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**APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY OF OFFICE STATIONERY  
AND OFFICE SUPPLIES FOR A PERIOD OF 36 MONTHS**

<b>Bid Number:</b>	032/2023/EWSS/STATIONERY/RFB
<b>Briefing Session:</b>	Not applicable
<b>Closing Time &amp; Date:</b> <i>Bidders are urged to submit their bid from 08:00am on the date of closing and not earlier to ensure that bids are received by the TCTA representative.</i>	25 January 2024 @ 11h00 a.m.
<b>Clarification Deadline:</b>	15 January 2024 @16H00 p.m.
<b>Bid Validity Period:</b>	120 Calendar Days from the closing date
<b>Bid Submission must be sent to:</b>	<p><i>Bid Submissions must be sent to:</i></p> <p><i>Byls Bridge Office Park</i></p> <p><i>Cnr Olievenhoutsbosch and Jean Avenue</i></p> <p><i>Doringkloof</i></p> <p><i>Centurion</i></p> <p><i>Bidders must have a valid ID number/Driver's License to gain access at the TCTA's premises.</i></p>
<b>Copies of the Technical proposal to be submitted:</b>	1 Original hard copy, 1 soft copy (USB)
<b>Enquiries:</b>	<p>Name: Evans Khosa</p> <p>Email Address: <a href="mailto:tenders07@tcta.co.za">tenders07@tcta.co.za</a></p>
<b>Date of issue:</b>	8 December 2023

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## 1. DEFINITIONS, ACRONYMS AND ABBREVIATIONS

<b>B-BBEE</b>	Broad Based Black Economic Empowerment in terms of the Broad Based Black Economic Empowerment Act 53 of 2003 (B-BBEE Act).
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	The B-BBEE status received by a measured entity issued in terms of section 9(1) of the B-BBEE Act.
<b>BID SUBMISSION</b>	A bidder's written proposal in response to an Invitation for Bids (Request for Bids/Quotations/ Information etc.)
<b>BLACK PEOPLE</b>	Africans, Coloureds and Indians as defined in the Broad Based Black Economic Empowerment Act 53 of 2003
<b>CONSORTIUM OR JOINT VENTURE OR CONSORTIUM</b>	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;
<b>CONSULTANT</b>	A professional person appointed to provide technical and specialist advice or to assist with the design and implementation of projects. The legal status of this person can be an individual, a partnership, a corporation or a company.
<b>CONTRACT</b>	A legal agreement or National Treasury issued Standard Bid Document Number 7 signed by TCTA and a successful bidder. This term does not refer to the actual bid process.
<b>CONTRACT MANAGER</b>	A representative from the Requesting Department that will be responsible for monitoring the day to day activities related to the contract
<b>DESIGNATED SECTORS</b>	Sectors, sub-sectors or industries that have 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.
<b>EME</b>	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
<b>FIRM PRICES</b>	means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the bidder and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
<b>HISTORICALLY DISADVANTAGED ENTITIES</b>	Means entities that are at least: <ul style="list-style-type: none"> <li>• 51% black owned;</li> <li>• 51% owned by black youth;</li> <li>• 51% owned by black women;</li> <li>• 51% owned by black people with disabilities;</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>51%</b> owned by black people in rural areas, underdeveloped areas or townships;</li> <li>• a co-operative that is 51% owned by black people.</li> <li>• 51% owned by black <b>people who are military veterans</b>.</li> </ul>
<b>LOWEST ACCEPTABLE TENDER</b>	Means a tender that complies with all specifications and conditions of tender and that has the lowest price compared to other tenders.
<b>PROCUREMENT SPECIALIST</b>	Any person in the Procurement Unit who is responsible for managing a bid process from start to finish
<b>PO</b>	A Purchase Order generated by the Procurement Unit after the conclusion of a successful bid process authorizing the expenditure against an awarded contract.
<b>PRICE</b>	Means an amount of money for goods or services, and includes all applicable taxes less all unconditional discounts
<b>QSE</b>	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;
<b>RD</b>	A requesting department within TCTA or its representative
<b>SUPPLIER</b>	A juristic person or legal entity that provides goods or services to TCTA.
<b>SPECIFIC GOALS</b>	Means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994.

## 2. PREPARATION OF BID SUBMISSIONS

- 2.1. Bidders are required to comply fully with this Request for Bid including annexures during submission to TCTA;
- 2.2. Bid Submissions must:
  - 2.2.1. Not be late and it must be delivered to the address stated on the front page. TCTA shall not accept nor be obliged to accept Bid Submissions submitted after the stipulated closing date and time, notwithstanding that such late submission is as a result of circumstances beyond the Bidder's control;
  - 2.2.2. Clearly reflect the Bid description and bid number on the outer packaging; and
  - 2.2.3. Contain a Firm Price.

- 2.3. TCTA reserves the right to reject bids that are not prepared in terms of section 2.2 and to not evaluate them. This section is subject to the provisions in the Conditions of Bid.
- 2.4. Bidders must provide one electronic copy on an unencrypted USB subject to the following:
  - 2.4.1. USBs must not be password protected and must be free of any and all corruption and/or viruses.
  - 2.4.2. TCTA will not be liable to accept or evaluate any file that is not readable and accessible to the relevant bid committee. Bidders will not be allowed to remedy/fix/assess such USB or file after the bid closing date and the information will be deemed as not received.
  - 2.4.3. Only pdf documents will be accepted and not word, images or any other format not specified in this bid document.
  - 2.4.4. These provisions will be applied on a case by cases basis within the sole discretion of the bid evaluation committee.
- 2.5. This Bid has four (4) stages of evaluation summarised in the document below. Each stage reflects the process of evaluation. Bid submissions must be neat and legible and prepared in the same order as the stages of evaluation. Each stage must be clearly marked.

### **3. BACKGROUND**

TCTA procures stationery on an adhoc basis by issuing an RFQ to market for its stationery and office supplies requests. TCTA therefore needs to appoint a service provider for the supply of stationery and office supplies for a period of 36 months.

### **4. COMPANY EXPERIENCE**

A bidder must have a minimum of one (1) years' experience supported by at least one (1) reference letter in the provision of office stationery or office supplies from at least one (1) corporate entity in the past 5 years.

