5.1 Closing of the bid

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) all bound in a sealed envelope endorsed, **RTMC BID 20/2019/20: Appointment of a panel of service providers for the supply and delivery of packaged care hamper packs for RTMC for a period of one year with an option to extend.** The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Eco Origin Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion, Gauteng by no later than **11:00 on 02 December 2019**

### 5.2 Compulsory briefing session – Not applicable

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**

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- 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**

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- 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**

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- 8.1 The RTMC promotes enterprise development as a result, 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

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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**

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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)

### 10.3 **Schedule 2:**

10.3.1 Certified copies of your CIPC 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;

10.3.2 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.

- 10.3.3 **Annexure 3** Declaration of Interest (SDB 4)
- 10.3.4 **Annexure 4** Declaration of Bidders Past SCM Practices (SBD 8)
- 10.3.5 **Annexure 5** Certificate of Independent Bid Determination (SBD 9)
- 10.3.6 **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.**

#### **10.4 Schedule 3:**

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

#### **10.5 Schedule 4:**

- 10.5.1 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 failure will result in disqualification of the bid.**
- 10.5.2 **Annexure 7** Price Schedule Summary (Submit on a separate sealed envelope)
- 10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

### **11. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 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 intends to appoint atleast not more than four service providers per category (A and B) as indicated in paragraph 12 of the document (evaluation criteria) in order to ensure prompt delivery and efficiency

**11.4** Bidders must be registered on centralised supplier database(CSD).

**11.5** In the event bidders choose to render services in other provinces other than those they reside in, they will required to provide and indicate the following:

- Select the province they are willing to render service to.
- Ensure participation/subcontracting of local service providers, by providing CSD reports/ reference number and affidavit from local service providers

**11.6** In the event a service is required in a specific province, preference will be given to service providers residing in that province, however RTMC still reserves the right to invite any qualifying bidder/s as it may be deemed fit.

**11.7** Bidders are required to submit separate envelopes for technical responses(Evaluation criteria as outlined paragraph 12 of the bid document and pricing scheduled be completed and submitted in separate envelope. ( 1 original and 4 copies for technical and financial/pricing schedule must be submitted)

## **12. EVALUATION CRITERIA**

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### **12.1 STAGE 1 – MANDATORY REQUIREMENTS**

i. The bid will have two sets of separate evaluation criteria, namely: -

- Category A: Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)
- Category B: Businesses owned by people with disability

ii. The stated categories of businesses will be subjected to three stage evaluation process stated below: -

(a) Stage 1 : Mandatory Requirements.

Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.

(b) Stage 2 will be on Functionality and Technical Requirements.

(c) Only bidders that meet the minimum requirements for Stage 2 will be eligible for consideration in Stage 3. (Category bidders must score a minimum of 65 points whereas Category B bidders must score 40 points to qualify for next stage)

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

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

## **12.2 MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENT (1)</b>	<b>Comply (Yes / No)</b>
<p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a>)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a></p> <p><b>Compliance requirement:</b></p> <p>CSD report or reference number</p> <p><b>NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit CSD number for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid</b></p>	
<b>MANDATORY REQUIREMENT (2)</b>	<b>Comply (Yes / No)</b>
<p>Bidders must sign all SBD bidding forms attached</p> <p><b>Compliance requirement:</b> Signed and completed SBD forms.</p> <p><b>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.</b></p> <p><b>NB: SBD3.3 may be completed however must be included in the financial envelope.</b></p>	
<b>MANDATORY REQUIREMENT (3)</b>	<b>Comply (Yes / No)</b>
<p><b>PRE-QUALIFICATION</b></p> <p><b>Exempted Micro Enterprise (EME) CATEGORY</b> Only bidders who are within EME category and are at least owned by 51% black people as defined on regulation 4 (1) (b) of PPPFA regulations of 2017 will be considered or may respond to this bid</p>	<p>Please tick (✓) where relevant</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

