



**Road Traffic**  
Management Corporation

**APPOINTMENT OF PANEL OF SERVICE  
PROVIDERS FOR THE SUPPLY AND  
DELIVERY OF PROMOTIONAL AND  
EDUCATIONAL MATERIAL TO THE RTMC  
FOR A PERIOD OF THREE (3) YEARS WITH  
AN OPTION TO EXTEND**

**RTMC BID: 24/2019/20**

## 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 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	<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 **120 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 Bids should be submitted in **Five (5) copies** and all bound in a sealed envelope endorsed, **RTMC BID 24/2019/20: Appointment of panel of the Supply and delivery of promotional and educational material 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 Whitch-Hazel Street, Highveld Ext 79, Centurion by no later than **21 January 2020, 11h00am.**

5.3 **Compulsory briefing session** will be held on the **17 December 2019, 11h00am** 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, facsimile or 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**

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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 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**

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<b>DETAILS OF BIDDERS</b>			
<b>Name of your Company (in block letters)</b>			
<b>Signature(s) of the Bidder or assignee(s)</b>		<b>Date</b>	
<b>Name of person signing (in block letters)</b>			
<b>Capacity</b>			
<b>Are you duly authorized to sign this Bid?</b>			
<b>Company Registration Number</b>			
<b>VAT Registration Number</b>			
<b>Postal address (in block letters)</b>			
<b>Physical address (in block letters)</b>			
<b>Domicilium citandi et executandi in the RSA (full street address) (in block letters)</b>			

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)

### 10.3 Schedule 2:

10.3.1 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;

10.3.2 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.**
- 10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)
- 10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate
- 10.5.4 **Annexure 9** Local Content Declaration (SBD 6.2)

**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 will standardize prices wherever practical with recommended/appointed service providers.**
- 11.4 Each category should not have more than five service providers in a panel.

**11.5 Bidders will be required to submit samples prior acceptance of the quotation or order**

**12. EVALUATION CRITERIA**

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**The bid will have two separate evaluation criteria, namely: -**

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

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

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

Stage 2: Category A: will be on Functionality and Technical Requirements. Only bidders that meet the minimum requirements of Stage 2 (70 points) will be eligible for consideration in Stage 3.

Stage 2: Category B: Businesses owned by black people with disabilities: Only bidders that meet the minimum requirements for Stage 2 (50 points) will be eligible for consideration in Stage 3.

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

**12.1 STAGE 1 – MANDATORY REQUIREMENTS**

<b>MANDATORY REQUIREMENT (1)</b>	<b>Comply (Yes / No)</b>
Bidders must be registered on National Treasury Central Supplier Data base (CSD) Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> ) Tumelo Ntlaba - 012 406 9222 Email: <a href="mailto:CSD@Treasury.gov.za">CSD@Treasury.gov.za</a> <b>Compliance requirement:</b> CSD report or reference number	
<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>BRIEFING SESSION CERTIFICATE</b></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>	
<b>MANDATORY REQUIREMENT (4)</b>	<b>Comply (Yes / No)</b>
<p><b>Exempted Micro Enterprise (EME) CATEGORY</b></p> <p>Only bidders that are within EME 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><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 in terms of Companies Act</p>	
<b>MANDATORY REQUIREMENT (5)</b>	<b>Comply (Yes / No)</b>
<p><b>LOCAL CONTENT DECLARATION</b></p> <p>RTMC as a procuring entity provided a list of all required items and their respective stipulated minimum threshold under paragraph 3 of the SBD 6.2 document.</p>	

<p><b>Compliance requirement:</b></p> <p><b>Bidders to fully complete and sign SBD 6.2 and must be included in the financial envelope.</b></p> <p><b>NB: Guidance on the calculations of local content together with local content declaration templates (Annexures C, D and E) is accessible on <a href="http://www.thedti.gov.za/industrial_development/ip.jsp">http://www.thedti.gov.za/industrial_development/ip.jsp</a></b></p>	
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**NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION**

## **12.2 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY A**

Functionality shall be evaluated based on the following parameters:

<b>Requirements</b>	<b>Score</b>
<b>A. Financial Capacity</b>	<b>15</b>
<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"> <li>• A bank statement not older than three months showing availability of funds not less than R200 000.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful.</li> </ul> <p style="text-align: center;">OR</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 and be supported by an affidavit)</li> </ul> <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
<b>B. References of Similar Work Done</b>	<b>30</b>
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> <li>• 1-3 letters of reference = 10</li> </ul>	

<ul style="list-style-type: none"> <li>• 4-6 letters of reference = 20</li> <li>• 7 and above letters of reference = 30</li> </ul> <p><b>Compliance requirement</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>C. Bidder's capability to source, supply and delivery of educational and promotional material.</b>	<b>25</b>
<p><b>Bidder's capability to source, supply and delivery of branded educational and promotional material.</b></p> <p>The bidder must provide proof/letter from reputable suppliers confirming that they will supply materials should the bidder be awarded the contract</p> <p><b>Compliance requirement</b></p> <p>Confirmation of sourcing, average order size, and number of years)</p> <p>1 to 3 letters from sources of supply i.e. (wholesalers, distributors, etc.) = <b>15 points</b></p> <p>4 or more letters from sources of supply i.e. (wholesalers, distributors) = <b>25 points</b></p>	
<b>D. Logistics and delivery plan</b>	<b>30</b>
<p>Bidders must provide a detailed delivery plan of how they will deliver the required items on time to the required destination/ delivery point which must include amongst others the following:</p> <p>a) Logistical support: The bidder must demonstrate ability to carry out the contract by outlining key variables that must be in place to ensure compliance to agreed delivery lead- times and specifications.</p>	

<ul style="list-style-type: none"> <li>Engagement process with RTMC (outline key aspects to be discussed with RTMC to ensure that there is a clear understanding of the requirements e.g. sample sign off, please use other examples other than the one provided as a guide) = <b>10 points</b></li> <li>Engagement process with distributor or your supplier i.e. outline key aspects with your service provider to ensure that there is a clear understanding of the requirements, outline delivery turnaround times = <b>10 points</b></li> <li>How do you ensure compliance to local content (outline aspects that are going to be verified and tested) = <b>10 points</b></li> </ul> <p><b>Compliance requirement</b></p> <p>Outline at least three aspects in relation to each variable outlined above. (list and give a descriptive narrative of each in order to qualify for points)</p> <p>Functionality will be evaluated at the following scales:</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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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												
<b>Total</b>	<b>100</b>												

**NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.**

**12.2 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY B Businesses owned by black people with disabilities** (Only bidders who provide the Medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council.

Functionality shall be evaluated based on the following parameters:

Requirements	Score
<b>E. Financial Capacity</b>	<b>15</b>
<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"> <li>• A bank statement not older than three months showing availability of funds not less than R100 000.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful.</li> </ul> <p style="text-align: center;">OR</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 and be supported by an affidavit)</li> </ul> <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
<b>F. References of Similar Work Done</b>	<b>30</b>
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> <li>• 1-2 letters of reference = 10</li> <li>• 3-4 letters of reference = 20</li> <li>• 5 and above letters of reference = 30</li> </ul> <p><b>Compliance requirement</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</p>	

completed as provided on the attached template.	
<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>	
<b>G. Bidder's capability to source, supply and delivery of educational and promotional material.</b>	<b>25</b>
<p><b>Bidder's capability to source, supply and delivery of branded educational and promotional material.</b></p> <p>The bidder must provide proof/letter from reputable suppliers confirming that they will supply materials should the bidder be awarded the contract</p> <p><b>Compliance requirement</b></p> <p>Confirmation of sourcing, average order size, and number of years)</p> <p>1 to 2 letters from sources of supply i.e. (wholesalers, distributors, etc.) = <b>15 points</b></p> <p>3 or more letters from sources of supply i.e. (wholesalers, distributors) = <b>25 points</b></p>	
<b>H. Logistics and delivery plan</b>	<b>30</b>
<p>Bidders must provide a detailed delivery plan of how they will deliver the required items on time to the required destination/ delivery point which must include amongst others the following:</p> <p>b) Logistical support: The bidder must demonstrate ability to carry out the contract by outlining key variables that must be in place to ensure compliance to agreed delivery lead- times and specifications.</p> <ul style="list-style-type: none"> <li>• Engagement process with RTMC (outline key aspects to be discussed with RTMC to ensure that there's a clear understanding of the requirements e.g. sample sign off, please use other examples other than the one provided as a guide) = <b>10 points</b></li> <li>• Engagement process with distributor or your supplier i.e. outline key aspects with your service provider to ensure that there's a clear understanding of the requirements, outline delivery turnaround times = <b>10 points</b></li> <li>• How do you ensure compliance to local content (outline aspects that are going to be verified and tested) = <b>10 points</b></li> </ul> <p><b>Compliance requirement</b></p> <p>Outline at least three aspects in relation to each variable outlined above. (list and give a descriptive narrative of each in order to qualify for points)</p> <p>Functionality will be evaluated at the following scales:</p>	