## 5. SCOPE OF WORK

### 5.1. CATALOGUE SCOPE OF WORK

5.1.1. TCTA's stationery and office supplies catalogue is as follows: -

ITEM NO	DESCRIPTION	CONTRACT INDICATIVE VOLUMES		DELIVERY REQUIREMENTS	PRICING STRUCTURE
<b>BATTERIES</b>					
1	AA	250	units	Per pack of 4	Cost per pack of 4
2	AAA	250	units	Per pack of 8	Cost per pack of 8
<b>RECORDING DEVICES</b>					
3	Electronic Dictaphones	9	units	units	Cost per unit
<b>IDENTIFICATION</b>					
4	Name Badge (per pack of 50)	15	Packs	Per pack of 50	Cost per pack of 50
5	Licence card Holder (per pack of 50)	10	Packs	Per pack of 50	Cost per pack of 50
6	Lanyard "plastic zipper in blue" (per pack of 50)	30	Packs	Per pack of 50	Cost per pack of 50
<b>GEL PENS</b>					
7	Ball Point Pen Black (0.7)	180	Boxes	Per box of 12	Cost per box of 12
8	Ball Point Pen Blue (0.5)	180	Boxes	Per box of 12	Cost per box of 12
9	Ball Point Pen Red (0.5)	100	Boxes	Per box of 12	Cost per box of 12
10	Ball Point Pen Green (0.7)	100	Boxes	Per box of 12	Cost per box of 12
<b>PENCILS AND INSTRUMENTS</b>					
11	Clutch Pencil HB 0.5	60	Boxes	Per box of 12	Cost per box of 12
12	Clutch Pencil HB 0.7	60	Boxes	Per box of 12	Cost per box of 12
13	Tradition Pencil HB	60	Boxes	Per box of 12	Cost per box of 12
14	HI-Polymer Eraser Small	200	units	Per unit	Cost per unit
15	1 Hole Metal Sharpener	200	units	Per unit	Cost per unit
<b>LEADS</b>					
16	Clutch pencil leads 0.5mm	100	units	Per unit	Cost per unit
17	Clutch pencil leads 0.7mm	100	units	Per unit	Cost per unit
<b>CORRECTION TAPE &amp; FLUID (PEN)</b>					
18	Correction Fluid	60	units	Per unit	cost per unit
19	Correction Tape	60	units	Per unit	cost per unit
<b>HIGHLIGHTERS</b>					
20	Highlighter Blue	50	Boxes	Per box of 10	Cost per box of 10
21	Highlighter Yellow	50	Boxes	Per box of 10	Cost per box of 10
22	Highlighter Green	50	Boxes	Per box of 10	Cost per box of 10
23	Highlighter Orange	50	Boxes	Per box of 10	Cost per box of 10
24	Highlighter Pink	50	Boxes	Per box of 10	Cost per box of 10
25	Highlighter Red	50	Boxes	Per box of 10	Cost per box of 10
<b>PERMANENT MARKERS</b>					
26	Permanent Marker 70 Black	40	Boxes	Per box of 10	Cost per box of 10
27	Permanent Marker 70 Blue	40	Boxes	Per box of 10	Cost per box of 10
28	Permanent Marker 70 Red	40	Boxes	Per box of 10	Cost per box of 10
<b>WHITE BOARD MARKERS</b>					
29	Whiteboard Marker Black	60	Boxes	Per box of 10	Cost per box of 10
30	Whiteboard Marker Blue	60	Boxes	Per box of 10	Cost per box of 10
31	Whiteboard Marker Red	60	Boxes	Per box of 10	Cost per box of 10

32	Whiteboard Marker Orange	60	Boxes	Per box of 10	Cost per box of 10
33	Whiteboard Marker Green	60	Boxes	Per box of 10	Cost per box of 10
34	Whiteboard Eraser	100	units	Per unit	Cost per unit
35	Whiteboard Cleaning Fluid Spray	80	units	Per unit	Cost per unit
<b>WHITE BOARDS</b>					
36	Whiteboard Mobile 1800 x 1200mm	5	units	Per unit	Cost per unit
37	Whiteboard A2 Non-magnetic	26	units	Per unit	Cost per unit
38	A4 Poster slimline silver	50	units	Per unit	Cost per unit
39	A3 Poster slimline silver	50	units	Per unit	Cost per unit
40	Whiteboard Flipchart Standard Model	15	units	Per unit	Cost per unit
<b>DESKTOP STATIONERY</b>					
41	Prestik 100g	100	units	Per pack of 4	Cost per unit
42	Glue Stick 20g	150	units	Per pack of 4	Cost per unit
43	Scissors 170 mm	250	units	Per unit	Cost per unit
44	Scissors 210 mm	150	units	Per unit	Cost per unit
45	Desktop DK-238 Calculator 12-Digit	100	units	Per unit	Cost per unit
46	Letter Trays (Set of 2)	50	sets	Per set	Cost per set
<b>RULERS</b>					
47	30mm Ruler CLEAR	200	units	units	Cost per unit
<b>STAPLERS</b>					
48	Stapler - N. 56	200	units	units	cost per unit
49	Stapler - N. 66	30	units	units	cost per unit
<b>STAPLES</b>					
50	Staple Remover	200	units	units	cost per unit
51	Staples No 56.	150	boxes	Boxes	cost per box
52	Staples No. 66	30	Boxes	Boxes	cost per box
<b>PUNCHES</b>					
53	Punch P225	250	units	units	cost per unit
54	Punch DP800 Heavy Duty 2 hole	5	units	units	cost per unit
<b>PAPER CLIPS</b>					
55	Paper Clips 33mm (100 pcs in a box) coloured	50	boxes	Per box of 100	cost per box
56	Paper Clips 50mm (100 pcs in a box) coloured	50	boxes	Per box of 100	cost per box
57	Paper Clips 78mm (100 pcs in a box)	50	boxes	Per box of 100	cost per box
<b>FOLDBACK CLIPS</b>					
58	Foldback Clips small 19mm (12 pieces per box)	100	boxes	Per box of 12	cost per box
59	Foldback Clips medium 32mm (12 pieces per box)	100	boxes	Per box of 12	cost per box
60	Foldback Clips large 51 mm (12 pieces per box)	100	boxes	Per box of 12	cost per box
<b>POST-IT NOTES</b>					
61	Post-it 38mmx51mm (small)	100	packs	Per pack of 4	Cost per pack of 4
62	Post-it 75mmx75mm (medium)	100	packs	Per pack of 4	Cost per pack of 4
<b>POST-IT FLAGS</b>					
63	Post-It Sign Here Flags	100	packs	Per pack of 4	Cost per pack of 4
64	Post-It Flag Bright (4 per pack)	100	packs	Per pack of 4	Cost per pack of 4
65	Post-It Flag Standard (4 per pack)	100	packs	Per pack of 4	Cost per pack of 4
<b>STICKY TAPES</b>					
66	Sellotape Clear Tape (12mmx25mm)	50	units	Per unit	Cost per unit
67	Sellotape Packing Tape Clear (48mmx50m)	30	units	Per unit	Cost per unit