<p>i. An EME which is at least 51% Black Owned</p> <p>ii. An EME which is at least 51% owned by black youth</p> <p>iii. An EME which is at least 51% Black Women Owned</p> <p>iv. An EME which is at least 51% owned by black people with disabilities</p> <p><b>Compliance requirement:</b></p> <p>(i) SANAS accredited BBBEE certificate</p> <p>or</p> <p>(ii) Signed Affidavit and Latest Financial statement signed by Accounting Officer or in terms of Companies Act</p>	<div></div> <div></div> <div></div>
<p><b>Is your enterprise at least 51% owned by Black people with disabilities? If YES attach medical certificate</b></p> <p><b>Compliance requirement:</b></p> <p>(i) Medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council.</p> <p><b>NB: PLEASE TICK YES/NO IF APPLICABLE AND APPEND SIGNATURE ON THE COLUMN</b></p>	
<p><b>MANDATORY REQUIREMENT (4)</b></p>	<p><b>Comply (Yes / No)</b></p>
<p><b>Promotion of local service providers where services are to be rendered</b></p> <p>Bidders will be required to render services in a province as and when required, therefore it is critical that the appointed service provider must one way or the other ensure participation/ subcontracting of local service provider where service is to be rendered.</p> <p><b>Compliance Requirements:</b></p> <p>I. Letter of undertaking confirming commitment to the above</p> <p>II. Complete and comply fully with the requirements of paragraph 5 and 5.1 of section 2 of technical requirements/specification and attach all supporting documents for each province selected i.e CSD reports and</p>	

affidavits of the local service providers to be subcontracted.	
<b>MANDATORY REQUIREMENT (5)</b>	<b>Comply (Yes / No)</b>
<p><b>SUBMISSION OF BID DOCUMENTS ON CLOSING</b></p> <p><b>Bidders are required to submit technical responses and financial Envelopes separately.</b></p> <p><b>Compliance requirements;</b></p> <p><b>(i)</b> Submit technical/evaluation criteria responses and attachment separately i.e 1 original and 4 copies.</p> <p style="text-align: center;"><b>And</b></p> <p><b>(ii)</b> submit pricing envelope separately ( 1 original and 4 copies)</p>	

### 12.3 STAGE 2 – FUNCTIONALITY EVALUATION CRITERIA

**CATEGORY A: Businesses owned by Historically Disadvantaged Individuals (HDI) who are black youth, black women and black men.**

Stage two will be based on written proposals and responses to functionality criteria requirements.

<b>A. SIMILAR WORK DONE</b>	<b>25</b>
<p>The bidders must provide details of similar work done i.e any proof that the bidder has successfully provided similar services of supply and delivery of packaged hampers and/or bulk items within the past three (3) years.</p> <p>(a) 1 to 2 references of similar work successfully completed =10</p> <p>(b) 3 to 5 references of similar work successfully completed =15</p> <p>(c) 6 or more references of similar work successfully completed =25</p>	

<p><b>Compliance requirements:</b></p> <p>Bidders are required to complete the attached template in order to reflect similar work done, in the past three years. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> <li>• Name and short description of project successfully completed/involved</li> <li>• Role and Responsibilities,</li> <li>• Duration of involvement (in months),</li> <li>• Value of the contract,</li> <li>• Contactable References.</li> </ul> <p><b>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</b></p>	
<p><b>B. SOURCE OF SUPPLY</b></p>	<p><b>25</b></p>
<p>Bidder/s must demonstrate the ability to source, supply and deliver required items by providing a letter/s from their main supplier/s confirming that they will have adequate stock at hand to supply the bidder with the required items.</p> <p>a) 1 to 2 letter/s from main supplier =15 points</p> <p>b) 3 or more letters from main supplier =25 points</p> <p><b>Compliance Requirements</b></p> <p>Letter/s from main supplier should be on the company's letterhead and must reflect company's name, registration, address and must be signed by an authorised person.</p>	
<p><b>C. FINANCIAL CAPABILITY</b></p>	<p><b>15</b></p>
<p>Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of R 100 000 or more.</p> <p><b>Compliance requirements</b></p> <p>Bidders must provide the following as proof of Financial Capacity:</p> <ul style="list-style-type: none"> <li>• Letter of commitment (specific to the bid) from reputable financial service provider</li> </ul>	

