



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS FOR SUPPLY AND DELIVERY
OF STATIONERY AND RELATED ITEMS TO
THE RTMC FOR A PERIOD OF THREE (3)
YEARS**

RTMC BID NO: 04/2026/27

SECTION: 1
CONDITIONS AND UNDERTAKINGS
BY BIDDER
IN RESPECT OF THIS BID

1 CONDITIONS AND UNDERTAKINGS BY THE BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, provided to the Bidder to be proprietary of 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 about this bid should be channelled to the email below. However, the cut-off date will be on **29 May 2026**.

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 **120 days**, counted from the closing date of the bid.

4. **Supplier Performance Management**

4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.

4.2 Upon receipt of written notification of an award, the successful Bidder shall be required to conclude SBD 7.2 and the Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will be a tool to measure, monitor, and assess the Bidder's performance level and ensure effective service delivery, quality, and value-add to RTMC business.

4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -

4.3.1 cancel the contract that may have been entered into between the successful Bidder and the RTMC, and the successful Bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:

4.3.1.1 to accept any less favourable Bid or,

4.3.1.2 if new Bids must be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

- i. Two (2) copies for technical responses/functional evaluation (one original and one copy)
- ii. PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope that contains the original document)

5.1.2 Financial envelopes

- i. The pricing schedule should be submitted separately. Two (2) copies (one original and one copy)
- ii. PDF soft copy of a memory stick of the pricing schedule (to be enclosed in the envelope that contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 04/2026/27: Appointment of a panel of service providers for the supply, and delivery of stationery and related items to the RTMC for a period of three (3) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Centurion Gate Business Park Block D 146 Akkerboom Street Zwartkop Centurion, no later than 11:00am on 05 June 2026.**

5.4 **Compulsory Briefing Session: Registration**

The online/Virtual compulsory briefing session details are as follows:

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to bidadmin@rtmc.co.za by **20 May 2026 at 14:00pm** to be eligible to participate in the compulsory briefing and the bid process.

The following information is required to register for a briefing session:

- Company Name
- CSD Registration number
- Name and Surname of the Representative

5.4.2 Upon registration, a link will be shared with the bidders to enable them to participate in the stated virtual meeting.

5.4.3 Bidders will be required to log in using their company name thirty (30) minutes before the start of the briefing session to allow for virtual registration. For example, if the session starts at 10:00, bidders can log in at 09:30, and the session will begin promptly at 10:00 am.

5.4.4 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

NB: The mentioned briefing certificate must be attached to the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)

5.5 **Compulsory Briefing Session: Online/Virtual**

5.5.1 The online/Virtual compulsory briefing session will be held on **22 May 2026 at 10:00am**.

5.6 The envelope must also endorse the Bidder's company name, closing date, and return address.

5.7 All bids submitted must be signed by a person or persons duly authorized thereto.

5.8 Suppose a courier service company is being used to deliver the bid document. In that case, 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 the closing date and time.

- 5.9 Bid received by email, facsimile, or similar medium will not be considered.
- 5.10 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.**
- 5.11 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.12 Bidders should check the numbers of the pages to satisfy themselves that all are included and not duplicated. RTMC will accept no liability regarding 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 Bidder's account.
- 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 by 4 (four) days before the presentation date. Such presentation may include a 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 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date and / or during the execution of the contract due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract or
 - 6.5.2 claim specific performance from the successful bidder and
 - 6.5.3 claim damages from the successful bidder.

6.6 The Bidder furthermore confirms 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 accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

7. RTMC's Rights and Obligations

7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or whole. RTMC typically awards the contract to the Bidder, who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to 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 any client sites if required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before 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 consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 RTMC reserves the right to verify authenticity of all the submitted documentation.

7.7 The flat rate for services and or products to be negotiated post appointment of bidder on the panel will apply to all bidders on the panel. RTMC specifically reserves the right to cancel the appointment of a bidder as part of the panel in circumstances wherein the bidder and the RTMC fails to negotiate and or agree on a flat rate for services and products. The RTMC may in these circumstances proceed to utilise bidders that did agree to a flat rate for services and products.