68	Buff tape (Brown) (48mmx50m)	30	units	Per unit	Cost per unit
69	Duct tape silver (48mmx50m)	30	units	Per unit	Cost per unit
<b>ELASTIC BANDS</b>					
70	Elastic Bands Size 77 (100 per pack/box)	5	packs	200 in a packet	Cost per pack of 200
71	Elastic Bands Size 14 (100 per pack/box)	5	packs	200 in a packet	Cost per pack of 200
<b>BOOKS (HIGH QUALITY)</b>					
72	A4 Hard Cover book (192 pages)	900	units	Per unit	Cost per unit
73	A5 Hard Cover Note Book (192 pages)	900	units	Per units	cost per unit
74	Examination Pad A4 100 pages	900	units	Per units	cost per unit
75	Examination Pad A5 100 pages	900	units	units	cost per unit
<b>CUBE MEMO</b>					
76	Memo Cube plastic holder app. 100mm x 100mm x 100mm	100	units	Per units	cost per unit
77	Memo Cube Refills 96 mm x 96 mm x 100 pages	200	packs	Per packs	cost per pack of 100
<b>REGISTERS &amp; MINUTES</b>					
78	Attendance Register 32 pages. <b>(Appendix 4)</b>	20	units	Per units	cost per unit
79	Order book <b>(Appendix 5)</b>	150	units	Per units	cost per unit
80	Pool Vehicle book <b>(Appendix 6)</b>	50	units	Per units	cost per unit
<b>DISPLAY FILES &amp; FOLDERS</b>					
81	Carry Folder assorted colour	200	units	Pack of 10	cost per unit
82	A4 PVC Quotation Folder assorted colour	200	units	Pack of 10	cost per unit
83	Blue files small (25mm)	200	units	Box of 10	cost per unit
84	Blue file medium (40mm)	200	units	Box of 10	cost per unit
85	Blue files Big (50mm)	200	units	Box of 10	cost per unit
86	Cardboard files (70mm)	400	units	Box of 10	cost per unit
87	Business Card Holders Open 300	50	units	Per unit	cost per unit
<b>PVC POCKETS</b>					
88	A4 Plastic Sheet Protectors (100 in a pack)	50	packs	packs	cost per pack
<b>LAMINATING POUCHES</b>					
89	Lamination Pouches A4 (100 in a pack)	30	packs	per pack of 100	cost per pack
90	Lamination Pouches A3 (100 in a pack)	15	packs	per pack of 100	cost per pack
91	Lamination Pouches A5 (100 in a pack)	6	packs	per pack of 100	cost per pack
<b>SUSPENSION FILES</b>					
92	A4 Suspension Files (25 per box) BLUE	10	boxes	per box	cost per unit
93	Foolscap Suspension Files No. 505 (25 per box) BLUE	10	boxes	per box	cost per unit
<b>COVER SHEET</b>					
94	Clear A4 Binding Cover - CLEAR Pack of 100	60	packs	100 per pack	cost per pack
95	Clear A4 Binding Back - Black Pack of 100	30	packs	100 per pack	cost per pack
<b>CREATE-A-COVER FILES</b>					
96	2 Ring File 20mm Various colours (50 in a box)	10	boxes	per boxes	cost per box
97	2 Ring File 25mm Various colours (50 in a box)	10	boxes	per boxes	cost per box



CREATE-A-COVER FILES					
98	2 Ring File 40mm Various colours (20 in a box)	10	boxes	per boxes	cost per box
99	2 Ring File 50mm Various (20 in a box)	10	boxes	per boxes	cost per box
PVC INDEXES					
100	PVC Indexes 1-10 blank (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
101	PVC Indexes 1 - 31 Grey Numbered (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
102	PVC Indexes 1 - 31 Coloured Numbered (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
103	PVC Indexes 1 - 10 Numbered (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
104	PVC Indexes 1 - 12 Numbered (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
105	PVC Indexes Jan - Dec (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
106	PVC Indexes A - Z (per pack of 10 x 10)	20	packs	per pack of 10	cost per pack
STAMPS					
107	Commissioner of Oath x 2	40		Per unit	cost per unit
LAMINATING MACHINES AND TAPE					
108	Laminating Machine P-Touch PT2100VP	5		Per unit	cost per unit
109	Tape black on white 9mm TZ221	15	units	Per unit	cost per unit
110	Tape black on white 12mm TZ231	15	units	Per unit	cost per unit
111	Tape black on blue 9mm TZ521	15	units	Per unit	cost per unit
112	Tape black on blue 12mm TZ531	15	units	Per unit	cost per unit
113	Tape black on clear 18mm TZ141	15	units	Per unit	cost per unit
114	Tape black on white 18mm TZ241	15	units	Per unit	cost per unit
115	Tape black on yellow 9mm TZ621	15	units	Per unit	cost per unit
116	Tape black on yellow 12mm TZ631	15	units	Per unit	cost per unit
117	Tape black on red 12mm TZ431	15	units	Per unit	cost per unit
BROTHER LAMINATING TAPE FOR EXISTING EQUIPMENT					
118	Brother label tape black on white 9mm TZ221	15	units	Per unit	cost per unit
119	Brother label tape black on white 12mm TZ231	15	units	Per unit	cost per unit
120	Brother label tape black on blue 9mm TZ521	15	units	Per unit	cost per unit
121	Brother label tape black on blue 12mm TZ531	15	units	Per unit	cost per unit
122	Brother label tape black on clear 18mm TZ141	15	units	Per unit	cost per unit
123	Brother label tape black on white 18mm TZ241	15	units	Per unit	cost per unit
124	Brother label tape black on yellow 9mm TZ621	15	units	Per unit	cost per unit
125	Brother label tape black on yellow 12mm TZ631	15	units	Per unit	cost per unit
126	Brother label tape black on red 12mm TZ431	15	units	Per unit	cost per unit
FLIP CHART PADS					
127	Flip Chart Paper	200	units	Per unit	cost per unit
MISCELLANOUS (HIGH QUALITY)					
128	Plastic Key Rings Display [100's]	18	packs	per pack of 100	cost per pack
PHOTOCOPY PAPER					