<p>or any third-party.</p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Proof of funding from a third-party indicating commitment to fund the bidder should they be successful (Proof of availability of funds through financial statement supported by affidavit)</li> </ul>	
<b>D. LOGISTICAL SUPPORT</b>	<b>20</b>
<p>Delivery Plan (in relation to supply and delivery)</p> <p>Bidders must show capability to render the service by outlining access to relevant resources required to carry out the contract of how they will supply and deliver packaged hampers and/or bulk items.</p> <p>a) Access to Transportation/ Vehicle:(delivery of required items) = 20 points</p> <p><b>Compliance requirements</b></p> <p>Vehicle proof of ownership/rental contract or agreement</p>	
<b>E. NATIONAL FOOTPRINT / NETWORK</b>	<b>15</b>
<p>The bidder/s must indicate their network capability by demonstrating supply and delivery of packaged hampers and/or bulk items in other provinces within short timeframes. The bidder will be evaluated taking into account the following key elements:</p> <p><b>Compliance Requirements</b></p> <ul style="list-style-type: none"> <li>• Agreements or signed letter of confirmation in place that demonstrates the nature of the relationship between the bidder and the third-party service provider = <b>10 points</b></li> <li>• Third-party's proof of CSD registration = <b>5 points</b></li> </ul>	
<b>TOTAL</b>	<b>100</b>

**NB: The minimum qualifying score for functionality is 65 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and B-BBEE**

**12.2.2 Category B: Businesses owned by black people with disabilities ( Only bidders who provided medical certificates will be considered)**

Stage two will be based on written proposals and responses to functionality criteria requirements.

A. SIMILAR WORK DONE	25
<p>The bidder must provide details of similar work done i.e. any proof that the bidder has successfully provided similar services of supply and delivery of packaged hampers and/or bulk items within the past three (3) years.</p> <p>(a) 1 to 2 references of similar work successfully completed =10</p> <p>(b) 3 to 5 references of similar work successfully completed =15</p> <p>(c) 6 or more references of similar work successfully completed =25</p> <p><b>Compliance requirements:</b></p> <p>Bidders are required to complete the attached template in order to reflect similar work done, in the past three years. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> <li>• Name and short description of project successfully completed/involved</li> <li>• Role and Responsibilities,</li> <li>• Duration of involvement (in months),</li> <li>• Value of the contract,</li> <li>• Contactable References.</li> </ul> <p><b>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</b></p>	
B. SOURCE OF SUPPLY	25
<p>Bidder/s must demonstrate the ability to source, supply and deliver required items by providing a letter/s from their main supplier/s confirming that they will have adequate stock at hand to supply the bidder with the required items.</p> <p>(a) 1 to 2 letter/s from main supplier =15 points</p> <p>(b) 3 or more letters from main supplier =25 points</p> <p><b>Compliance Requirements</b></p> <p>Letter/s from main supplier should be on the company's letterhead and must</p>	



reflect company's name, registration, address and must be signed by an authorised person.	
<b>C.FINANCIAL CAPABILITY</b>	<b>15</b>
<p>Bidders must demonstrate financial capacity to provide or deliver the service with a cashflow of R 100 000 or more.</p> <p><b>Compliance requirements</b></p> <p>Bidders must provide the following as proof of Financial Capacity:</p> <ul style="list-style-type: none"> <li>Letter of commitment (specific to the bid) from reputable financial service provider or any third-party.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Proof of funding from a third-party indicating commitment to fund the bidder should they be successful (Proof of availability of funds through financial statement supported by affidavit)</li> </ul>	
<b>D. LOGISTICAL SUPPORT</b>	<b>20</b>
<p>Delivery Plan (in relation to supply and delivery)</p> <p>Bidders must show capability to render the service by outlining access to relevant resources required to carry out the contract of how they will supply and deliver packaged hampers and/or bulk items.</p> <p>(a) Access to Transportation/ Vehicle:(delivery of required items) = 20 points</p> <p><b>Compliance requirements</b></p> <p>Vehicle proof of ownership/rental contract or agreement</p>	
<b>E. NATIONAL FOOTPRINT / NETWORK</b>	<b>15</b>
<p>The bidder/s must indicate their network capability by demonstrating supply and delivery of packaged hampers and/or bulk items in other provinces within short timeframes. The bidder will be evaluated taking into account the following key elements:</p> <ul style="list-style-type: none"> <li>Agreements or signed letter of confirmation in place that demonstrates the nature of the relationship between the bidder and the third-party service</li> </ul>	

