



# RTIA

Road Traffic Infringement Agency

Justice in Adjudication

<b>BID NUMBER:</b>	RTIA03/2022/23
<b>DESCRIPTION:</b>	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AARTO BRANDING AND PROMOTIONAL MATERIAL AT ROAD TRAFFIC INFRINGEMENT AGENCY FOR THE PERIOD OF TWELVE-MONTHS (12) MONTHS
<b>VALIDITY PERIOD:</b>	120 Days from the closing date.
<b>CLOSING DATE:</b>	14 October 2022
<b>CLOSING TIME:</b>	11:00am
<b>PROPOSALS MUST BE HAND DELIVERED/ COURIERED</b>  <b>TO:</b>	Road Traffic Infringement Agency Head Office (at the reception) Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685
<b>ATTENTION:</b>	Supply Chain Management Office: Mr Kwena G Moloko
<b>Enquiries</b>	<a href="mailto:bids@rtia.co.za">bids@rtia.co.za</a> and <a href="mailto:kwena.moloko@rtia.co.za">kwena.moloko@rtia.co.za</a>
Proposals must be deposited inside the RTIA bid box situated at building mentioned above on or before closing date and time.	
<b>Compulsory Clarification Session:</b>  Road Traffic Infringement Agency Head Office Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685  Date: 26 September 2022  Time: 11: 00am	
<b>COMPANY NAME:</b>	



**Request for Bid**

**TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL FOR A  
PERIOD OF 12 MONTHS**

**TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL FOR A PERIOD OF 12 MONTHS**

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## **TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL FOR A PERIOD OF 12 MONTHS**

### **1. Purpose**

The Road Traffic Infringement Agency ("RTIA or Agency") is looking to appoint a specialist service provider to provide branding and promotional material to the Agency as part of its public education and community awareness programme on the implementation of the Administrative Adjudication of Road Traffic Offences (AARTO) Act number 46 of 1996, as amended in 2019, for a period of twelve (12) months.

As an Agency mandated to rollout AARTO throughout the country, the RTIA has to position itself as a formidable brand, together with its AARTO service offerings to the road user community.

### **2. Background information**

The AARTO Act of 1998 requires the RTIA to conduct public education and awareness campaigns on AARTO so that motorists are aware of their rights and options as provided for in the same legislation. Such a public education effort will empower road users to change their behaviour for the better in order to reduce fatalities on our roads.

Preceding the national AARTO rollout is an intensive public education drive to inform road users of the benefits of the implementation of the AARTO Act. As part of the public education programme is the intention to position brand RTIA as a recognisable brand, with its service offerings receiving positive returns from its beneficiaries. The RTIA is a relatively new entity which began operating in 2008. AARTO implementation is still on a limited scale in the country. It also means there must be a deliberate mass public communication on the two components just mentioned.

AARTO is a road safety intervention designed to improve the behaviour of the road user.

The objectives of the AARTO Act are:

- (a) To encourage compliance with the national and provincial laws and municipal by-laws relating to road traffic and to promote road traffic safety;
- (b) To encourage the payment of penalties imposed for infringements and to allow alleged minor infringers to make representations;
- (c) To establish a procedure for the effective and expeditious adjudication of infringements;
- (d) To alleviate the burden on the courts of trying offenders for infringements;
- (e) To penalise drivers and operators who are guilty of infringements or offences through the imposition of demerit points leading to the suspension and cancellation of driving licences, professional driving permits or operator cards;
- (f) To reward law-abiding behaviour by reducing demerit points where they have been incurred if infringements or offences are not committed over specified period;
- (g) To establish an Agency to support the law enforcement and judicial authorities and to undertake the administrative adjudication process; and
- (h) Strengthen co-operation between the prosecuting and law enforcement authorities by establishing a Board to govern the Agency.

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### **3. Scope of the services required**

As part of promoting and branding the RTIA and its service offerings to both internal and external stakeholders, it is important that the RTIA produces branding and promotional material to promote its visibility and acceptance of its services among road users.

The branding and promotional material will support RTIA campaigns that are aimed at providing community education and awareness about AARTO rights and options throughout the country. All the community engagement activities are part of the AARTO public awareness campaign as well as public relations, events and activations. The key annual campaigns that will require branding and promotional material include, but are not limited to, the following:

- Promoting brand RTIA (Agency) as the home of AARTO
- Promotion and branding of all AARTO elective options
- Proclamation of the AARTO National rollout date
- Switch on of the AARTO national rollout programme
- AARTO outreach activations in all nine (9) provinces
- National days as celebrated through the monthly government themes
- Internal RTIA staff campaign activities
- Enterprise Development AARTO Service Outlets
- Intensifying stakeholder engagements in light of current legal road map
- RTIA multi-stakeholder October Transport Month programme
- Easter and Festive Season AARTO awareness Activations

Currently the Agency does not have a sufficient branding and promotional material to continue with its AARTO public education and community awareness programme. The appointed service provider will assist the Agency to reach the entire road user community as specified in the RTIA Strategic Plan and other performance frameworks.

Detailed specification is attached as **Annexure A**.

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### **4. Project requirements**

Develop a project plan to gather information, analyse and present recommendations on how best to deliver promotional and branding material as per the provided list of specifications.

### **5. Mandatory requirements**

**Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with the mandatory criteria will be disqualified.**

- 5.1. Bidders are required to be registered on the Central Supplier Database and the Road Traffic Infringement Agency shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant. Compliance should remain valid for the duration of the contract.
- 5.2. Bidders are required to attend a compulsory briefing session.
- 5.3. Bidders are required to attach a list all the outsourced parties that will be involved in rendering of all the services or items required.
- 5.4. Textile was designated as a sector for local content and production. Therefore, bidders must comply with the 100% local content requirements, failing which bidders shall be disqualified. Annexure C and SBD 6,2 must be comprehensively completed and signed.

### **Evaluation criteria applicable**

- 6.1. Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 6.2. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 6.3. Functionality will be evaluated on the basis of the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.
- 6.4. The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.