129	A4 white photocopy paper 80g/m <sup>2</sup> (5 reams in a box)	420	boxes	boxes	cost per box
130	A3 white photocopy paper 80g/m <sup>2</sup> (5 reams in a box)	200	boxes	boxes	cost per box
<b>TROLLEYS</b>					
131	Tea Trolley General Purpose Trolley 3 shelves	7	units	Per units	cost per unit
132	Castor and Ladder FNH2/WSR Folding Nose Trolley (580 x 615 x 1143mm)	3	units	Per unit	Cost per unit
<b>BUSINESS CARDS (HIGH QUALITY)</b>					
133	TCTA Business cards (50 per pack)	100	packs	50 in a pack	cost per pack
<b>ENVELOPES (HIGH QUALITY)</b>					
134	TCTA Envelopes: A3 [original size is C3]	20	Boxes	200 in a box	cost per box
135	TCTA Envelopes: A4 [original size is B6]	20	Boxes	200 in a box	cost per box
136	TCTA Envelopes: A5	20	Boxes	200 in a box	cost per box
137	TCTA Envelopes: standard	20	Boxes	200 in a box	cost per box
<b>CABLES AND CONNECTORS</b>					
138	HDMI Cables (1 meter)	80	units	Per unit	cost per unit
139	HDMI Cables (20 meters)	15	units	Per unit	cost per unit
140	Wireless Presenter with Laser Pointer	24	units	Per unit	cost per unit
<b>OFFICE SUPPLIES</b>					
141	EXTERNAL HARD DISC DRIVES (HDD) 5 TB	20	Units	Per Unit	cost per unit
142	USB Version 3.2 Gen 1 (3.1 Gen 1) to SATA 6G 2.5" case	220	Units	Per Unit	cost per unit
143	Noise cancelling head set with USB connection and volume control button.	400	Units	Per Unit	Cost per unit
<b>PRINTING</b>					
144	High quality printing and binding of documents (350 pages)	150	pack	Per pack of 350	Cost per pack of 350 prints
<b>ALUMINIUM BAR CODES</b>					
145	Aluminium bar codes 39mm x 13mm	3500	pack	Per pack of 500	Cost per pack of 500
<b>PRINTER CARTRIDGES (PROVISIONAL SUM)</b>					
146	Toner cartridges will change from time to time as this is based on the constant replacement of TCTA's desk top printers	1	1	Per item	Total contract provisional cost
147	Delivery cost	150	Units	Deliveries	Cost per delivery

5.1.2. All business cards, envelopes, and letterheads must be exactly as per TCTA's requirements. Samples of the business cards, envelopes and letterheads will be given to the successful bidder. The primary and secondary colours are Pantone 662 and tints thereof. Refer to **Appendix 2** and **Appendix 3** for the colour charts.

5.1.3. Attendance Registers, Purchase Order Books and Vehicle Inspection Registers must be as per TCTA's requirements. Refer to **Appendix 4**, **Appendix 5**, and **Appendix 6** for samples.

- 5.1.4. The delivery lead time should be 2 working days from the placement of the order.
- 5.1.5. Where reasonably practical, the stationery supplied must be non-toxic and must comply to SABS standards where applicable.
- 5.1.6. Each order placed will be more than R3000.00.
- 5.1.7. Provision has been made for the delivery cost per order in the pricing schedule as and when required. The volumes indicated in the pricing schedule are contract indicative volumes only. The stationery and office supplies must be delivered at the TCTA's office located at Building 9 Byls Bridge Office Park Centurion 1st floor.

## 6. STAGE 1: RETURNABLES

**ALL RETURNABLES ARE REQUIRED FOR PURPOSES OF EVALUATION IRRESPECTIVE OF WHETHER THEY ARE DESIGNATED MANDATORY OR NOT.**

No	Document Type	DESCRIPTION	STATUS
1	Compliance	SBD 4: Declaration of Interest	Non-Mandatory
2	Evaluation	Valid BBEE Certificate issued by the Verification Agency accredited by SANAS, Valid DTIC BBEE Certificate, Valid Sworn Affidavit for EME or QSE, Consolidated BBEE for Joint Venture tenderers issued by a Verification Agency an accredited by SANAS.	Non-Mandatory
3	Administrative	Proof of registration on National Treasury Central Supplier Database	Non-Mandatory
4	Administrative	Tax Clearance certificate with tax Compliance Status Pin	Non-Mandatory
5	Functionality	<b><u>Company experience:</u></b> A bidder must have a minimum of one (1) years' experience in the provision of office stationery or office supplies to at least one (1) corporate entity in the past 5 years. A reference letter or appointment letter or purchase order (not older than 5 years) must be submitted as part of the returnables.	Mandatory
6	Functionality	<b><u>Financial fitness:</u></b> Bidders must submit an official stamped bank letter (not older than 1 month) confirming the bidder's financial capacity for a minimum of R20 000.00 (Twenty Thousand Rands)	Mandatory

No	Document Type	DESCRIPTION	STATUS
7	Evaluation of Pricing Schedule Annexure B	Bidders must price their bid submission in the Financial Proposal provided in excel only.	Mandatory

**Any bidder who fails to submit a non-mandatory document will receive zero points where that document is linked to specific functionality criteria. Any bidder who fails to submit a mandatory document will be disqualified at this stage and not evaluated further.**

## 7. STAGE 2: FUNCTIONALITY

TCTA will evaluate the submissions for functional capacity and capability. TCTA will evaluate the submissions in terms of the functional criteria set out below.

FUNCTIONALITY EVALUATION		
CRITERIA	SUB-CRITERIA	POINTS
<b>Company experience (Annexure A)</b>	<p><b>A bidder must have a minimum of one (1) years' experience supported by at least one (1) reference letter in the provision of stationery or office supplies from at least one (1) corporate entity in the past 5 years and points will be allocated as follows:</b></p> <ul style="list-style-type: none"> <li>A bidder with less than 1 years' experience in the provision of stationery or office supplies = <b>Disqualification</b></li> <li>A bidder with 1 years' experience supported by at least one (1) reference letter in the provision of stationery or office supplies = <b>10 points</b></li> <li>A bidder with two (2) or more years' experience supported by at least two (2) or more reference letters in the provision of stationery or office supplies = <b>20 points</b></li> </ul> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>No points will be awarded if <b>Annexure A</b> is not fully completed.</li> <li>Appointment letters or purchase orders for the provision of stationery / office supplies (not older than 5 years) will also be accepted.</li> <li>TCTA reserves the right to contact these organizations, to confirm the contents of the appointment letters without giving prior notice to the bidder.</li> </ul>	<b>20</b>
<b>Financial fitness</b>	<b>A bidder must submit an official stamped bank letter to score points as follows:</b>	<b>20</b>

FUNCTIONALITY EVALUATION		
CRITERIA	SUB-CRITERIA	POINTS
	<ul style="list-style-type: none"> <li>An official stamped bank letter with less than R20,000.00 = <b>Disqualification</b></li> <li>Official stamped bank letter with R20,000.00 - R25,000.00 = <b>10 points</b></li> <li>Official stamped bank letter with more than R25,000,00 = <b>20 points</b></li> </ul> <p><b>NB:</b></p> <ul style="list-style-type: none"> <li>A bidder who fails to submit an official stamped bank letter will be disqualified.</li> </ul>	
<b>TOTAL POINTS</b>		<b>40</b>

**Bidders who do not meet the threshold of 20 (Twenty) points out of the 40 (Forty) points will be disqualified at the end of this stage and not evaluated further.**

## 8. STAGE 3: SPECIFIC GOALS/PRICE

### 8.1. SPECIFIC GOALS

The following table will be used to calculate the score out of 20 for specific goals:

CRITERIA OF SPECIFIC GOALS	METHOD OF EVALUATION	POINTS ALLOCATED
Promotion of Black Ownership	Points will be awarded as follows: <51% Black Owned = 0 Points 51% Black-Owned = 10 Points 52%-55% Black Owned = 12 Points 56%-60% Black Owned = 14 Points 61%-90% Black Owned = 16 Points 91-100% Black Owned = 18 Points	18 points
Promotion of Black Women Ownership	<51 % black Women owned = 0 Points 51% or more black Women owned = 2 Points	2 points
<b>TOTAL</b>		<b>20 points</b>

8.1.1. A joint venture or consortium must submit a consolidated B-BBEE certificate in order to earn points.

- 8.1.2. All B-BBEE certificates must be obtained from verification agencies accredited by SANAS or B-BBEE issued by the Department of Trade, Industry and Competition (DTIC) unless the bidder is an EME or QSE in which case a valid commissioned sworn affidavit must be submitted.
- 8.1.3. Bidders must submit valid certified copies of their B-BBEE Certificates / Sworn Affidavits which stipulates the ownership percentage to claim preference points or CIPC documents showing shareholding.
- 8.1.4. Any bidder that does not meet the above-mentioned specific goals will not be disqualified but will be scored 0 for specific goals. Bidders who submit B- BBEE Sworn Affidavits which does not meet the requirements stipulated on Appendix A, will not be disqualified but will not score any points for specific goals.

## 8.2. PRICE

- 8.2.1. TCTA will treat the bids in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA).
- 8.2.2. If the price offered by the highest scoring bidder is not market related, TCTA reserves the right not to award to that bidder in terms of its Procurement policies.
- 8.2.3. Price must be reflected Excluding and Including VAT.
- 8.2.4. All prices must include disbursements.
- 8.2.5. Prices must be firm.
- 8.2.6. Prices will be reviewed on a six-monthly basis after the first-year anniversary, in line with CPI until the end of the contract.

## 8.3. PREFERENTIAL POINTS CALCULATION

- 8.3.1. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

Where-

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- 8.3.2. The weighting of the Preferential points calculation is as follows:

Specific goals = 20

Price = 80

Total Points = 100

## **8 STAGE 4: SUPPLIER VETTING**

- 8.1 TCTA may disqualify a bidder who/whose:
- 8.1.1 Submits fraudulent information or information that they do not have to authority to submit;
  - 8.1.2 Is listed on National Treasury's list of Blacklisted Suppliers or Defaulters or similar;
  - 8.1.3 Poses a risk in terms of any vetting process conducted either by TCTA internally or the State Security Agency (SSA);
  - 8.1.4 Has a director and/or shareholder who is employed by any organ of state. This does not apply to any organ of state acting as a bidder. If a bidder has a director and/or shareholder who is employed by an organ of state, they must submit a letter from the relevant organ of state stating that they are allowed to do remunerative work outside of their employment contract and that they are not prohibited from doing business with other organs of state; and
  - 8.1.5 Tax affairs are not in order at the time of award after being requested to resolve the non-compliance status with SARS within the prescribed period

## **9 CONDITIONS OF BID**

Any bid submission that does not meet the conditions of bid may be rejected and not evaluated at all. Such a bid submission will not be acceptable.

### **9.1 COSTS OF BIDDING**

- 9.1.1 Bidders shall bear their own costs, disbursements and expenses associated with the preparation and submission of the Bid Submissions, including submission of any additional information requested by TCTA or attending the compulsory briefing session.
- 9.1.2 TCTA shall not under any circumstances be liable nor assume liability to any Bidder for costs, disbursements and/or expenses incurred by Bidders regardless of the outcome of the Bid process or by virtue of cancellation and/or postponement of the Bid process. Where applicable a non-refundable fee for documents may be charged.

### **9.2 CLARIFICATIONS**

- 9.2.1 All questions or queries regarding the Request for Bid must be directed to the person stated on the front page of this document, stating the relevant Bid number in the subject field, at least five business days before the stipulated closing date and time of the Request for Bid. No e-mails, faxes and/or telephone calls should be directed to any other employees of TCTA.

- 9.2.2 TCTA shall not be liable nor assume liability for any failure to respond to any questions and/or queries raised by potential Bidders.
- 9.2.3 Should a Bidder fail to complete the annexures TCTA may call upon the Bidder to complete and submit such annexures except where such annexures are indicated as mandatory or are required for purposes of functional and preferential points evaluation. TCTA reserves the right to request clarity and to clarify any ambiguities in the documents that have already been submitted. If a Bidder fails to submit any of the requested documents and / or annexures duly completed within 5 (five) working days of being called upon to do so, then the TCTA may disqualify the Bidder.

### **9.3 Amendments**

- 9.3.1 TCTA reserves the right, in its sole and absolute discretion, to amend any terms and conditions of the Request for Bid and/or to stipulate additional requirements, provided that such amended terms and conditions and/or additional requirements are placed on TCTA's website at least 10 (ten) business days prior to the stipulated closing date and time.
- 9.3.2 Any amended terms and conditions and/or stipulation of additional requirements by TCTA shall be deemed to form part of this Request for Bid.
- 9.3.3 TCTA shall not be liable, nor assume liability of any nature whatsoever, for the failure of a Bidder to receive information if sent to the e-mail, fax or postal address supplied.
- 9.3.4 TCTA reserves the right to stipulate additional Bid requirements as it deems appropriate in its sole and absolute discretion.
- 9.3.5 TCTA shall not be liable nor assume liability to any potential Bidder/s for any failure by such Bidder/s to receive any request for additional information.
- 9.3.6 In the event that TCTA amends its Bid requirements or requests additional information, any Bidder shall be entitled to withdraw its Bid Submission submitted by it prior to the stipulated closing date and time and re-submit a replacement Bid Submission by not later than the stipulated closing date and time.

### **9.4 Modification, Alteration or Substitution and/or Withdrawal of a Bid Submission**

- 9.4.1 Any Bidder shall be entitled to withdraw or modify its Bid Submission at any time prior to the stipulated closing date and time.
- 9.4.2 Any amendment or alteration to the Bid documents must be received before the closing date and time of the Bid as stipulated in the Special conditions of Bid. The words "Amendment to Bid" and the description of the Bid must be clearly reflected



on the envelope containing the documents or courier packaging as referred to in Condition 8.2.

- 9.4.3 No modification, alteration or substitution of Bid Submissions will be permitted after the stipulated closing date and time.
- 9.4.4 TCTA reserves the right to request Bids for clarification needed to evaluate their Bids, however, such request for clarification shall not allow or entitle Bidders to change the substance or price of their Bids after Bid opening. Any request for clarification and the Bidder's responses will be made in writing.