provider = <b>10 points</b> <ul style="list-style-type: none"> <li>Third-party's proof of CSD registration = <b>5 points</b></li> </ul>	
<b>TOTAL</b>	<b>100</b>

**NB: The minimum qualifying score for functionality is 40 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BBEE**

Functionality will be evaluated using 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- Noncompliant	Does not comply to the requirements

#### **12.4 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

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
<b>Grand Total</b>	<b>100</b>

## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## **SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION**

### **1. PURPOSE**

- 1.1 The purpose of this bid is to invite suitably qualified service providers for the supply and delivery of packaged hampers to the RTMC for a period of one (1) year with an option to extend.

### **2. BACKGROUND AND DISCUSSION**

- 2.1 The Road Traffic Management Corporation is an entity of the National Department of Transport established in terms of Section 3 of the Road Traffic Management Corporation Act, No. 20 of 1999.
- 2.2 The Corporation is tasked with overseeing road safety in South Africa within communities and in collaboration with all spheres of Government and other relevant stakeholders.
- 2.3 Corporate Social Investment is one of the strategic objectives of the RTMC. It is one of the foundations for good corporate citizenship and forms an essential part of corporate accountability. The Corporation recognises its responsibility as a corporate citizen towards its stakeholders and the communities within which it operates. The Entity is committed to sustainable development in aligning its corporate objectives to that of its performance as a corporate citizen.
- 2.4 The Corporation strives to be responsive to the needs of the communities it operates in, utilising the Corporate Social Responsibility programs the RTMC is able to contribute to the country's socio-economic development with the intention of improving the lives of these under-privileged and disadvantaged communities.
- 2.5 Furthermore, through the CSR programme the RTMC implements CSR projects in partnership with various communities across South Africa. This is part of our commitment to uplift communities. It is in these communities where the Corporation also implements road safety programmes with an aim of increasing road safety awareness. The CSR projects also assists the Corporation in entrenching and positioning the RTMC brand favourably in these communities.

- 2.6 During the months of June, July, August, December and January , RTMC's community outreach programmes are heightened as these are periods of implementing the Mandela Month, Women's month, Festive Season, for victims of roads safety and their families, the child headed families, elderly, early childhood development centres and disaster relief projects.
- 2.7 In embarking on the procurement process, there is a need for the Corporation to procure the required goods from reputable and competent service providers who are in a position to supply quality products while being price sensitive.
- 2.8 Ready Packaged Care Hampers Medium for the Corporate Social Responsibility Project handover events together with its stakeholders, which include, but not limited to the following: -
- Festive Season Care Hamper CSR Project.
  - Nelson Mandela Day CSR Project.
  - Child Headed Household CSR Project
  - Employee Participation and Volunteer CSR Project.
  - Community School outreach Project
  - Disaster Relief CSR Project.
- 2.9 Projects undertaken by the Corporation occur throughout the financial year with standout events/programmes being the Festive Season, Mandela Day, Ministerial and provincial events amongst others. Bidders will be expected to provide the items as and when required.
- 2.10 The bidder will be notified in advance of the services required by the Corporation on a bi-monthly or quarterly basis or as and when there is a demand. Urgent projects may also arise, and the bidder will be required to cater for such instances.
- 2.11 The Corporation shall provide the bidder specification for all services required by the Corporation.
- 2.12 Service providers shall be required to sub-contract with local suppliers in the locations that the Corporation will be hosting the handover events.