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**6.5. The applicable values that will be utilized when scoring each criterion ranges from: 1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent.**

**Technical Evaluation Criteria**

Description of functions criteria	Points
Organisational experience and capability	30 points
Have at least five (5) contactable references where similar services were previously service rendered and provide contact details	10 points
Branding and promotional material production capability	30 points
Capacity and experience of the proposed team	30 points
<b>TOTAL</b>	<b>100 points</b>
<b>Minimum required score</b>	<b>60 points</b>

<b>Organisational experience and capability</b> <ul style="list-style-type: none"> <li>Company profile: The service providers must demonstrate their experience in dealing with large clients including Government Departments and State Owned Entities.</li> <li>Demonstrate production and delivery of branding and promotional material. The service provider is expected to submit two years' financial statements</li> </ul>	<b>1– 5 years of Company experience.</b> <ul style="list-style-type: none"> <li>5 and above years of experience = 5</li> <li>4 – 5 years of experience = 4</li> <li>3 – 4 years' experience = 3</li> <li>2 – 3 years' experience = 2</li> <li>1 – 2 years' experience = 1</li> </ul>	30
<b>Have at least five (5) contactable references where similar services were previously service rendered and provide contact details:</b>	Bidders are required to submit a minimum of five (5) contactable reference letters with a detailed breakdown where similar services were rendered within last 5 years. Include samples of the work performed. <ul style="list-style-type: none"> <li>5 letters attached = 5</li> <li>4 letters attached = 4</li> <li>3 letters attached = 3</li> <li>2 letters attached = 2</li> </ul>	10

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	<ul style="list-style-type: none"> <li>• 1 letters attached = 1</li> </ul>	
<b>Branding and promotional material production capability</b>	<ul style="list-style-type: none"> <li>• Provide details of the company's ability to produce and deliver branding and promotional material capabilities from the project conceptualisation through to campaigns, project planning, implementing phase and reporting phase</li> <li>1= irrelevant or incomplete information</li> <li>2= a plan addressing a few list of items on the provided scope</li> <li>3= a plan presenting the list of items with timelines as per the provided scope of work</li> <li>4= a detailed plan with items, budget and timelines</li> <li>5=comprehensive plan with items, budget, new ideas and beyond</li> </ul>	<b>30</b>
<b>Capacity of the proposed team</b>	<ul style="list-style-type: none"> <li>• Technical skills/CV's of the team, team structure allocated to RTIA account demonstrating technical and professional experience in Communication, Advertising and Marketing with at least five years' experience. If fieldwork is to be outsourced to third party, also provide profile of external service provider experience, team structure, and delivery capability</li> <li>5 = above 5 years &amp; beyond</li> <li>4 = above 4-5 years</li> <li>3 = above 3-4 years</li> <li>2 = above 2-3 years</li> <li>1 = 1-2 years</li> </ul>	<b>30</b>

**6.6.** The Bids that fail to achieve a minimum of **60** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on the Preference Points System stage.

**6.7 Second Stage – Evaluation in terms of 80/20 Preference Points System**  
Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

**6.8 Calculating of points for B-BBEE status level of contribution**  
Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



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<b><u>B-BBEE Status Level of Contributor</u></b>	<b><u>Number of Points</u></b>
<b>1</b>	<b>20</b>
<b>2</b>	<b>18</b>
<b>3</b>	<b>14</b>
<b>4</b>	<b>12</b>
<b>5</b>	<b>8</b>
<b>6</b>	<b>6</b>
<b>7</b>	<b>4</b>
<b>8</b>	<b>2</b>
<b>Non-compliant contributor</b>	<b>0</b>

- 6.9.** Bidders are required to complete the preference claim form (SBD 6.1), and submit their original and valid B-BBEE status level verification certificate or a certified copy thereof or a sworn affidavit at the closing date and time of the bid in order to claim the B-BBEE status level point. The points scored by a bidder in respect of the level of B-BBEE contribution will be added to the points scored for price.
- 6.10.** Only bidders who have completed and signed the declaration part of the preference claim form and who have submitted a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS), or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or a sworn affidavit confirming annual turnover and level of black ownership in case of an EME and QSE together with the bid will be considered for preference points. A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level Verification Certificate for every separate tender
- 6.11.** Failure on the part of the bidder to comply with paragraphs 6.9. and 6.10 above will be deemed that preference points for B-BBEE status level of contribution are not claimed and will therefore be allocated a zero (0).
- 6.12.** The RTIA may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to preference.
- 6.13.** The points scored will be rounded off to the nearest 2 decimals.
- 6.14.** In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.
- 6.15.** However, when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for B-BBEE, the contract will be awarded to the bidder scoring the highest for functionality.
- 6.16.** Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 6.17.** A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

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### **7. COMPULSORY INFORMATION SESSION**

- 7.1. A compulsory Briefing and Site Inspection sessions will be held at RTIA as detailed in the Advert. The compulsory Briefing and Site Inspection session provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise. Any Briefing Notes which may be issued by the RTIA to the Service Providers should be considered as part of this project.
- 7.2. Firms may ask for clarification on this ToR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Bid Office. Copies of questions and answers will be emailed to all firms that register at the briefing session.

<b>Compulsory briefing session</b>	
<b>Date:</b>	<b>26 September 2022</b>
<b>Time</b>	<b>11:00am</b>
<b>Address:</b>	<b>RTIA Offices: Waterfall Office Park, Bekker Road, Midrand</b>
<b>Tel:</b>	<b>087 285 0500</b>
<b>E-mail:</b>	<b><a href="mailto:Bids@rtia.co.za">Bids@rtia.co.za</a></b>

### **8. SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS**

- 8.1. The successful bidder must obtain prior RTIA approval to sub-contract, and/or amend the sub-contracting arrangements.
- 8.2. A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorised person.
- 8.3. A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 8.4. A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
- 8.4.1 the conditions under which the consortium will function;
  - 8.4.2 its period of duration;
  - 8.4.3 the persons authorised to represent it;
  - 8.4.4 the participation of the several parties forming the consortium;
  - 8.4.5 the benefits that will accrue to each party; and
  - 8.4.6 any other information necessary to permit a full appraisal of its functioning.

### **9. SECURITY AND CONFIDENTIALITY OF INFORMATION**

No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of RTIA, except where authorised in writing to do so. All information will be held strictly confidential. The successful Service Provider may be required to sign a Confidentiality Agreement with RTIA.