## **9.5 Validity Period**

- 9.5.1 All Bid Submissions must remain valid from the stipulated closing date and time of the Request for Bid for the period stated in this Bid. Each Bid Submission will constitute an irrevocable offer which remains open for acceptance by TCTA during the validity period.
- 9.5.2 If TCTA issues a request to extend the validity period, failure to respond to such a request shall be deemed to be an approval to extend the bid validity period on the same terms and conditions as per your original bid submission.
- 9.5.3 If a bidder rejects the extension of validity period with no further comments. The bidder's rejection shall be accepted as a withdrawal from the bid process.
- 9.5.4 If a bidder rejects the extension of the validity period and requests an adjustment to their bid price. Such adjustment must be in line with the Consumer Price Index applicable at the time of request for extension and/or a recognised industry pricing guide. Adjustments outside of these parameters or for any other reason will not be acceptable and the bidders original bid price shall be deemed to be applicable for the extended validity period.

## **9.6 Disclaimer - Protection of Personal Information Act**

- 9.6.1 By participating in this bid process, you hereby acknowledge that you have read and accept the following Protection of Personal Information (POPI) disclaimer.
- 9.6.2 You (the Bidder, herein after referred to in the first person for purposes of this disclaimer) understand and agree that all information provided, whether personal or otherwise, may be used and processed by TCTA and such use may include placing such information in the public domain.
- 9.6.3 Further by partaking in this process you specifically agree that the TCTA will use such information provided by you, irrespective of the nature of such information.
- 9.6.4 TCTA shall take all reasonable measures to protect the personal information of users and for the purpose of this disclaimer "personal information" shall be defined

as detailed in the Promotion of Access to Information Act, Act 2 of 2000 (“PAIA”) and the Protection of Personal Information Act, Act 4 of 2013 (“POPI”).

9.6.5 As per the POPI Act personal information refers to information that identifies or relates specifically to you as a person or data subject, for example, your name, age, gender, identity number and your email address.

9.6.6 We may collect the following information about you:

- a) Your name, address, contact details, date of birth, place of birth, identity number, passport number, bank details, details about your employment, tax number and financial information;
- b) Information about your beneficial owner if we are required to do so in terms of POPIA.
- c) Records of correspondence or enquiries from you or anyone acting on your behalf.
- d) Details of transactions you carry out with us.
- e) Details of contracts you carry out with us; and
- f) Sensitive or special categories of personal information, including biometric information, such as images, fingerprints, and voiceprints.
- g) If you are under 18 years old, please do not provide us with any personal information unless you have the permission of your parent or legal guardian to do so.
- h) Why we collect Personal Information
- i) Employee and Contractor Information
  - i) To Remunerate the person.
  - ii) To comply with laws authorizing or requiring such processing, including (but not limited to) the Basic Conditions of Employment Act 75 of 1997; the Labour Relations Act 66 of 1995 as amended; the Employment Equity Act 55 of 1998; the Occupational Health and Safety Act 85 of 1993, the Income Tax Act 58 of 1962 and the VAT Act 89 of 1991.
  - iii) To Admit the person to the Pension Fund and/or Medical Aid providers, if applicable.
  - iv) To conduct criminal, credit, employment reference and other related reference checks.
  - v) To provide value added services such as human resource administration, training, performance reviews, talent management and other reasons related to the management of employees and/or contractors.

9.6.7 **Client Information**

- a) To render client related services and administration of client accounts.
- b) To conduct criminal, credit, reference, and other related reference checks.
- c) To authenticate the client.
- d) To provide the client with information which TCTA believes may be of interest to the client, such as information relating to public awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

#### **9.6.8 Supplier and Third-Party Contractor/Service Provider Information**

- a) To secure the products and services of the supplier/service provider or contractor as part of TCTA's product and service offering.
- b) To manage the TCTA supply chain and relationship with the supplier and/or contractor for any purposes required by law by virtue of the relationship between the supplier and TCTA.
- c) To render services relating to the administration of supplier supplier/service provider or contractor accounts.
- d) To provide the supplier/service provider or contractor with information which TCTA believes may be of interest, such as information relating to public awareness campaigns and matters of public interest in which TCTA is involved or has decided to lend its support to.

#### **9.6.9 Sources of Personal Information**

- a) Personal information may be collected from the following sources:
- b) Directly from the person when he/she applies for any TCTA related employment, provide services to TCTA, submit forms requests or transactions, use our websites, or make use of any of the TCTA services.
- c) From public registers, credit bureaus and law enforcement agencies and any other organisation from which TCTA may acquire your information.
- d) From people and entities employed by TCTA to provide services to TCTA which may be legally entitled to provide TCTA with personal information.

#### **9.6.10 The Storage of Personal Information**

- a) All personal information collected by TCTA will be stored as follows:
- b) In a secure and safe manner according to strict information security principles with safeguards to ensure its privacy and confidentiality.

- c) For no longer than is necessary to achieve the purpose for which it was collected unless further retention is:
- d) Required by law or contractual obligation.
- e) Otherwise reasonably required by TCTA for lawful purposes related to its functions and activities.
- f) Retained further with the person's consent:
- g) After which the information will be de-identified and disposed of as per the TCTA Records policy.

#### 9.6.11 **Sharing of Personal Information**

- a) Any information supplied to TCTA will be treated as confidential and TCTA will not disclose information unless legally permitted thereto. No information will be transferred to a Third Party without the explicit consent of the data subject unless legally obliged thereto. By providing the personal information, the data subject agrees that TCTA may transfer the information to the following people and organisation's in pursuit of the data processing purposes set out in our Policy on the Protection of Personal Information.
- b) To the divisions and departments in TCTA, including directors, employees, contractors, agents, auditors, legal and other professional advisors who are authorised to process this information.
- c) To financial and government organisation's who may request information from TCTA, in which case the data subject will be notified in advance; the provision of such information, including banks, governmental, judicial, regulatory and law enforcement bodies including the South African Revenue services and the National Credit Regulator.
- d) To persons employed by TCTA to provide services on our behalf and that adhere to principles like TCTA regarding the treatment of personal information.
- e) To any person to whom TCTA cede, delegate, transfer or assign any of our rights or obligations pertaining to products and/or services provided to the person or contracts concluded with the person.
- f) To any person who acts as legal guardian, executor of an estate, curator or in a similar capacity.
- g) To any person or persons who may be permitted by applicable law or that you may consent to, including persons or entities who may request such information to evaluate the credit worthiness of the person.

#### 9.6.12 Your Rights regarding your Personal Information

- a) A data subject (employee, contractor, supplier and/or customer) has the following rights to his/her personal information collected, processed, and stored by TCTA:

- b) Right of access to and the right to rectify or update the personal information collected.
- c) The right to object at any time to the processing of the personal information in which event the consequences of the objection will be explained to the data subject.
- d) The right to request TCTA to no longer process the personal information of the data subject should the information not be required for further processing or by law.

#### 9.6.13 General Conditions pertaining to Personal Information

- a) TCTA accepts no liability whatsoever for any loss, damage (whether direct, indirect, special, or consequential) and/or expenses of any nature whatsoever which may arise because of, or which may be attributable directly or indirectly from information made available on this document, or actions or transaction resulting there from.