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	
<b>Total</b>		<b>100</b>

**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.**

#### **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. Only bidders who scored the highest points on pricing will be recommended to form the panel. Each category should not have more than five service providers in a panel.

**NB: Where practical RTMC will standardise prices.**

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

**SECTION: 2**

**TERMS OF REFERENCE /  
SPECIFICATION**

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

### **1. PURPOSE**

- 1.1 The intent and purpose of this bid is to invite suitable service providers supply promotional and educational material for a period of three (3) years with an option to extend.

### **2. BACKGROUND**

- 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 the lead agency on road safety in South Africa, responsible for promotion of safe road usage.
- 2.3 The identity of the Corporation must be well documented to the public as the RTMC is a national entity. The identity of the Corporation is communicated through the Corporation's vision, mission, values and corporate identity.
- 2.4 Through the Corporate identity manual, the Corporation reveals the norms and guidelines of the brand. The logo of the Corporation is used as a form of identity and the corporate colours of the Corporation that must be applied on various branded materials.
- 2.5 The Marketing and Communications unit is responsible for ensuring that all editorial standards of the brand are adhered to. The unit is also required to ensure that the brand and its identity is marketed through different avenues. It is against this background that the Corporation is required to procure branding related material that promotes, market, identifies and distinguishes the Corporation.
- 2.6 In embarking on the procurement process, there is a need for the Corporation to procure branding, promotional items, corporate brand items, and branded educational material related services from reputable and

competent service providers who are in a position to provide good, durable and quality products while being price sensitive.

2.7 Branding, Corporate gifts and educational materials play a pivotal role in brand and relationship building in communities the RTMC operates in.

2.8 Furthermore, promotional materials allow communities to build a relationship and association with the brand through personal interaction with employees and brand recall. The positive brand touch points are critical in building a sustainable relationship between the RTMC brand and all its stakeholders and communities.

### **3. SCOPE OF WORK**

#### **3.1 Specification**

3.1.1 The bidders must be able to supply/provide medium-range and high-end durable high-quality branding and branded promotional material. Branding material sizes, shapes, applications, format, and purpose will be different depending on the type of branding appropriate for a certain product that is sourced at the time.

3.1.2 The bidders must have expertise and experience in branding of movable and immovable structures or items etc.

3.1.3 The bidders must have expertise in installing indoor and outdoor branding.


3.1.4 The bidders must have a clear understanding of the RTMC service offering, stakeholders (internal and external) in order to ascertain relevant branding and promotional materials





- 3.1.5 Demonstrate that they have a variety in terms of product-mix, and a wide range of products for the purpose of providing options.
- 3.1.6 Comply with a quick turnaround time for presentation of samples of not more than seven (7) calendar days after receiving a firm brief from the RTMC;
- 3.1.7 Comply with a quick turnaround time of not more than seven (7) calendar days for delivery after receiving a final sign off of proofs and samples from the RTM
4. The key focus will be on promotional, corporate branding, CSR items and educational material as follows:
- 4.1 **Promotional material:** material that can be utilised to promote the corporation to members of the public ranging from promotional gifts, branded clothing and promotional gear, equipment, badges, stationery, but not limited to these items.
- Target Audience: the promotional material will be distributed to members of the communities with various target audiences that vary from scholars, youth, motorists, media, commuters and industry players.
  - Targeted Events: Exhibitions, Launches, Imbizo's, Community Outreach programmes, Corporate Social Responsibility (CSR) programmes, Conference, Summits and School and Institutes of Higher learning etc.
- 4.2 **Corporate Branding:** Indoor and outdoor branding that can be used to promote the RTMC and its service offerings at events such as conferences, exhibitions, launches, ceremonies, road safety activations etc. materials that could be used includes, media banners, pull up banners, digital banners, gazebos, telescopic , teardrops banners and snapper frames amongst others, but not limited these items.
- 4.3 **Educational material:** items and material that is used to inform, educate, market and enhance road safety such as but not limited to these: mobile Junior Traffic Centres, breathalysers, K53 Learner Licence books, etc.