### **10. TERMS AND CONDITIONS**

## **TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL FOR A PERIOD OF 12 MONTHS**

- 10.1.** The RTIA reserves the right to amend, modify or withdraw this Terms of Reference (ToR) document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Service Provider.
- 10.2.** Neither the RTIA, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this ToR document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.
- 10.3.** The costs of preparing proposals and of negotiating the Contract will not be reimbursed.
- 10.4.** The RTIA also reserves the right to call interviews with short-listed Service Providers before final selection, and to negotiate price with the Preferred Service Providers.
- 10.5.** Firms may not contact RTIA on any matter pertaining to their bid from the time when bids are submitted to the time the Contract is awarded. Any effort by a Service Provider to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.
- 10.6.** Bid submission requirements must be completed in sections and appendices provided in the bid document.
- 10.7.** ALL BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE AT NATIONAL TREASURY. More information in this regard is available on [www.ocpo.treasury.gov.za](http://www.ocpo.treasury.gov.za). Proof of registration must be submitted together with the technical proposal.
- 10.8.** Bidders may provide any additional information deemed important for the RTIA to consider.
- 10.9.** Prospective Bidders must at all times comply with the RTIA's Supply Chain rules and processes with regard to all projects and payments.
- 10.10** This bid is subjected to general terms of the contract as published by National Treasury.

## **11. PAYMENT**

- 11.1. Invoice.** The Contractor's Project Manager shall at the end of each deliverable submit a consolidated invoice, certified as correct by the Contractor's Project Manager, showing the actual work performed, hours worked, and manpower inputs for the task and associated costs accompanied by all supporting documents.
- 11.2. Detailed Pricing.** Service Providers must complete the required SBD Pricing documents and ensure that Prices are:
  - 11.2.1 Firm and inclusive of all costs, including disbursements;
  - 11.2.2 Inclusive of VAT, if applicable;
  - 11.2.3. Correctly calculated and identical to the financial proposal;

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11.2.4. Pricing should be detailed, with proper cost breakdown, in line with milestones.

### **11.3 Fees**

Domestic hotel accommodation may not exceed R 1440, inclusive of VAT per night per person. (incl. dinner, breakfast and parking), air travel must be restricted to economy class, and travel claims per kilometre may not exceed the rates approved by the Automobile Association of South Africa.

### **11.4 Rates**

According to the 23 October 2013 Cabinet Resolution as defined in the National Treasury Instruction 01 of 2013/14: Cost Containment Measures sub-paragraph 4.2; the Consultants (or Service Provider) will only be remunerated on the following rates regime:

11.4.1. The 'Guidelines for fees' issued by South African Institute of Chartered Accountants (SAICA) (SAICA);

11.4.2. The "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service and Administration (DPSA); or

11.4.3. Based on the body regulating the profession of the Consultant.

### **11.5 Payment information**

12.5.1 An invoice only becomes due and payable:

- a. When the Project Manager signs-off on the specific deliverable and submits the invoice for payment;
- b. When the invoice is correct with regards to calculations, information contained, banking details and supporting documents.

12.5.2 It is important to ensure that invoices are correctly submitted and reference the project name, and Order Nr.

12.5.3 Non-compliance will delay the payment process.

## **12. CONTACT DETAILS**

<b>Administrative Contact</b>	<b>Technical Contact</b>
<b>Bidding /Quotation Office</b>	<b>Project Manager</b>
Name: Mr Kwena Moloko	Name: Monde Mkalipi
Supply Chain Management	Directorate: Communications
Tel: 087 285 0475	
E-mail: bids@rtia.co.za	

## **13. CLOSING DATE AND TIME**

This bid shall close on Friday 14 October 2022 at RTIA Offices: Waterfall Office Park, Bekker Road, Midrand at 11:00am. Proposals that will not be in the bid box on the closing date and time will not be accepted.

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# RTIA BRANDING AND PROMOTIONAL ITEMS DETAILED SPECIFICATION



## RTIA Promotional and Branding material specifications

Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
1. Double Decker Lunch cooler	2 000	<p>Full RTIA Colours and Logo</p> <p>Website details and Call Centre Number</p> <p>Size: 23 x 35 x 18cm</p> <p>Material: PVC Lining, 420D PVC coated Nylon exterior</p> <p>Carry handle</p> <p>Front mesh pocket</p> <p>Lower zippered main compartment</p> <p>Upper zippered compartment</p> <p>Adjustable/removable shoulder strap</p>	<p>1000 by 5 December 2022</p> <p>1000 by 28 February 2023</p>
2. Alt trim golf shirts	500	<p>RTIA Logo</p> <p>Website details</p> <p>145g/m<sup>2</sup></p> <p>100% polyester, techno-dri knitted collar</p> <p>contrast inner placket and neck tape</p> <p>two button placket</p> <p>side slits</p> <p>Colour: White</p> <p>Small – 50</p> <p>Medium – 180</p> <p>Large – 150</p> <p>X-Large – 100</p> <p>XXL- 15</p> <p>XXXL-5</p>	<p>200 by 5 December 2022</p> <p>200 by 31 January 2023</p> <p>100 by 28 February 2023</p>

## RTIA Promotional and Branding material specifications

3. Car vent air freshener	1 000 Branded with RTIA logo, Call Centre Number & AARTO website	<ul style="list-style-type: none"> <li>• Rose Scent</li> <li>Dimensions: ABS - 3.9 ( H ) X 5.2 ( Dia )</li> <li>Package Dimensions (cm): 57 ( h ) x 29.5 ( l ) x 54 ( w )</li> </ul>	500 by 5 December 2022  500 by 23 January 2023
4. Digital tyre gauge	500	Branded with RTIA logo and website details 17 ( l ) x 4.5 ( w ) x 2 ( h ) ABS <ul style="list-style-type: none"> <li>• 3-in-1 digital tyre gauge with light</li> <li>• the small flashlight works for 24 hours when fully charged</li> <li>• LED light allows the user to check the tyre pressure in dark or dimly lit places</li> <li>• capacity 10 BAR (accommodates cars, campers &amp; trucks)</li> <li>• press "ON" button to select PSI, BAR, KPA &amp; KG, CM2 settings</li> <li>• packed in a STAC presentation box</li> <li>• 2 x AG8 and 2 x AAA batteries included</li> </ul>	250 by 5 December 2022  250 by 23 January 2023
5. Lap top branding stickers	1000	RTIA Logo and website details Size: Standard Laptop Size: 30 cm Sticker size x 10 Cm Colour: RTIA colours	500 by 5 March 2023  500 by 30 June 2023