- 7.8 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.
- 7.9 The RTMC hereby undertakes–
- 7.9.1 In favour of the Bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information.
- 7.9.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid.
- 7.9.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and
- 7.9.4 not process Personal Information for any purpose other than to perform its obligations under this bid.
- 7.10 The RTMC reserves the right to reject a proposal for the award of a contract if the recommended bidder has committed a corrupt or fraudulent act in competing for the particular contract; or
- 7.10.1 Cancel a contract awarded to a supplier of goods or services –
- i. if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract; or
 - ii. if any official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of that contract that benefited that supplier.
- 7.11 The RTMC reserves the right to disregard the bid of any bidder if that bidder, or any of its directors –
- (i) have abused the institution's supply chain management system
 - (ii) have committed fraud or any other improper conduct in relation to such system; or
 - (iii) have failed to perform on any previous contract.
- 7.12 RTMC will inform the relevant treasury of any action taken in terms of paragraph (7.10).
- 7.13 **The RTMC will never request any compensation in whatever form; from any supplier to be awarded a contract. Suppliers are hereby advised not to fall for these scammers.**

8. SPECIAL INSTRUCTIONS TO BIDDERS

- 8.1** Bidders shall provide complete and accurate answers to the questions posed in this document.
- 8.2** 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.
- 8.3** The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 8.4** RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.
- 8.5** The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents
- 8.6** RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.
- 8.7** To prevent the abuse of SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.
- 8.8** RTMC reserves the right to determine the number of suppliers who will be appointed into a panel of service providers.
- 8.9** Bidders who submitted this bid before are encouraged to re-submit.
- 8.10** A panel of suppliers is deemed one bidder plus (1+). Should RTMC end with one (1) bidder who meets or is eligible for all the requirements, RTMC will re-advertise a supplementary bid to top-up the panel of bidders.
- 8.11** It is the responsibility of the bidder to formally inform or communicate with the RTMC on any administrative changes or amendments after their appointment into the panel which may have negative impact on execution of the contract, where necessary, the RTMC reserves the right to conduct due diligence.
- 8.12** Bidders are expected to ensure that all products (or goods) supplied must be South African Bureau of Standards (SABS) or South African National Standards (SANS) approved.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

- 1.1 The purpose of the bid is to appoint a panel of service providers for supply and delivery of stationery and related items to the Road Traffic Management Corporation for a period of three (3) years.

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 It is against this background that a request to advertise a bid for the appointment of service provider/s to supply and delivery of stationery and related items to the RTMC for a period of three years.
- 2.3 **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 trends in the industry space with introduction of new products. As such, a list of these stationery and other related items shall be provided when a need arises in support of the RTMC operational requirements.
- 2.4 The appointed panel of service providers 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.

3. DETAILED SPECIFICATION AND SCOPE OF WORK

- 3.1 Supply and delivery of stationery and related items.
- 3.2 The list of items is not exhaustive or limited to the items in the catalogue (Refer to the attached Catalogue **Annexure A**).

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

1.1 Stage 1 – Standard Compliance Requirements

Bidders are expected to submit and comply with all the Standard Compliance Requirements. Failure to comply with these requirements will lead to bidders being disqualified from evaluation. Below are the Standard Mandatory requirements

- (i) Bidders are required to submit bid documents as follows:
 - one original,
 - one hard copy
- (ii) PDF soft copy in a clearly marked/ labelled memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original).
- (iii) In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents i.e.
 - SBD 1, one consolidated SBD 1 for Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement **signed by the authorized** person(s) (Proof of authority must be submitted e.g. company resolution) and
 - SBD 4 for each entity/company in the JV or any agreement, must be enclosed on envelope one only.
 - **SBD 6.1 must be enclosed on envelope one only**
 - For each of the entities in an agreed business relationship accompanied by a signed agreement by all the parties concerned.
- All returnable bid documents must be **signed by the authorized** person(s) (Proof of authority must be submitted e.g. company resolution)
- The layout of the required documents is set up in table 1.1
- **NB:** *To prevent the abuse of the SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into a Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.*

- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate must be completed and enclosed on envelope one.

1.2 Stage 2 – Functionality Evaluation

This process comprises will be on written responses/ proposals which consists of **hundred (100) points**.

NB:

- Category A** - Qualifying Small Enterprise (QSE) and Exempted Micro Enterprise (EME): Bidders will be required to score a **minimum of 65 points** to qualify for stage 3.
- Category B** - Businesses owned by people with disabilities: Bidders will be required to score a **minimum of 60 points** to qualify for stage 3.

1.3 Stage 3 – Price and Specific Goals Evaluation

- Bidders will be evaluated on 80/20 Preference Point System (i.e., 80 points for price and 20 points for specific goals).
- Bidders are required to submit Pricing (all items must be quoted as per Pricing Schedule).
- Pricing will be negotiated and standardised once the panel has been appointed.

2. STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

STANDARD COMPLIANCE REQUIREMENTS	COMPLY (YES / NO)
ENVELOPE ONE (1)	
<p>Total number of copies submitted – Two (2) (1 original and one copy)</p> <p>All the documentation under the bid proposal is to be converted and submitted in a PDF within a memory stick</p>	
<p>Proof of CSD Registration. (CSD number or report)</p> <p>Registration on CSD (available on www.csd.gov.za)</p>	
Compulsory Briefing Session Certificate	
SBD 1: Invitation to bid and company information	
SBD 4: Declaration of interest	
SBD 6.1: Preference points claim form	
ENVELOPE TWO (2) – FINANCIAL PROPOSAL	
<p>Total number of copies submitted – (Two (2) one original and one copy)</p> <p>All the documentation under the financial proposal is to be converted and submitted into a PDF within a memory stick</p>	
<p>Pricing Schedule (Annexure B)</p> <p>NB. Bidders are required to complete the attached provided Pricing schedule – (either as issued or on the company letterhead)</p>	

3. STAGE 2 – FUNCTIONALITY

3.1 WRITTEN PROPOSAL CRITERIA

- This stage will be based on written proposals and shall be evaluated on the following parameters for functionality:
- Bidders **MUST** select one (1) option as per their service offerings, as they will be evaluated per option selected.

CATEGORY	CLASS OF ENTERPRISE	DESCRIPTION	OPTION
A	Exempted Micro Enterprises (EME) and Qualifying Small Enterprises (QSE)	Annual turnover ≤ (less) than R10 million but not exceeding R50 million	
B	Businesses owned by people living with disabilities	EME with people living with disabilities shareholding (Annual turnover ≤ (less) than R10 million)	

NB:

- Bidders are required to substantiate the above selected options by attaching a valid B-BBEE affidavit/ certificate and
- A medical certificate (for shareholding with people living with disabilities) for category C.

3.2 CATEGORY A – EXEMPTED MICRO ENTERPRISE (EME) AND QUALIFYING SMALL ENTERPRISE (QSE)

DESCRIPTION	POINTS
A: BIDDERS RELEVANT EXPERIENCE	30
(i) The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work (ii) Responses will be evaluated on the following parameters <ul style="list-style-type: none"> • 1 reference letter = 6 points • 2 reference letters = 12 points • 3 reference letters = 18 points • 4 reference letters = 24 points • 5 reference letters = 30 points 	

DESCRIPTION	POINTS
<p>Compliance requirement:</p> <p>Bidders are required to submit reference letters aligned or captured in line with the attached template to reflect similar work done.</p> <p>The bidder must submit clearly visible reference letters in clients' letterhead indicating all the below-mentioned details, viz.</p> <ul style="list-style-type: none"> ○ Name of the institution/entity where services were rendered, ○ Address of the institution/entity where work was rendered, ○ Description/functions of services rendered, ○ Contract value or amount, ○ Duration/Period, and ○ Contact details, ○ Reference letters must be signed by the authorized person/s with dates. (Reference Letter template – Annexure C). <p>NB: Bidders are required to ensure that information provided is accurate and correct as the RTMC reserves the right to conduct reference checks.</p>	
B: FINANCIAL CAPACITY	20
<p>Bidders must provide proof of financial capacity with a minimum of R250 000 positive cash balance, not a turnover, at the time of bid closure and / or access to credit through a single or various sources. The submission of all the documentation will be consolidated or considered as one/combined/total source:</p> <p>(I) Bank statement stating a positive balance available in the bank account (electronically stamped or bank stamped) as at the time of bid closure.</p> <p style="text-align: center;">AND / OR</p> <p>(II) Provide proof of access to bank credit facilities, as at the time of bid closure. Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure; and provide proof of the available bank balance. (Not a conditional assessment of Credit Rating or Bank Rating)</p> <p style="text-align: center;">AND / OR</p>	

DESCRIPTION	POINTS
<p>(III) A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful.</p> <p>NB: In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, each entity can submit their own proof of financial capacity which will be consolidated or combined during evaluation stage.</p>	
<p>C: BIDDERS' CAPABILITY TO SOURCE, SUPPLY AND DELIVER STATIONERY AND RELATED ITEMS</p>	<p>30</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>Compliance requirement</p> <p>Confirmation of sourcing, average order size, and or number of years.</p> <ul style="list-style-type: none"> • 1 letter from sources of supply e.g., (Manufacturers, Wholesalers etc.) = 10 points <ul style="list-style-type: none"> ○ Order size: the amount / value of stock ordered (Above R100 000) in a single transaction = 5 points ○ Number of years of experience in business of the Manufacturers or Wholesalers etc. : 5 or more years = 5 points • 2 letters from sources of supply i.e. (Manufacturers, Wholesalers etc.) = 20 points <ul style="list-style-type: none"> ○ Order size: the amount / value of stock ordered (Above R100 000) in a single transaction = 10 points ○ Number of years of experience in business of the Manufacturers or Wholesalers etc. : 5 or more years = 10 points • 3 letters from sources of supply i.e. (Manufacturers, Wholesalers etc.) = 30 points <ul style="list-style-type: none"> ○ Order size: the amount / value of stock ordered (Above R100 000) in a single transaction = 15 points ○ Number of years of experience in business of the Manufacturers or Wholesalers etc. : 5 or more years = 15 points 	