- 4.4 **Building branding:** material that is used for brand identification of all RTMC buildings and washrooms such as light boxes (day and night), steel cut out logos, signages, stickers, snapper frames supply and installation amongst others
- 4.5 **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 innovations in the industry space with introduction of new products. As such, a list of these promotional items shall be provided when the need arises in support of the RTMC programmes and related services.
- 4.6 The service provider will be expected to provide identical or similar items to those in the provided item list and not limited to such, in instances where the said product item is discontinued or upgraded or it is replaced with a new product in the market.

## 5. CORPORATE GIFTS; PROMOTIONAL & EDUCATIONAL ITEM LIST




- The list of items is not exhaustive or limited to the items below





Item	Item description	Branding	Image
1. Oakridge USB Notebook Set Pen, memory stick and A5 notebook gift	Oakridge Gift set presented in a black presentation box (GIFTBOX-007) includes our Oakridge USB Notebook (NB-9780) as well as the Cypher Ball Pen (PEN-1670). USB size is 4GB.chrome plated zinc alloy memory stick.	Laser engraved wording (Road Traffic Management Corporation) on the pen, notebook and memory stick	 A photograph of the Oakridge USB Notebook Set. It includes a black presentation box, a black USB notebook, a silver ballpoint pen, and a silver USB memory stick. The items are arranged on a white background with some text and logos visible.





2. Turnberry Golf Umbrella	White Turnberry umbrella with 8 panels, 127 (da), aluminium eve foam handle and shaft, 190 T polyester	Full colour RTMC logo in 2 panels and message in 2 panels (Be Safe Be Visible)  Screen print	
3. Executive Desk Organizer with Memo Pad	Leatherette Finish White Contrast Stitching Storage Drawer 100 Memo Pages Mobile Phone/Business Card Holder Felt Lining & Base Pen Holder Small Tablet/Letter Holder -	Laser/heat Engraved wording (Road Traffic Management Corporation)	
4. Executive buffet Business Card Holder	Material: Polished Nickel, Simulated Leather  Size: 9.7cm (l) x 6.7cm (w) x 1.5cm (h)  Branding Options: Laser Engrave	Laser Engraved wording (Road Traffic Management Corporation)	
5. Candy stripe lanyard	Product Material: Polyester  Product Size: 0.5 ( w ) x 90 ( l )  Branding Options: Dome Sticker: Branding Size 2.6dia (Full Colour	Full colour RTMC logo on a dome sticker	



6. Medallist Reflective Snap Bands – Silver / Grey	<p>Medallist Reflective Snap Bands – Silver / Grey</p> <p>Reflective Armbands Slap Bands Wrap 5pcs Night Running Reflective Pop Gear Ankle Slap Bands Wrist Strap Pant Cuff Bracelet for Walking Hiking Jogging</p>	Full colour print, with RTMC and Arrive Alive logo "Be Safe. Be Visible" messaging	
7. Warning Triangle/Collapsi ble emergency triangles	<p>Warning Triangle Foldable Safety Triangle Triple Warning Kit Warning Triangle Reflector Roadside Hazard</p>	No branding	
8. First aid kit	<p>First Aid Kit-Large</p> <p>Product Material: 600D</p> <p>Product Size: 12.5 (w) x 18 (l) x 6 (d)</p> <p>Includes: Instant Ice Pack, Bandages x 3 sizes, Gloves, Plasters, Alcohol Pads, Swabs, Gauzes, Tape, Safety Pins, Tweezer and Scissors</p>	<p>Branding Options:</p> <p>Silkscreen Print: Branding Size 8 x 4 (Max 1 Colour)</p> <p>Heat Transfer: Branding Size 8 x 4 (Full Colour Print)</p> <p>Full colour RTM and arrive Alive logo with a road safety message</p>	