## RTIA Promotional and Branding material specifications

6. First aid kit	1000	<p>Size: 13 x 20 x 5.5cm Material: EVA Case</p> <ul style="list-style-type: none"> <li>1 Emergency dynamo torch</li> <li>2 PBT Bandage</li> <li>Pair of scissors</li> <li>1 Emergency blanket</li> <li>4 Cleansing wipes</li> <li>5 Gauze pads</li> <li>10 Alcohol pads</li> <li>10 Plasters</li> <li>1 Triangular bandage</li> <li>1 Ice pack</li> <li>1 Non-woven tape</li> <li>10 Safety pins</li> <li>1 Whistle</li> <li>1 Multi-purpose pocket survival tool</li> <li>1 Tweezer</li> <li>1 Elastic strap</li> </ul>	<p>500 by 5 December 2022</p> <p>500 by 31 January 2023</p>
7. Milan Golf shirt	500	<p>RTIA Logo and Website details 190g/m2 100% polyester, single jersey knit drop needle surface interest fabric • knitted collar • three button placket Colour: RTIA Sunshine Yellow</p> <p>1/2 chest (cm) STANDARD FIT Small – 50 Medium – 180 Large – 150 X-Large – 100 XXL - 15 XXXL-5</p>	<p>250 by 5 December 2022</p> <p>250 by 31 January 2023</p>
8. Impact Golfer	500	<p>RTIA Logo and Website details Knitted contrast striped collar Raglan styling Three tonal button placket Three-tone contrast panel design</p>	<p>250 by 5 December 2022</p> <p>250 by 31 January 2023</p>

## RTIA Promotional and Branding material specifications

		<p>Supplied with a loose pocket</p> <p>Oval contrast insert on the sleeve</p> <p>Contrast piping on the sleeves and side panels</p> <p>Self-fabric neck tape</p> <p>Double top-stitched hem</p> <p>Easy care garment</p> <p>160g 100% Polyester moisture management fabric: e-Dri</p> <p>Colour: Navy blue and sunshine yellow</p> <p>Small – 50</p> <p>Medium – 180</p> <p>Large – 150</p> <p>X-Large – 100</p> <p>XXL- 15</p> <p>XXXL-5</p>	
<b>9. Pensacola long sleeve golf shirt</b>	500	<p>RTIA Logo and Website details</p> <ul style="list-style-type: none"> <li>• 170 g/m<sup>2</sup> • 100% single jersey knit performance polyester</li> </ul> <p>Colour – Navy Blue</p> <p>Small – 50</p> <p>Medium – 180</p> <p>Large – 150</p> <p>X-Large – 100</p> <p>XXL- 15</p> <p>XXXL-5</p>	5 December 2022
<b>10. Metro reflective jacket two tone</b>	500	<p>RTIA Logo and Website details</p> <p>150g/m<sup>2</sup> 100% polyester tricot with Airtex mesh lightweight mixed fabric jacket • zip-off sleeves • contrast full zipID • elasticated cuffs/elasticated waistband with front press stud closure • shoulder epaulettes with press stud/silver 50mm reflective tape detail/day/night visibility</p> <p>Colour – Yellow and blue</p> <p>Small – 50</p> <p>Medium – 180</p> <p>Large – 150</p> <p>X-Large – 100</p>	<p>250 by 5 December 2022</p> <p>250 by 30 March 2023</p>

## RTIA Promotional and Branding material specifications

		XXL- 15 XXXL-5		
<b>11. Reflective Vest</b>		2000	<p>RTIA Logo and Website details Product Code SSAPN839</p> <p>A hi-visibility vest with 50 mm silver reflective tape. The reflective vest is made of lightweight hi-visibility polyester fabric with a yellow lining and features a zip.</p> <p>Small – 500 Medium – 500 Large – 800 X-Large – 100 XXL- 50 XXXL-50</p>	<p>1000 by 5 December 2022</p> <p>1000 by 30 May 2023</p>
<b>12. Reflector Jackets</b>		500	<p>RTIA Logo and Website details</p> <p>Work Jacket Delta plus High Visibility with Reflective Tape</p> <p>Fluorescent &amp; Navy</p> <p>Small= 100 Medium= 150 Large= 100 XL= 100 XXL=50</p>	<p>250 by 30 March 2023</p> <p>250 by 30 May 2023</p>



## RTIA Promotional and Branding material specifications

<b>13. Logo ox Cuffed Beanie</b>	500	<p>RTIA Logo and Website details Style NF0A3FJX Crown Height: Shallow 7.25" (S), Deep 8.5" (R) Fabric: 100% Acrylic Knit Sizes: Small= 250 Medium= 250 Colour: Black / Navy blue</p>	<p>250 by 5 December 2022</p> <p>250 by 15 March 2023</p>
<b>14. Notebook with removable wireless charger</b>	500	<p>RTIA Logo and Website details Material: PU cover A5 soft-feel notebook Size: 21cm x 14cm x 1.2cm Capacity: A5, 80 Lined Pages Removable wireless charger Input 5V/1.5A Output 5V/0.8A Includes charging cable Compatible with all Qi enabled devices Branding Options: Dome Sticker, CO2 Laser, Pad Print</p>	<p>250 by 5 December 2022</p> <p>250 by 30 March 2023</p>
<b>15. Pen and pencil set</b>	1000	<p>RTIA Logo and Website details The Recycled pen and pencil set includes:</p> <p>1 x 15cm wooden ruler 1 x paper ballpoint pen 1 x bamboo pulp pencil 1 x eraser 1 x wooden sharpener cardboard tube: 19 (h) x 3.5 (dia)</p>	<p>500 by 5 December 2022</p> <p>500 by 15 February 2023</p>
<b>16. Executive Desk Organiser with Memo Pad</b>	200	<p>Leatherette Finish White Contrast Stitching Storage Drawer 100 Memo Pages Mobile Phone/Business Card Holder Felt Lining &amp; Base Pen Holder Small Tablet/Letter Holder -</p>	<p>31 January 2023</p>