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<p>Should the bidder submit one letter from one source (Manufacturers, Wholesalers etc.), the letter must indicate the dates and value of each order for the letter to qualify as more than one letter.</p>																			
<p>D: LOGISTICS AND DELIVERY PLAN</p>	<p>20</p>																		
<p>Bidder/s must provide their overall business logistical methodology and approach in ensuring that the RTMC receives the right quality of required commodities at the right time. The response should cover the following elements: = 20 Points</p> <ul style="list-style-type: none"> • Order management = 5 Points • Handling and dispatching of all types stationery as required = 10 Points • Delivery to RTMC various locations = 5 Points <p>Compliance requirement:</p> <p>A detailed project proposal to be submitted that includes order management, handling and dispatching as well as delivery.</p> <p>The elements above will be evaluated on the following values</p> <table border="1" data-bbox="177 1234 1246 1666"> <thead> <tr> <th>VALUE</th> <th>DESCRIPTION</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>5- Excellent</td> <td>Meets and exceeds the functionality requirements</td> <td>5</td> </tr> <tr> <td>4- Very Good</td> <td>Above average compliance to the requirements</td> <td>4</td> </tr> <tr> <td>3- Good</td> <td>Satisfactory and should be adequate for stated element</td> <td>3</td> </tr> <tr> <td>2- Average</td> <td>Compliance to the requirements</td> <td>2</td> </tr> <tr> <td>0- Non-Compliant</td> <td>Does not comply to the requirements</td> <td>0</td> </tr> </tbody> </table>	VALUE	DESCRIPTION	POINTS	5- Excellent	Meets and exceeds the functionality requirements	5	4- Very Good	Above average compliance to the requirements	4	3- Good	Satisfactory and should be adequate for stated element	3	2- Average	Compliance to the requirements	2	0- Non-Compliant	Does not comply to the requirements	0	
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<p>STEP 1 ONE SUB TOTAL</p>	<p>100</p>																		

Note 1: Bidders will be required to score a minimum of 65 points as per below table to qualify for stage 3.

Category B Summary Table: Minimum scores per functional area	
The service provider must score at least the following minimum points on each section. Failure to score the minimum required points in any one of the subsection, will lead to a disqualification.	
A	At least 15 points
B	At least 20 points
C	At least 20 points
D	At least 10 points
Total minimum points	65 oints

3.3 CATEGORY B – BUSINESSES OWNED BY PEOPLE WITH DISABILITIES

NB: Only bidders who provide the medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council will be considered for this category.

DESCRIPTION	POINTS
A: BIDDERS RELEVANT EXPERIENCE	30
<p>I) The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>II) Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1 reference letter = 10 points • 2 reference letters = 20 points • 3 reference letters = 30 points <p>Compliance requirement:</p> <p>Bidders are required to submit reference letters aligned or captured in line with the attached template to reflect similar work done.</p> <p>The bidder must submit clearly visible reference letters in clients' letterhead indicating all the below-mentioned details, viz.</p> <ul style="list-style-type: none"> ○ Name of the institution/entity where services were rendered, 	

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<ul style="list-style-type: none"> ○ Address of the institution/entity where work was rendered, ○ Description/functions of services rendered, ○ Contract value or amount, ○ Duration/Period, and ○ Contact details, ○ Reference letters must be signed by the authorized person/s with dates. (Reference Letter template – Annexure C). <p>NB: Bidders are required to ensure that information provided is accurate and correct as the RTMC reserves the right to conduct reference checks.</p>	
B: FINANCIAL CAPACITY	20
<p>Bidders must provide proof of financial capacity with a minimum of R100 000 positive cash balance, not a turnover, at the time of bid closure and / or access to credit through a single or various sources. The submission of all the documentation will be consolidated or considered as one/combined/total source:</p> <ul style="list-style-type: none"> (i) Bank statement stating a positive balance available in the bank account (electronically stamped or bank stamped) as at the time of bid closure. <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> (ii) Provide proof of access to bank credit facilities, as at the time of bid closure. Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure; and provide proof of the available bank balance. (Not a conditional assessment of Credit Rating or Bank Rating) <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> (iii) A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful. <p>NB: In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, each entity can submit their own proof of financial capacity which will be consolidated or combined during evaluation stage.</p>	