9. Key holder	Zink alloy and polished nickel plating 4.2 (l)x 2.3(w)x0.5(h) in a presentation box,	Laser engraved RTMC logo	 <p><b>VROOM KEYHOLDER</b> zinc alloy &amp; polished nickel plating 4.2 (l) x 2.3 (w) x 0.5 (h) includes black presentation box (not shown)</p>
10. Drawstring bag	Lime green Brighton Drawstring Bag with a reflective strap  32 (w) x 42 (h)  80 g/m <sup>2</sup> non-woven	Full colour RTMC and Arrive Alive logo with a road safety message	
11. Aristocrat A4 Zip around folder	PU and PVC/ 33 (l) 26.5(w)x 2(h)	Metal plaque laser engraved brown (wording Road Traffic Management Corporation) 10mm x 42mm(h) max	

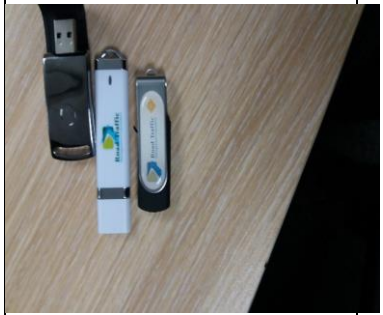



12. Ovation cooler bag pack	32 (w) x 19.5 (d) x 28 (h) 600D with PEVA lining. Unique oval shaped cooler available in 4 great colours. Zippered lid for main compartment with PEVA lining. Holds up to 16 cans. Side mesh pocket. Top carry handle. Adjustable shoulder strap.	Recessed plaque for domed sticker application attached to cooler, full colour RTMC logo/arrive alive	
13. Dual Port CAR USB charger	2 USB Ports. Input: 12-24V. Output: 1.2A. Solid colour body, with USB 2 chords	Full colour RTMC logo/ arrive alive	
14 A4 Executive Notebook	High quality PU exterior. 23 x 31.2 x 3cm. Flap with strap & loop closure. Bookmark ribbon. 144 Lined pages. Camel coloured interior with contrast stitching.	Laser Engraved deboss wording (Road Traffic management Corporation)	
15 Water Bottle	Glass transparent water bottles 750 ml	Full colour RTMC logo, arrive alive and a road safety message	

16. Emergency light	<p>911 Emergency Light</p> <p>Product Material: ABS</p> <p>Product Size: 19.3 ( h ) x 3.5 (Diam)</p> <p>Magnetic base, seatbelt cutter, flashing light and LED</p>	<p>Back – Pad Print: Branding Size 2 x 5 (Max 4 Colours)</p> <p>RTMC logo, Arrive Alive logo, road safety message and call centre number</p>	
17. Licence Disk Holder	<p>Plastic licence disk holder 9 (w) x 9 (h)</p>	<p>RTMC decade, Arrive Alive logo with a road safety message and rtmc call centre number, dome decal.</p>	
18. Ear Anti-Fatigue/ Anti Sleep buzzer	<p>Anti-Sleep zapper with a battery</p>	<p>RTMC logo</p>	
19. Child car seat	<p>Car Seats</p> <p>Weight Up to 36kg</p> <p>Age 0 months +</p> <p>Safety 5 point harness</p> <p>Isofix -</p> <p>Reclinable 4 position</p>	<p>RTMC logo and arrive alive</p>	