## RTIA Promotional and Branding material specifications

		Laser/Heat engraved wording ( Road Traffic Infringement Agency) with website details ( <a href="http://www.AARTO.gov.za">www.AARTO.gov.za</a> )	
<b>17. Power Bank</b>	500	<p>RTIA Logo and Website details</p> <p>Material: Plastic</p> <p>Product Size: 9.1cm x 2.5cm x 2.5cm</p> <p>Capacity: 2200mAh</p> <p>Branding Options: Pad Print, Digital to Direct</p>	<p>250 by 5 December 2022</p> <p>250 by 30 March 2023</p>
<b>19. Oakridge USB Notebook Set Pen, memory stick and A5 notebook gift</b>	200	<p>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.</p> <p><b>Laser engraved wording (Road Traffic Infringement Agency) on the pen, notebook and memory stick</b></p>	<p>15 February 2023</p>

# RTIA Promotional and Branding material specifications

<b>18. Reflective triangle auto emergency kit</b>	300	<p>RTIA Logo and Website details  Size: 305 x 25 x 9cm  Material: 600D Carry bag  1 x Pair of gloves  1 x Tire pressure gauge  1 x Battery jumper cables  1 x Flashlight  1 x Philips and flathead interchangeable screwdriver  1 x Pliers  1 x Reflective warning triangle  1 x Safety vest</p>	30 May 2023
<b>19. Shopper bags</b>	10 000	<p>RTIA Logo and Website details  Size: 33 x 37cm  Material: Eco-friendly recyclable non-woven Polypropylene  Main compartment with hook and loop closure  60cm Handles  Single colour screen printing on black product  Non-woven PP</p>	<p>5000 by 5 December 2022</p> <p>5000 by 15 March 2023</p>
<b>20. Silver barrel curved design ballpoint pen</b>	2000	<p>RTIA Logo and Website details  Plastic ballpoint pen  Silver barrel  Coloured grip  Silver tip  Plunge action mechanism  Blue ink</p>	<p>1000 by 31 January 2023</p> <p>1000 by 15 February 2023</p>
<b>21. Soft shell jacket</b>	200	<p>Adjustable Velcro cuffs / reflective piping / windproof 3000 / moisture vapour proof 800 / elastic cords / interior pockets  Includes a RTIA logo on left hand chest  Small= 100  Medium= 150  Large= 100  XL= 100  XXL=50</p>	31 January 2023



## RTIA Promotional and Branding material specifications

<b>22. Spiral notebook with pen and snap pouch</b>	1000	RTIA Logo and Website details Material: Recycled Paper Size: 17cm x 25cm x 1.3cm Capacity: 60 Lined Pages Branding Options: Screen Print, Dome, Digital Sticker, Pad Print Colour: Navy blue	500 by 31 January 2023  500 by 15 February 2023
<b>23. Squeeze bottle</b>	2000	RTIA logo and website details Flip drinking spout Durable Tritan plastic Matching colour band accent Integrated carry handle 750ml Capacity Drinking straw Size: 24 x 8.5cm BPA Free	1000 by 31 January 2023  1000 by 15 February 2023
<b>24. Trolley backpack</b>	250	RTIA Logo and Website details Has main zippered compartment that includes padded laptop compartment. Holds most 15.6" laptops. Smaller front zippered media pocket. Adjustable, padded, tuck away shoulder straps and comfort carry handle. Padded back panel for that extra comfort. Telescoping handle. 600D. 32 (w) x 15 (d) x 44 (h)	125 by 31 January 2023  125 by 25 February 2023
<b>25. Golf umbrella with sleeve</b>	1000	RTIA Logo and Website details 8 Panels, UV Coated, Manual open, Black handle, Diameter: 146cm, Material: 210T Pongee, Windproof fibreglass frame, Length of umbrella closed: 107cm	500 by 5 December 2022  500 by 31 January 2023
<b>26. USB</b>	1000	RTIA Logo and Website details Material: ABS Body & Metal Bezel Size: 5.4cm (l) x 1.94cm (w) x 1.02cm (h) Capacity: 8GB Branding Options: Laser Engrave, Full Colour Dome Sticker	500 by 5 December 2022  500 by 31 January 2023
<b>27. White barrel ball pen</b>	5000	RTIA Logo and Website details Plastic ballpoint pen	2000 by 5 December 2022

## RTIA Promotional and Branding material specifications

		Geometric swan neck-shaped clip Twist action mechanism White barrel Silver tip Blue ink	2000 by 31 January 2023 1000 by 28 February 2023 5 December 2022
28. Willow bush hat	200	RTIA logo and Website details Unstructured. 4 rows stitched sweatband. Metal eyelets. Brass studs. Self-fabric cord. Colour: Navy/ Black	



## RTIA Promotional and Branding material specifications

29. Two piece Conti work suit	200	<p>RTIA Logo and Website details</p> <p>200g/m2</p> <p>100% cotton twill</p> <p>jacket: open neck collar • front yoke panel • concealed zip</p> <p>Monza style chest pocket • two side pockets</p> <p>pants: elasticated back waist • five belt loops • two slanted front pockets • back pocket</p> <p>orange/silver 50mm reflective tape detail on arms and legs</p> <p>day/night visibility</p> <p>20 x Small</p> <p>40 x Medium</p> <p>50 x Large</p> <p>50x XL</p> <p>20x XXL</p> <p>20x XXXL</p>	5 December 2022
30. Work Overall Women	200	<p>RTIA Logo and Website details</p> <p>Delta plus 2 Zip Detail</p> <p>100% cotton</p> <p>Elastic back waist</p> <p>Navy/Orange</p> <p>20X Small</p> <p>40 X Medium</p> <p>50x Large</p> <p>20x XL</p> <p>20x XXL</p>	5 December 2022
31. Women's Puffer Jacket	200	<p>RTIA Logo and Website details</p> <p>Fall Winter Long Coat Regular Fit Windproof Warm</p> <p>Casual Streetwear, Jacket Long Sleeve</p> <p>Front pockets</p> <p>100% Polyamide</p> <p>Lining: 100% Polyester</p> <p>Full Zip Pocket</p> <p>Colour: Navy/Black</p>	<p>100 by 30 March 2023</p> <p>100 by 30 April 2023</p>