9.6.14 This disclaimer shall be read together with the TCTA terms and conditions also available on the TCTA website <https://www.tcta.co.za>.

## 9.7 Conflicts of Interest

9.7.1 Bidders are required to provide professional, objective and impartial advice/services and at all times and to hold the client's interest's paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.

9.7.2 Bidders may not be appointed for any bid that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the scope of work in the best interest of TCTA. The bidders appointment will be in the sole discretion of TCTA having considered the bidders connection to their earlier obligations to TCTA and shall be considered by Procurement on a case by case basis.

9.7.3 Without limitation on the generality of this rule, bidders should not be participating in the bid process and/or be appointed where the bidder:

- a) has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project.
- b) Has been appointed to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;

- c) Bidders or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of that entity. As an example, bidders may be appointed to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and bidders assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.
- d) The limitation of participation shall not apply to bidders who are organs of state.

## **9.8 Right Not to Award**

TCTA reserves the right, at its sole discretion, not to award to any of the Bidders or to cancel a Bid:

- 9.8.1 Due to changed circumstances; there is no longer a need for the goods, or the services specified in the invitation;
- 9.8.2 Funds are no longer available to cover the total envisaged expenditure;
- 9.8.3 No acceptable Bid is received; or
- 9.8.4 There are material irregularities in the Bid process.

## **9.9 Notification of Unsuccessful Bidders**

If no correspondence or communication is received from TCTA within the validity period, the relevant Bid Submissions submitted will be deemed to be unsuccessful.

## **9.10 Prohibition of Bribery, Fraudulent and Corrupt Practices**

- 9.10.1 No Bidders shall directly or indirectly commit, or attempt to commit, for the benefit of the Bidder or any other person, any of the following:
- 9.10.2 Influencing, or attempting to influence, any TCTA's employees or agents in respect of the award of a Bid or the outcome of the Bid process in relation to any contract for the provision of goods or services; and/or
- 9.10.3 Offering, or giving gratification to, and/or inducing, or attempting to induce, as defined in the Prevention and Combating of Corrupt Activities Act No. 12 of 2004, as amended from time to time, any of TCTA's employees or agents, in favour of or for the benefit of the Bidder and/or any other party; and/or
- 9.10.4 Bribing, or attempting to bribe, any TCTA's employees or agents in order to influence the outcome of a Bid process in favour of or for the benefit of the Bidder and/or any other party.
- 9.10.5 TCTA shall be entitled to disqualify any Bidder/s if it has reason to believe that any conduct relating to that set out in Condition 16.1 above has occurred.

## **9.11 Fronting**

- 9.11.1 The TCTA supports the spirit of Broad-Based Economic Empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background TCTA condemns any form of fronting.
- 9.11.2 TCTA, in ensuring that Bidders conduct themselves in an honest manner will, as part of the bid evaluation process, conduct or initiate the necessary probity investigation to determine the accuracy of the representation made in the bid document. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry / investigation, the onus will be on the Bidder to prove that fronting does not exist.
- 9.11.3 Failure to do so within a period of 14 days from the date of notification may invalidate the Bid/contract and may also result in the restriction of the Bidder, by National Treasury, to conduct business with the public sector for a period not exceeding ten years, in addition to any other remedies the National Treasury may have against the bidder concerned.

## **9.12 Joint venture or consortium**

- 9.12.1 TCTA encourages the formation of a joint venture or consortium as a condition for the award of a contract, in order to promote the participation of Black Owned Enterprises. In this case, the TCTA has both a moral obligation and a vested interest in ensuring that both the Black Owned Enterprises and its established joint venture or consortium partner are treated reasonably and equitably in terms of a sound, written agreement.
- 9.12.2 The members of a joint venture or consortium formed in response to transformation policies should share in at least the following aspects of the joint venture or consortium's activities in a meaningful and equitable manner:
- a) Control
  - b) Management
  - c) Operations
- 9.12.3 The joint venture or consortium agreement:
- a) Must clearly and comprehensively set out the contributions to be made by each member towards the activities of the joint venture or consortium in securing and executing the contract and should allocate monetary values to such contributions.
  - b) Must record the percentage participation by each member.

- c) Must provide for meaningful input by all members to the policy making and management activities of the joint venture or consortium;
- d) Must provide for the establishment of a management body for the joint venture or consortium;
- e) Must provide measures to limit, as far as possible, losses to the joint venture or consortium by the default of a member;
- f) Must promote consensus between the members whilst ensuring that the activities of the joint venture or consortium will not be unduly hindered by failure to achieve it;
- g) Must provide for rapid, affordable and easy interim dispute resolution and for effective final dispute resolution, if required; and
- h) Must be sufficiently flexible to allow for joint venture or consortiums which differ in nature, objectives, inputs by members, management systems, etc;
- i) Must submit on annual basis consolidated BBBEE scorecard for the Joint Venture failure which TCTA will implement contractual remedies.

#### 9.12.4 Right to review the joint venture or consortium agreement

TCTA reserves the right to review the joint venture or consortium agreement between the parties to ensure that the minimum conditions set out above are adhered to and that the Black Owned Enterprise partner is not disadvantaged by conditions of the resultant agreement.

#### 9.12.5 Amendment of the joint venture or consortium agreement

The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of the Employer.

## **10 CONDITIONS OF CONTRACT**

- 10.1 Once the successful bidder is issued with a Letter of Award, a pre-liminary contract will be deemed to have been concluded between TCTA and the successful Bidder, which contract will include the following documents:
  - 10.1.1 The contents of this Request for Bid, including all annexures hereto and any additional requirements as may have been stipulated by TCTA;
  - 10.1.2 The relevant Bid Submissions;
  - 10.1.3 The letter of acceptance to the successful Bidder/s; and
  - 10.1.4 Any correspondence between TCTA and the relevant Bidder/s including all additional documents submitted by the relevant Bidder/s and accepted by TCTA for clarification purposes; and



- 10.1.5 The terms and conditions of any agreement/s proposed to be entered into by TCTA with the successful Bidder/s.
- 10.2 The Bidder will be deemed to have accepted the terms and conditions of an agreement and/or terms of reference attached to and issued with this Request for Bid. The terms and conditions of the attached agreement are non-negotiable
- 10.3 In the event that TCTA and the relevant Bidder are unable to reach consensus on the terms and/or conditions of the final written agreement, then TCTA reserves the right to cancel the award of the Bid, without liability of any nature, and to conclude an agreement with any other Bidder as may be necessary to meet TCTA's requirements.