	<p>Insert Yes</p> <p>Cup Holder -</p> <p>Frame Plastic</p> <p>Fabric Knit</p>		
20. Reflective Harness	<p>Reflective Adjustable Body Harness</p>	RTMC and Arrive Alive logo and a road safety message	
21. Reflective jackets with detachable sleeve	<p>Yellow/lime and blue reflective Jacket</p> <p>Fabric that has been heat-set</p> <ul style="list-style-type: none"> <li>-To be given a resin treatment</li> <li>-To be treated with a UV inhibitor</li> <li>- Detachable long sleeves with the provision of zip collar</li> <li>- Zip front in polyester vented mesh.</li> <li>- Elasticized waist band.</li> </ul> <p>Reflective tape</p> <ul style="list-style-type: none"> <li>-Of nominal width 50 mm</li> <li>-Retro-reflective</li> </ul>	RTMC and Arrive Alive logo and a road safety message	

	<p>shall be dye-blocked, shiny glossy appearance</p> <p>-Of an acceptable fluorescent white colour. Plastic coated.</p> <p>-Retro-reflective properties to comply with the relevant requirements for class 2 retro-reflective material of SANS 50471 "High visibility warning clothing for professional use – Test methods and requirements"</p>		
22. Golf T Shirt	<p>160 g/m golf shirt</p> <p>Self-Fabric Collar</p> <p>Self-Fabric Neck tape</p> <p>Four Button Placket</p> <p>Gary Player – Bellerive Golf Shirt-female</p> <p>Gary Player – Muirfield Golf Shirt – male</p> <p>White, navy blue and sky blue, grey</p>	Embroidery full colour RTMC logo	


23. Backpack bag	Black Back Pack with road safety reflective strip	Embroidery RTMC logo/arrive alive and a road safety message	
24. Trolley bags	Laptop trolley bag	Embroidery RTMC logo/arrive alive	
25. Bible cover	<p>Size: Standard Bible Size: 22cm x 15 Cm</p> <p>Another size: 61/2W X83/4H X 17</p> <p>Another size: 61/4 Width x 91/4 Height</p> <p>Another size: 71/2 (H)X6 (L)X2(D)</p> <p>Colour: Transparent with Black of Dark Blue inside cover</p> <p>Logos: Right: RTMC and UNDA</p> <p>Texture: Plain Plastic</p>	RTMC logo/ arrive alive and a road safety message	

26. Memory sticks	8 gig memory stick	Full colour RTMC logo/arrive alive and call centre number	
27. Power banks	Product rechargeable li-ion power banks Model P10000 Battery capacity 10000mAh(37wh) Input: dc 5v Output:1 dc 5v Output:2 dc 5v	Full colour RTMC logo/arrive alive	
28. Reflective clip ons	Reflective LED Clip On	RTMC and Arrive Alive logo and a road safety message	
29. Cannabis impaired vision goggles googles	Drunk busters, Drug buster, impaired visions,	RTMC and Arrive Alive logo and a road safety message	

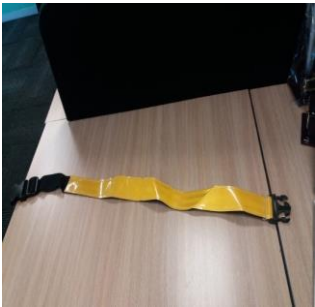









30. Traffic cones	<p>Plastic traffic cone</p> <p>Size 450 mm with a reflective strap</p> <p>Product/Packaging Information</p> <p>Product Weight 1.0</p> <p>Product Dimensions 500mm(L) x 280mm(W) x 500mm(H)</p>	Reflective strap	
30. Gold trophy on marble base	Gold trophy with a marble base	RTMC and Arrive Alive logo and a road safety message	
31. Pillar trophy with wooden base	Pillar trophy with a wooden base	RTMC and Arrive Alive logo and a road safety message	
32. Medal with engraving	Engraved medals with RTMC logo	RTMC and Arrive Alive logo and a road safety message	











33. Wrist slap straps	Pvc reflective slap straps	RTMC and Arrive Alive logo and a road safety message	
34. Book markers	Glossy bookmarker with a road safety messages and logos	RTMC and Arrive Alive logo and a road safety message	
35. Shopper Bag: Product Material	80gsm. Non-woven fabric. Product Size 42cm (h) x 38cm (l). Full Color RTMC Logo	RTMC and Arrive Alive logo and a road safety message	
36. Disposable breathalyser tests	Disposable alcohol breathalyser	RTMC and Arrive Alive logo	