# RTIA Promotional and Branding material specifications

			Small x 20 Medium x 50 Large x 50 XL x 50 XXL x 30	
<b>32. Men's Puffer Jacket</b>		200	RTIA Logo and Website details Winter Long Coat Regular Fit Warm Breathable Casual Streetwear Jacket Long Sleeve Colour: Navy/ Black Small x 50 Medium x 50 Large x 50 XL x 20 XL x 20 XXL x 10	100 by 30 March 2023 100 by 30 MAY 2023
<b>33. Gazebos</b>		40	RTIA Logo and Website details 3 x 6m, Full Wall Aluminium Gazebo Frame, Dye sublimated Fabric Print 185gsm + bag + toolkit	20 by 5 December 2022
Full wall gazebo      4 x 4m frame gazebo		40	4 x 4m Frame, Wheeled Bag, Tie Down Kit, Full Roof Print, 1 Single Sided Printed Wall 185gsm, 2 Printed Half Walls,	60 by 30 March 2023
<b>34. Expandas</b>		80	RTIA Logo and Website details Full-colour high-resolution Digital dye-sublimation printed one piece and fitted to Lightweight collapsable Aluminium frame. straight: (3 x 3) 2.25 x 2.25m assembled: 2250 (w) x 2250 (h) print media: 230gsm display fabric hardware: aluminium packaging: bag - oxford fabric	23 January 2023
<b>35. Pull up banners</b>		80	RTIA Logo and Website details Eco base + layflat PVC Solvent full color Digital, Bag & frame included size ~ 850mm x 2m	40 by 5 December 2022 40 by 30 March 2023



## RTIA Promotional and Branding material specifications

36. Signage for RTIA Offices	1	<p>Building names and entryway plaques indicating what may be reached through a particular entry.</p> <ol style="list-style-type: none"> <li>1. Building name will be at or near the principal entrance.</li> <li>2. Prismatic metal lettering will be standard; engraved lettering may be used where appropriate.</li> <li>3. Building entrances may have an on-building directory listing principal activities, in either of the following styles up to 18 inches wide:               <ol style="list-style-type: none"> <li>a. A glass display case conforming to the Graphic Identity standards.</li> <li>b. A plaque conforming to the same standards.</li> </ol> </li> </ol>	When RTIA office rental space is finalized
37. Signage for AARTO Service Outlets	71	<p>Building names and entryway plaques indicating what may be reached through a particular entry.</p> <ol style="list-style-type: none"> <li>1. Building name will be at or near the principal entrance.</li> <li>2. Prismatic metal lettering will be standard; engraved lettering may be used where appropriate.</li> <li>3. Building entrances may have an on-building directory listing principal activities, in either of the following styles up to 18 inches wide:               <ol style="list-style-type: none"> <li>a. A glass display case conforming to the Graphic Identity standards.</li> <li>b. A plaque conforming to the same standards.</li> </ol> </li> </ol>	71 by 5 December 2022

## RTIA Promotional and Branding material specifications

<b>38. Lanyards</b>	5000	<p>RTIA Logo Material: Polyester Size: 90cm (l) x 0.5cm (w) Branding Option: Digital Dome Sticker Price Includes: 1 Position Domed Sticker</p>	28 February 2023
<b>39. Caps</b>	1000	<p>RTIA Logo Structured 6 panel Pre-curved peak with contrast embroidery detail Velcro closure Low profile Contrast detailing 100% Polyester fabric BXD Branding</p>	<p>500 by 31 January 2023</p> <p>500 by 30 March 2023</p>
<b>40. Stretch tents</b>	10	<p>RTIA Logo and Website details with Call centre number 5 x 10m stretch tent 100% Waterproof Colour: Navy blue</p>	5 December 2022

## RTIA Promotional and Branding material specifications

<b>41. Foldable chairs</b>	300	RTIA Logo Foldable Chair White High Density Polyethylene (HDPE) Blow-molded Seat and back rest. 25mm Gray Powder Coated Steel Frame Maximum supported weight 100 Kg Style Category: Essential Colour: Black/ Navy blue	150 by 5 December 2022  150 by 15 February 2023
<b>42. Telescopic/ Feather Banners</b>	80	RTIA Colours and Logo, Website and Call centre number 15 x 2000mm x 680mm 15 x 3000mm x 680mm Digital Dye Sublimation 100% Polyester Flag Material Print 80% Shine through Includes print, poles, bag and ground spike.	30 March 2023
<b>43. Sharkfin Banners</b>	200	RTIA Colours and Logo, Website and Call centre number  100 x 2000mm x 680mm 100 x 3000mm x 680mm – Single or Double Sided Option – Digital Dye Sublimation – 100% Polyester Flag Material – Print 80% Shine through – Includes full colour print, poles, bag and ground spike.	100 by 30 April 2023  100 by 30 June 2023
<b>44. Key Rings</b>	5000	RTIA Logo Key ring with domed decal, protected with clear epoxy dome	2 500 by 5 December 2022  2 500 by 30 March 2023



## RTIA Promotional and Branding material specifications

<b>45. License Disc Holders</b>	5000	RTIA Logo and Website details License Disc Holder Made of - ABS & PC Type: Pad Print Branding Dimensions: 55mm(h) x 55mm(w) Package Dimensions (cm): 0.4cm ( h ) x 9cm (Dia)	3 000 by 31 January 2023  2000 by 30 May 2023
<b>Drawstring Bags</b>	5000	RTIA Logo and Website details 80gsm non-woven fabric and large main compartment with cinch top. Product Dimension: 42cm (h) x 38cm (w).	2 500 by 5 December 2022  2 500 by 31 January 2023
<b>46. Mugs</b>	1000	RTIA Logo and Website details Sublimation coffee mug – with box with sublimation coating.	500 by 31 January 2023  500 by 15 February 2023
<b>47. 500ml katana matte finish bottle</b>	1000	RTIA Logo and Website details  500ml katana matte finish bottle  Colours: blue, grey, lime, pink, purple, red, white, yellow  Branding Options: pad print, laser engraving	500 by 31 January 2023  500 by 15 February 2023
<b>48. Double Decker golf duffel bag</b>	500	RTIA Logo, website details and call centre number Double Decker Golf Duffel Bag Navy Canvas - Double compartment bag, a bottom solid compartment for shoes.	300 by 31 January 2023