### **3. DETAILED SPECIFICATION AND SCOPE OF WORK**

#### **3.1 Specification**

- 3.1.1 The Corporation seeks to procure care hampers and related items that will be donated as part of the CSR projects roll out to assist in marketing the brand of the organisation and its service offering through CSR.
- 3.1.2 Service providers are expected to work with the RTMC team and relevant stakeholders during the process to clarify and provide with the required items for the handover events.
- 3.1.3 Service providers should make provision to provide various kinds of refrigerated fresh meat as and when required.
- 3.1.4 Service providers must be able to package and provide transportation to deliver the care hampers to specific areas around South Africa.
- 3.1.5 This initiative is a national programme which will be hosted in different provinces, regions, locations, urban and rural areas.
- 3.1.6 The bidders should be able to identify sub-contractors in the local areas in order contribute towards the development of local businesses.
- 3.1.7 The service provider will be expected to provide identical or similar items as indicated in the provided item:

#### 4. Item list

##### 4.1 Packaged Care Hampers (variety of packaged care hampers).

No	Item Description	Specification
<b>PART A</b>		
1	KELLOGS ALL BRAN FLAKES OR SIMILAR	750g
2	BLUE RIBON/GOLDEN CLOUD CAKE FLOUR OR SIMILAR	12.5KG
3	TASTIC RICE OR SIMILAR	10KG
4	IWISA SAMP PLASTIC BAG OR SIMILAR	10KG
5	HULLET / SELATI WHITE SUGAR OR SIMILAR	10KG
6	WHITE STAR / INYALA MAIZE MEAL OR SIMILAR	12.5KG
7	CROSSBOW SUGAR BEANS OR SIMILAR	5KG
8	FIVE ROSES TAGLESS TEABAGS OR SIMILAR	200'S
9	ROOIBOS TAGLESS TEABAGS OR SIMILAR	160'S
10	MILO OR SIMILAR	1KG
11	CREMORA POWDER MILK OR SIMILAR	1KG
12	KOO BAKED BEANS IN TOMATO SAUCE OR SIMILAR	410G
13	LUCKY STAR PILCHARDS TOMATO SAUCE OR SIMILAR	400G
14	BULLBRAND CORNED MEAT OR SIMILAR	400G
15	KNORR PACKET SOUP, MINESTRONE OR SIMILAR	200G
16	SUNFLOWER OIL OR SIMILAR	5LT
17	MAGALIES CONCENTRATES, FRUIT COCKTAIL OR SIMILAR	5LT
18	BROOKES OROS ORANGE SQUASH OR SIMILAR	5LT
19	CEREBOS IODEZED SALT IN CONTAINER OR SIMILAR	1KG
20	OROS ORANGE SQUASH OR SIMILAR	5L
21	SASKO BREAD FLOUR OR SIMILAR	12.5KG
22	RICOFFY COFFEE OR SIMILAR	750G
<b>PART B</b>		
1	BEEF MINCE MEAT	5KG
2	CHICKEN MIXED PORTION	5KG
3	CUBED BEEF (STEW MEAT)	5KG
<b>PART C</b>		