37. Magnet stickers	Decal stickers	RTMC and Arrive Alive logo and a road safety message	
38. Scholar patrol bibs	Scholar patrol bibs	RTMC and Arrive Alive logo and a road safety message	
39. Scholar patrol stop board and poles	Stop sign boards and holding pole	RTMC and Arrive Alive logo	
40. Scholar patrol capes ponchos	Lime green Scholar patrol capes ponchos	RTMC and Arrive Alive logo	




41. Animal stray reflective belts	Reflective belt	RTMC and Arrive alive logo	
42. Tyre pressures gauge	Mastercraft Dial Tyre Length 125 mm Width 70 mm Height 30 mm sku weight 0.073 kg	RTMC logo	
43. Tyre tread measure	Tyre pressure device	RTMC and Arrive Alive logo.	
44. Mugs	Full Color RTMC Logo and Arrive Alive Logo	Full Color RTMC Logo and Arrive Alive Logo	

45. Altos Mug Stainless Steel & PP Outer PP liner	Full colour print , with RTMC logo and arrive alive logo and report bad driving on 0861 400 800	Full Color RTMC Logo and Arrive Alive Logo	
46. Lapel Branded badges	Branded lapel pins	Full Color RTMC	
47. Glossy Gift Paper Bag (White)	A3 SIZE : White gloss finish and 230gsm art card paper Product Size: 18x10x23cm Full Color RTMC Logo and design  ----- -----  A4 SIZE : White gloss finish and 230gsm art card paper. Full Color RTMC Logo and design	Full Color RTMC Logo and Arrive Alive Logo	
48. Glossy Gift Paper Bag (Powder Blue)	A3 Powder Blue gloss finish and 230gsm art card paper Product Size: 18x10x23cm Full Color RTMC Logo and design  ----- -----  A4 Powder Blue gloss finish and 230gsm art card	Full Color RTMC Logo and Arrive Alive Logo	

	paper.Full Color RTMC Logo and design		
48. Whistles	Plastic whistle with a lanyard	RTMC logo	
49. Digital Breathalyzers	Audible alert.  -Quick response and resume.  -Auto power off.  -Key chain.  -AAA batteries	RTMC logo	
50. Presentation pointer	Laser Presentation Remote, 2.4GHz, USB	Engraved RTMC logo	

51. Lunch cooler	Lunchbox cooler	RTMC logo	
52. Laptop bag	Leather trolley lap top bag	Engraved RTMC logo	
53. Executive Folder	Executive Folder with Removable 5000mAh Power Bank	Engraved RTMC logo	
54. Rosewood Exclusive Pen and Letter Opener Set	<p>Product Material:</p> <p>Metal and rosewood twist-action ballpoint pen.</p> <p>Metal and rosewood fountain pen.</p> <p>Metal and rosewood letter opener.</p> <p>Black ink. Packaged in a matching rosewood case.</p>	Laser Engrave RTMC logo or wording (Road Traffic Management Corporation)	
55. Tuscan A5 organiser	<p>Product Material:</p> <p>Colour change PU cover.</p> <p>Product Size:</p> <p>23.5 x 17 x 1.3cm. 80 Lined pages. White contrast stitching. Pen loop doubles as closure. 2 Card slots. ID Window. Camel coloured</p>	Deboss RTMC logo	

	interior with contrast stitching. 6 Ring binder		
56. Executive Pen Set In Luxury Gift Box	Ballpoint and rollerball pen set. Chrome tip. Chrome trims. Packaged in a luxury gift box with magnetic closure. Black ink	Laser engraved RTMC logo	
57. A5 Clutch Handbag Designed Notebook	Product Material: PU Product Size: 15 x 21 x 2cm.	Laser engraved	
58. Hard Shell Luggage Trolley	Product Material ABS Product Size 48 x 33 x 22.5cm. Extendable handle. Main zippered area with buckle straps and inner mesh pocket. Carry handle. Four 360° degree turning wheels. Interlocking combination lock.	Laser engrave/dome RTMC logo	