## RTIA Promotional and Branding material specifications

		<ul style="list-style-type: none"> <li>- Top soft compartment for other essentials.</li> <li>- Solid nylon straps with an added comfortable handle for easy grip</li> <li>- 2 side compartments for some extra toiletries.</li> <li>- 1 compartment on the flap.</li> <li>- Soft inner nylon lining.</li> <li>- Adjustable shoulder strap.</li> </ul> <p>Dimensions 23cm x 35cm x 38cm</p>	200 by 28 February 2023
<b>49. Dazzle gift bags</b>	2 000	<p>RTIA Logo, Website details and Call centre number</p> <p>-Material: 230gsm Art Card Paper</p> <p>-Size: 18cm (w) x 10cm (d) x 23cm (h)</p> <p>=Branding Options: Screen Print</p> <p>The Dazzle Mini Gift Bag made from 230gsm card paper is available in different colours, all except for black (glossy finish) come in a matte finish, all with a black inner.</p>	30 March 2023
<b>50. Pull up Banners</b>	100	<p>RTIA Logo, Website details and Call centre number</p> <p>Long lasting aluminum frame, the legs of the banner stand extend from a X-shape frame and the high quality printed banner connects with eyelets to the hooks on the unit, making the print interchangeable.</p> <p>Printed in full colour onto Non Curl PVC.</p> <p>Sizes:</p> <p>77 x Standard X-Frame – 1600mm x 600mm</p> <p>77 x Large X-Frame – 1800mm x 800mm</p> <p>– Non Curl PVC</p>	31 January 2023
<b>51. Table Cloth</b>	110	<p>RTIA Logo, Website details and Call Centre number</p> <p>To fit 1.8m rectangular trestle table.</p>	31 January 2023



## RTIA Promotional and Branding material specifications

Rectangular stretch table cloths.			
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## RTIA Promotional and Branding material specifications

<b>52. Name Tags</b>	223	<p>Engraved (in colour) to include RTIA logo. Names can be printed on paper and inserted into the name slot</p> <p>Colour of name tag: Silver Overall Size: 67mm x 33mm Insert Size: 66mm x 15mm</p>	223 by 5 December 2022
<b>53. Acrylic Podium</b>	15	<p>RTIA Logo with website details This lectern is made of high-quality acrylic material with LED light, very beautiful when light on, smart with remote controll. Acrylic Size: 23.6x18x47inches , the size is designed enough for adult use. High-quality acrylic is abrasion resistance, drop resistance, good transparency, high brightness, easy to clean, will not change color, will not oxidize, and has strong impact ability. The bottom is thickened and widened, so it will not shake easily during use.</p>	5 December 2022
<b>53. Acrylic Podium</b>	15	<p>Light weight acrylic podium with RTIA Logo &amp; website details</p> <p>Material: Acrylic. Height: 47.5"/120.65 cm. Table Size (L*W): 26.8" x 14.3"/68 x 36.32 cm. Base Size (L*W): 26" x 13"/66 x 33 cm. Board Thickness: 0.31"/8 mm. Base Thickness: 0.4"/10 mm</p>	5 December 2022
<b>4. Lantern / Lollipop banners</b>	100	<p>RTIA Logo, Website details and Call centre number</p> <ul style="list-style-type: none"> <li>• Heavy-duty aluminum/fiberglass pole system</li> <li>• Free heavy-duty carry bag</li> <li>• Three-year warranty</li> <li>• Full-coverage digital printing</li> <li>• Three sides can have the same of different images</li> <li>• Polyester is strong and lightweight</li> <li>• Water resistant, fire retardant to CPAI-84 &amp; NFPA 701, and UV protected</li> </ul>	30 March 2023
<b>5. Chase clip board (A5)</b>	200	<p>RTIA Logo, Website details and Call Centre number Size : <b>170x235</b> Customisations:</p>	16 January 2023

## RTIA Promotional and Branding material specifications

			<b>SCREEN PRINT</b> Colours: Navy blue/ Yellow	
<b>6. Branded RTIA Diaries (A5)</b>		200	A5 Marco 2022 Stream diaries	5 December 2022



# RTIA Promotional and Branding material specifications

7. Ladies Chambray Blouse (White), Short AARTO Service Outlet	150	Ladies Jasmine Blouse (White) 120g 100% polyester, front keyhole & button (White) short sleeve, with RTIA Logo	150 by 5 December 2022
8. Ladies Chambray Blouse (White), Long AARTO Service Outlet	150	Ladies Chambray Blouse(White) 100% Cotton Chambray, long sleeve, with RTIA Logo	150 by 5 December 2022
9. Men's Brushed Cotton Twill Lounge Shirt (White), AARTO Service Outlet	150	Men's Brushed Cotton Twill Lounge Shirt (Navy blue ), 100% yarn-dyed cotton with soft brushed finish, long sleeve, with RTIA Logo	150 by 31 January 2023
10. Men's Brushed Cotton Twill Lounge Shirt (White), AARTO Service Outlet	150	Men's Brushed Cotton Twill Lounge Shirt (Navy blue, 100% yarn-dyed cotton with soft brushed finish, short sleeve, with RTIA Logo	150 by 5 December 2022
11. Trousers for men : Slim-Fit Chino Pants (Black), AARTO Service Outlet	150	Trousers for men : Slim-Fit Chino Pants:100% cotton or cotton –blend fabric, with RTIA Logo	150 by 5 December 2022
12. Trousers for men : Slim-Fit Chino Pants (Navy), AARTO Service Outlet	150	Trousers for men : Slim-Fit Chino Pants:100% cotton or cotton –blend fabric, with RTIA Logo	150 by 30 December 2022
13. Ladies Pencil Skirts (Black), AARTO Service Outlets	150	Ladies Pencil Skirts Black and Navy Stretch Blue or Black 100% cotton skirts	150 by 5 December 2022
14. Ladies Stretch Chino Pants (Navy), AARTO Service Outlet	150	Ladies Stretch Chino Pants: Slim-Fit Chino Pants:100% cotton or cotton –blend fabric, with RTIA Logo	150 by 5 December 2022
15. Printed Frosted Window Film, AARTO Service Outlets	50	Frosted window film with print is translucent but not transparent. Branded with RTIA corporate logo and colours.	50 by 5 December 2022