DESCRIPTION	POINTS
<p align="center">C: BIDDERS' CAPABILITY TO SOURCE, SUPPLY AND DELIVER STATIONERY AND RELATED ITEMS</p>	<p align="center">30</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>Compliance requirement</p> <p>Confirmation of sourcing, average order size, and or number of years.</p> <ul style="list-style-type: none"> • 1 letter from sources of supply e.g., (Manufacturers, Wholesalers etc.) = 15 points <ul style="list-style-type: none"> ○ Order size: the amount / value of stock ordered (Above R50 000) in a single transaction = 10 points ○ Number of years of experience in business of the Manufacturers or Wholesalers etc. : 3 or more years = 5 points • 2 letters from sources of supply i.e. (Manufacturers, Wholesalers etc.) = 30 points <ul style="list-style-type: none"> ○ Order size: the amount / value of stock ordered (Above R50 000) in a single transaction = 20 points ○ Number of years of experience in business of the Manufacturers or Wholesalers etc. : 3 or more years = 10 points <p>Should the bidder submit one letter from one source (Manufacturers, Wholesalers etc.), the letter must indicate the dates and value of each order for the letter to qualify as more than one letter.</p>	
<p align="center">D: LOGISTICS AND DELIVERY PLAN</p>	<p align="center">20</p>
<p>Bidder/s must provide their overall business logistical methodology and approach in ensuring that the RTMC receives the right quality of required commodities at the right time. The response should cover the following elements: = 20 Points</p> <ul style="list-style-type: none"> • Order management = 5 Points • Handling and dispatching of all types stationery as required = 10 Points • Delivery to RTMC various locations = 5 Points 	

DESCRIPTION		POINTS																		
<p>Compliance requirement:</p> <p>A detailed project proposal to be submitted that includes order management, handling and dispatching as well as delivery.</p> <p>The element above will be evaluated on the following values</p> <table border="1"> <thead> <tr> <th>VALUE</th> <th>DESCRIPTION</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>5- Excellent</td> <td>Meets and exceeds the functionality requirements</td> <td>5</td> </tr> <tr> <td>4- Very Good</td> <td>Above average compliance to the requirements</td> <td>4</td> </tr> <tr> <td>3- Good</td> <td>Satisfactory and should be adequate for stated element</td> <td>3</td> </tr> <tr> <td>2- Average</td> <td>Compliance to the requirements</td> <td>2</td> </tr> <tr> <td>0- Non-Compliant</td> <td>Does not comply to the requirements</td> <td>0</td> </tr> </tbody> </table>		VALUE	DESCRIPTION	POINTS	5- Excellent	Meets and exceeds the functionality requirements	5	4- Very Good	Above average compliance to the requirements	4	3- Good	Satisfactory and should be adequate for stated element	3	2- Average	Compliance to the requirements	2	0- Non-Compliant	Does not comply to the requirements	0	
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0- Non-Compliant	Does not comply to the requirements	0																		
STEP 1 ONE SUB TOTAL		100																		

Note 2: Bidders will be required to score a minimum of 60 points as per below table to qualify for stage 3.

Catergory B Summary Table: Minimum scores per functional area	
The service provider must score at least the following minimum points on each section. Failure to score the minimum required points in any one of the subsection, will lead to a disqualification.	
A	At least 15 points
B	At least 20 points
C	At least 15 points
D	At least 10 points
Total minimum points	60 points

4. STAGE 3 – PRICE AND SPECIFIC GOAL EVALUATION

- Pricing will be negotiated to a flat / standard rate once the panel has been put in place to the appointed service providers.
- This stage will be applicable once the panel is in place

CRITERIA	MAXIMUM POINTS
Price	80
Black Owned Company	5
Women Owned Company	5
Youth Owned Company	5
*Company owned by people living with disabilities	5
Grand Total	100

* Letter from a medical practitioner confirming disability must be submitted when these points are claimed.

SECTION: 4
ANNEXURE AND
STANDARD BIDDING
DOCUMENTS

See the attached SBD
forms.

(All SBD forms must be
signed)

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 provided in the enclosed questionnaire(s) or a separate annexure.
2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. 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 all are included and not duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.
5. If attached, the forms regarding the Preference Points Claim 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.
7. If non-firm prices are submitted, the bidding documents should clearly state this.
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.
9. Regarding the paragraphs where the items offered are strict 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.** Pricing will be negotiated to a flat / standard rate once the panel has been put in place to the appointed service providers.

- 12.** All prices shall be quoted in South African currency.