59. Cypher USB & Pen Gift Set	<p>Product Size:</p> <p>Presentation box: 16 ( l ) x 8 ( w ) x 2.5 ( h ).</p>	<p>Screen Printing, Laser Engraving, Debossing</p> <p>RTMC logo</p>	
60. 600D Polyester Conference Bag	<p>Product Material:</p> <p>600D Polyester</p> <p>Product Size:</p> <p>37.5 x 13 x 28</p> <p>600D Polyester conference bag with suede accents</p>	<p>RTMC embroidery logo</p>	
61. Exclusive Double Strap Design Notebook	<p>Product Material:</p> <p>PU</p> <p>Product Size:</p> <p>14.5 x 21 x 1.5cm</p>	<p>Deboss RTMC logo</p>	
62. Reflective Safety Arm Band	<p>Product Material:</p> <p>Elastane/Velcro.</p> <p>Product Size:</p> <p>32.5 x 4.9cm.</p> <p>Safety arm band with two reflective stripes, for promotional use. The reflective stripes are 1 cm wide. The strap is 32.5cm long and closes with Velcro tape</p>	<p>RTMC logo</p> <p>Screen printing</p> <p>Branding size, 100 x 100 mm</p>	



63. Flashing Ankle Band	<p>Product Material: ABS and Silicone ankle band.</p> <p>Product Size: 6.5 x 9 x 3cm.</p> <p>LED Light. Two blinking functions. On/off button. Batteries included.</p>	<p>RTMC logo</p> <p>Pad printing</p>	
64. Unisex promo Tshirts	<p>Product Material: 145gsm. 100% cotton, single jersey knit.</p> <p>Product Size: Unisex: (S – 4XL).</p> <p><b>White, navy, sky blue</b></p>	<p>RTMC logo and arrive Alive and a message (5 line)</p> <p>Screen print</p>	
65. Unisex promo caps	<p>White, navy, sky blue</p> <p>Product Material: 100% Polyester. Heat Press.</p>	<p>RTMC logo, arrive alive and a message</p> <p>Screen print</p>	
66. Knitted Beanie	<p>Product Material: 170g 100% Acrylic.</p>	<p>RTMC logo/Arrive Alive</p> <p>Embroidery</p>	

67. Knitted Scarfs	Navy blue Product Material: 180g 100% Acrylic	RTMC /ARRIVE ALIVE LOGO Embroidery	
68. 145g Kiddies Crew Neck T-Shirt	Product Material: 100% Carded Cotton single jersey knitted fabric. Product Size: 07-08, 09-10, 11-12, 13-14 Double-ribbed collar with topstitched neckline. Dyed with reactive dyes. Double-needle finish on sleeve and bottom hems. Shoulder-to-shoulder seam taping for improved comfort and durability	RTMC ,Arrive Alive logo and road safety message	

## 6. ADDITIONAL ITEMS:

The below list of additional items will be determined when the panel has been appointed.

Items	
Comic book	
Story book	
Mouldable putty	
kites	
Bucket and spade	
Clocks	
Balloon/ inflatable beach balls	
Face/finger washable paint	
Book markers with road safety message	
Book covers	
Table mats	
coaters	

Fridge magnets	
Money pouch	
Reflective rulers	
Playing cards	
Activity booklet	
Crayons/ markers	
Snakes and ladder	
road safety puzzles	
Yoyo	
Lollipop	
Jumping Castle	
Emergency triangle	
Road flashers	
road safety maps	
Mini First aid kit	
road safety board games	
k53 learner licence books	
Windscreen shields	
mobile Junior Traffic Training Centres	
Water bottles	
Foam Stadium Cushions	
Lip Balm	
Wrist rubber band (glow in the dark)	
Playing cards	

***NB: Corporate Gifts, promotional and educational Item list is not exhaustive or limited to the above (new/additional items may be introduced in the course of the contract period due to trends and changing needs of the Corporation)***

**SECTION: 3**

**ANNEXURE AND STANDARD  
BIDDING DOCUMENTS**

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

## ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
<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 (SBD 3.3)</b>
<b>Annexure 7</b>	<b>Preference Points Claim Forms (SBD 6.1)</b>
<b>Annexure 8</b>	<b>Local Content Declaration Form (SBD 6.2)</b>



## **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.