## RTIA Promotional and Branding material specifications

<b>16. Folding Trestle Table, AARTO Service Outlets</b>	100	Folding Trestle Tables, 1,8m Plastic Folding Table	100 by 5 December 2022	
<b>17. Fabric Pop-Up Banners &amp; Stands, AARTO Service Outlets</b>	5	<p>About the Fabric Pop-Up Banners &amp; Stands, Branded with RTIA corporate logo and colours.</p> <p>The Fabric Pop-up System is an innovative, modular pop-up display that is cost-effective, easy-to-assemble, and comes in a variety of sizes and configurations.</p> <p>Features</p> <ul style="list-style-type: none"> <li>• Lightweight and robust</li> <li>• Seamless re-usable graphics</li> <li>• Creates an attractive and professional stand</li> <li>• Ideal for venues that have height restrictions</li> <li>• Can be backlit to brighten your exhibition stand</li> </ul>	50 by 5 December 2022	
<b>18. Fabric Branded Counter</b>	20	<p>The Fabric Counter, modular pop-up display that is cost-effective, easy-to-assemble. Branded with RTIA corporate logo and colours.</p> <p>Features</p> <ul style="list-style-type: none"> <li>• Lightweight and robust</li> <li>• Seamless re-usable graphics</li> </ul>	20 by 5 December 2022	



## RTIA Promotional and Branding material specifications

		<ul style="list-style-type: none"> <li>Creates an attractive and professional counter</li> </ul>	
19. Gazebo Kiosk, AARTO Service Outlet	20	<ul style="list-style-type: none"> <li>Portable Shade Kiosks, 1m Square, Flat roof with valance, 2 Aluminium sliding parts, 2.1m, 1200 x 150 x 150mm, 1.15m, 5kg / 8kg, With inside small aluminium counter to put a laptop.</li> </ul>	30 April 2023
20. A Frame Banner	20	<p>RTIA Logo, Website details and Call Centre number</p> <p>A-frame banners come in both 2m x 1m and 3m x 1m units, with either fabric or PVC prints and are supplied with a sturdy unit and carry bag.</p>	30 May 2023
21. Clip Frames, AARTO Service Outlets	100	<p>RTIA Logo</p> <p>They are made of anodised aluminium and can be wall-mounted, hanging or on a stand, available in different sizes, A0, A1, A2, A3, A4, A5</p>	100 by 16 January 2023
22. Roll-up Banners, AARTO Robot, AARTO Service Outlet	50	Pull-Up Banners with AARTO Robot. Branded with RTIA corporate logo and colours.	50 by 16 January 2023
23. Brochure Stands, AARTO Service Outlets	50	Brochure Stands, Zed Up Clear with case. They are collapsible, portable and an effective tool for displaying brochures and marketing material.	50 by 16 January 2023

**NB Textile was designated as a sector for local content and production. Therefore, bidders must comply with the 100% local content requirements, failing which bidders shall be disqualified. Annexure C and SBD 6,2 must be comprehensively completed and signed.**

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	RTIA03/2022/23	CLOSING DATE:	14 SEPTEMBER	CLOSING TIME:	11:00 am
DESCRIPTION	<b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE AARTO BRANDING AND PROMOTIONAL MATERIAL FOR ROAD TRAFFIC INFRINGEMENT AGENCY FOR THE PERIOD OF TWELVE (12) MONTHS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>ROAD TRAFFIC INFRINGEMENT AGENCY</b> <b>WATERFALL EDGE B</b> <b>HOWICK CLOSE</b> <b>WATERFALL OFFICE PARK</b> <b>BEKKER ROAD</b> <b>MIDRAND</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>					
CONTACT PERSON	Mr MOLOKO		CONTACT PERSON		
TELEPHONE NUMBER	087 285 500		TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	bids@rtia.co.za		E-MAIL ADDRESS		
<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>					
CONTACT PERSON			Mr MKALIPI		
TELEPHONE NUMBER			087 285 500		
FACSIMILE NUMBER					
E-MAIL ADDRESS					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	



DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

## PART B TERMS AND CONDITIONS FOR BIDDING

### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).

### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

(Proof of authority must be submitted e.g. company resolution)

DATE:.....

### PRICING SCHEDULE – FIRM PRICES (PURCHASES)

**NOTE:** ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number. RFP03/2022/23
Closing Time 11:00	Closing date: 14 October 2022

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	---

- 
- Required by: .....
  - At: .....
  - Brand and model .....
  - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....  
\*Delivery: Firm/not firm
  - Delivery basis .....

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
<b>Signature</b>	<b>Date</b>
.....	.....
<b>Position</b>	<b>Name of bidder</b>

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution's supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



4.4.1	If so, furnish particulars:
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**SBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION  
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**Js365bW**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js914w 2

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

POINTS	
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

## 2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

or

**90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

**Ps** = Points scored for price of bid under consideration

**Pt** = Price of bid under consideration

**P<sub>min</sub> = Price of lowest acceptable bid**

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

**4.1** In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:



B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## 5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . = ..... (maximum of 10 or 20 points)  
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

## 7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>

## **DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### **1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.**

1.6 A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

## 2. Definitions

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
  - 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
  - 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
  - 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
  - 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
  - 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
  - 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
  - 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
  - 2.9. **“sub-contract”** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.
3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**



<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____ Clothing _____	_____ 100%
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY: (Procurement Authority / Name of Institution):**  
.....

**NB**

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thdti.gov.za/industrialdevelopment/ip.jsp>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of ..... (name of bidder  
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that:

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.

(c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_