1	SUNLIGHT LAUNDRY BAR SOAP OR SIMILAR	500G
2	OMO / SURF HAND-WASHING POWDER OR SIMILAR	5KG
3	COLGATE HONEYFRESH TOOTHPASTE OR SIMILAR	100ML
4	STA SOFT FABRIC OR SIMILAR	2LT
5	DETTOL BATH SOAP OR SIMILAR	200G
6	TWIN SAVER TOILET/ROLLS - 2 PLY PACKAGED OR SIMILAR	24'S
7	COTTON FACECLOTH	30CM X 30CM
8	HANGING TRAVEL TOILETARY BAG – LIGHTWEIGHT POLYESTER OR SIMILAR	15L CAPACITY 24.5CM X 13CM
9	WHITE CANDLES	PACK OF 6
10	VASELINE PETROLEUM JELLY OR SIMILAR	370G
11	STAYFREE MAXI WINGS - NORMAL FLOW VALUE PACK 2X10 OR SIMILAR	PACK OF 20
12	JK DISINFECTANT OR SIMILAR	750ML
<b>PART D</b>		
1	COTTON BLANKET DOUBLE BED SINGLE PLY	200X230CM
2	COTTON BLANKET DOUBLE BED DOUBLE PLY	200X230CM
3	COTTON BLANKET DOUBLE BED TRIPLE PLY	200X230CM
4	FAUX FUR DOUBLE BED BLANKET SINGLE PLU	200X230CM
5	FAUX FUR DOUBLE BED BLANKET DOUBLE PLY	200X230CM
6	FAUX FUR DOUBLE BED BLANKET TRIPLE PLY	200X230CM
7	MINK DOUBLE BED BLANKET SINGLE PLY	200X230CM
8	MINK DOUBLE BED BLANKET DOUBLE PLY	200X230CM
9	MINK DOUBLE BED BLANKET TRIPLE PLY	200X230CM
<b>PART E</b>		
1	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	10 (SMALL SIZE)
2	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	11 (SMALL SIZE)
3	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	12 (SMALL SIZE)
4	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	13 (SMALL SIZE)
5	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	1 (BIG SIZE)
6	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	2 (BIG SIZE)
7	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	3 (BIG SIZE)
8	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	4 (BIG SIZE)
9	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	5 (BIG SIZE)
10	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	6 (BIG SIZE)
11	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	7 (BIG SIZE)
12	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	8 (BIG SIZE)
13	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	9 (BIG SIZE)



14	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	10 (BIG SIZE)
15	TOUGHEES UNISEX SCHOOL SHOES OR SIMILAR	12 BIG SIZE)

#### **4.2 Additional Items:**

It is to be expected that some items that will be required from time to time may not be reflected in the current provided list due to project specific requirements. As such, a list of these items shall be provided should a need arise in support of the RTMC programmes and related services.

## **5. SELECTION OF THE PROVINCE**

**5.1** Bidders are required to choose any province they may be willing to render service to, however for each province selected, local suppliers must be utilised in order to ensure their participation.

**5.2** In pursuant to the above, bidders will as a result be required to provide Central Supplier Database registration(CSD) report/ reference number of the identified local service provider and attach an affidavit completed by the local supplier stating that they agree to work with the bidder.

	<b>PROVINCE</b>	<b>CHOOSE YES/NO</b>
<b>1.</b>	<b>GAUTENG</b>	
<b>2.</b>	<b>FREE STATE</b>	
<b>3.</b>	<b>LIMPOPO</b>	
<b>4.</b>	<b>MPUMALANGA</b>	
<b>5.</b>	<b>EASTERN CAPE</b>	
<b>6.</b>	<b>WESTERN CAPE</b>	
<b>7.</b>	<b>NORTHERN CAPE</b>	
<b>8.</b>	<b>NORTH WEST</b>	
<b>9.</b>	<b>KWAZULU-NATAL</b>	

**Failure to comply with the above requirements will invalidate the bid**

**5.3** In the event a service is required in a specific province, preference will be given to service providers residing in that province, however RTMC still reserves the right to invite any qualifying bidder/s as it may be deem fit.

**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

**Bidders must sign and submit  
ALL SBD documents as attached**

## **ANNEXURE AND STANDARD BIDDING DOCUMENTS**

<b>DOCUMENT</b>	<b>DESCRIPTION</b>
<b>BDGI</b>	<b>Bid Documents General Information</b>
<b>Annexure 1</b>	<b>Invitation to Bid (SBD 1)</b>
<b>Annexure 2</b>	<b>Acceptance of Bid Conditions and Bidder's Structure</b>
<b>Annexure 3</b>	<b>Declaration of Interest (SBD 4)</b>
<b>Annexure 4</b>	<b>Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)</b>
<b>Annexure 5</b>	<b>Certificate of Independent Bid Determination (SBD 9)</b>
<b>Annexure 6</b>	<b>Pricing Schedule (Pricing schedule must be in a separate sealed envelope)</b>
<b>Annexure 7</b>	<b>Preference Points Claim Forms (SBD 6)</b>

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.