

## REQUEST FOR QUOTATIONS

You are hereby invited to submit price quotation(s) for the requirements of the Road Traffic Infringement Agency (RTIA) indicated hereunder:

RFQ number	RFQ18 2021/2022	
Date issued	18 February 2022	
Closing date and time	Closing 23 February 2022, Time: 16:00pm	
Quotation validity period	Quotation should be valid 60 days from RFQ closing date	
Description of goods/service required	Request for quotation for the procurement of service to provide services of CaseWare compilation of the GRAP compliant annual financial statements for period of twenty-four (24) months. (See full description under Specifications)	
Email address (for submission of quotes)	<a href="mailto:Daphney.Matlhoko@rtia.co.za">Daphney.Matlhoko@rtia.co.za</a> and <a href="mailto:Quotes@rtia.co.za">Quotes@rtia.co.za</a>	
Enquiry	Name	Daphney
	Tel.	087 285 0500
	Email	<a href="mailto:Daphney.Matlhoko@rtia.co.za">Daphney.Matlhoko@rtia.co.za</a> and <a href="mailto:Quotes@rtia.co.za">Quotes@rtia.co.za</a>

### Terms and conditions of RFQ

The following RTIA's standard conditions of purchase shall apply:

1. Late and incomplete submissions shall not be accepted.
2. Any Supplier who has reasons to believe that the RFQ specification is bias must inform RTIA before RFQ closing date.
3. Original/Certified B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE, for procurement above R30 000).
4. Must be tax compliant.
5. Suppliers are required to complete the required Standard Bidding Documents.
6. No services must be rendered, or goods delivered before an official RTIA Purchase Order form has been received by the successful Supplier.
7. Upon acceptance of the Purchase Order, delivery will take place within stipulated timeframes as per the date of delivery indicated on the Purchase Order or within the date agreed with the RTIA.
8. If delivery is not effected within the specified period, the RTIA reserves the right to cancel the purchase order

## REQUEST FOR QUOTATIONS

immediately.