#### **10.4 VARIATIONS AND CONTRACT PRICE ADJUSTMENTS**

- 10.4.1 Notwithstanding the above, the increases to the contract value in terms of contract price adjustments (CPA), if expressly included as a condition in the Contract, shall be dealt with as follows:
- 10.4.2 If the original award/contract made provision for the increase:
- a) The Contract Manager must prepare a notice of increase based on CPA to the service provider,
  - b) Once the Contract Manager and the Procurement Specialist have signed the letter, the Procurement Specialist must issue the notice to the supplier;
  - c) Such a letter must be sent at least 2 weeks prior to the effective date of the increase;
- 10.4.3 If the original award/legal agreement did not make provision for the increase:
- a) The supplier must request the CPA increase in writing quoting the relevant contract name and PO Number and send the request to the Contract Manager;
  - b) The Contract Manager must prepare a requisition for the variation to the relevant Procurement Specialist;
  - c) The Procurement Specialist must together with the Contract Manager prepare a submission for variation of the contract;
  - d) The relevant authority must approve the submission and once done; the Procurement Specialist must request an addendum to the contract from the Legal Department;
  - e) Once an addendum has been prepared, the Contract Manager must ensure that both parties sign the addendum;
  - f) The original addendum must be provided to the Procurement Specialist for safekeeping and a copy can be emailed to the supplier notifying them of the increase.

- g) The Procurement Specialist must notify the Procurement Administrator to adjust the contract register accordingly within 48 hours of receiving the signed addendum.

**10.5 PERFORMANCE MANAGEMENT**

- 10.5.1 This contract shall be subject to performance management in line with TCTA’s Contract Management Policy and Procedure as amended from time to time. Failure to provide satisfactory goods or services may result in the bidder’s blacklisting within TCTA or other organs of state.
- 10.5.2 If the final signed contract between the parties does not stipulate the number of times performance management meetings shall be held, they must be held as outlined below.

More than 3 years	at least twice in 12 months
1 year to 3 years	at least twice in the contract’s duration
6 months to 1 year	at least once in the contract’s duration
Less than 6 months	optional

**10.6 COMMUNICATION**

The successful bidder must forward all communication in respect to this contract to the Contract Manager stipulated in the Letter to Award.

**10.7 CESSION OF RIGHTS**

- 10.7.1 The successful bidder may cede their rights to a third-party provided that:
  - a) The cession does not take place less than 6 (six) months from the date of award;
  - b) The third-party is registered on the CSD and its Tax affairs are compliant;
  - c) The third-party has a BBBEE status level of contributor equal to or higher than that of the successful bidder;
  - d) The parties prepare a draft a cession agreement that meets all the legal requirements on a template of their own choosing and at their own legal costs; and
  - e) The cession agreement is submitted for vetting by TCTA prior to signature.
- 10.7.2 TCTA may reject the cession should it not meet the requirements set out above and provide reasons to the supplier.

**10.8 SUPPLIER CODE OF CONDUCT**

- 10.8.1 All suppliers and their representatives shall conduct their business activities in full compliance with the applicable laws and regulations of the Republic of South Africa while conducting business with and/or on behalf of the TCTA. In addition to any specific obligations under the supplier's agreement with TCTA, all suppliers shall, without limitation:

- a) Comply with the anti-corruption laws of the Republic of South Africa and any other country in which it does business, including the Prevention and Combating of Corrupt Activities Act.
- b) Conduct business in full compliance with antitrust and fair competition laws within the Republic of South Africa. Comply with all applicable environmental laws and regulations regarding hazardous materials, air emissions, waste and wastewater discharges, including the manufacture, transportation, storage, disposal and release to the environment of such materials.
- c) Be honest, direct and truthful in discussions with regulatory agency representatives and government officials.

10.8.2 Suppliers and their representatives shall conduct their business interactions and activities with integrity and in accordance with their obligations under their specific agreements. In addition to those obligations, all our suppliers shall, without limitation:

- a) Honestly and accurately record and report all business information and comply with all applicable laws regarding their completion and accuracy.
- b) Create, retain and dispose of business records in full compliance with all applicable legal and regulatory requirements.
- c) Protect and responsibly use both the physical and intellectual assets of TCTA, including its property, data and equipment when authorized to use such assets.
- d) Use TCTA provided information technology and systems (including email) only for authorized business-related purposes. TCTA strictly prohibits suppliers and their representatives from using Company-provided technology and systems to create, access, store, print, solicit or send any material that is intimidating, harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate and/or send any false, derogatory or malicious communications using provided information assets and systems.
- e) Comply with the intellectual property ownership rights of TCTA and others including but not limited to copyrights, patents, trademarks and trade secrets. Use software, hardware and content only in accordance with their associated license or terms of use.
- f) Speak to the press on TCTA's behalf only if supplier and/or representative is expressly authorized in writing to do so by TCTA.

10.8.3 TCTA expects its suppliers to share its commitment to human rights and equal opportunity in the workplace. TCTA suppliers shall conduct their employment practices in full compliance with all applicable laws and regulations, and shall, without limitation:

- a) Cooperate with TCTA's commitment to a workforce free of harassment and unlawful discrimination. We believe that supplier companies should not engage in discrimination in hiring, compensation, access to training, promotion, termination or retirement based on religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation or any other category protected by applicable law.
- b) Comply in all respects with the Employment equity act, in line with TCTA's commitment to redress the racial makeup of the South African economy,
- c) Provide a safe and healthy work environment and fully comply with all applicable safety and health laws, regulations and practices. Adequate steps shall be taken to minimize the causes of hazards inherent in the working environment. While on TCTA property, suppliers shall comply with all rules and regulations concerning the operation of the property and the interaction with other individuals with access to the property, whether TCTA, its clients, or other suppliers, employees or guests.
- d) Prohibit the use, possession, distribution and sale of illegal drugs while on TCTA owned, leased or managed property.
- e) Use only voluntary labour. The use of forced labour whether in the form of indentured labour, bonded labour, or prison labour by a Company supplier or its subcontractors is prohibited.
- f) Workers should not be required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice without penalty.
- g) Comply with all local minimum working age laws and requirements and not utilize child Employees shall not be under the legal minimum working age of the respective region or shall not be less than 16 years of age (whichever is higher). We only support the development of legitimate workplace apprenticeship programs for the educational benefit of younger people and will not do business with those who abuse such systems.
- h) Not engage in physical discipline or abuse. Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is prohibited.
- i) Pay living wages under humane conditions. All workers shall be provided with clear, written information about their employment conditions with respect to wages before they enter employment and as needed throughout their term of employment. Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned. All disciplinary measures

should be recorded. Wages and benefits paid for a standard working week meet, at a minimum, national legal standards.

- j) Not require workers to work more than the maximum hours of daily labour set by the Department of Labour; ensure that overtime is paid in accordance with applicable laws and
- k) Keep employee records in accordance with acts and prescripts issued by the Department of Labour.

10.8.4 TCTA expects its suppliers to share the same social responsibility of growing business in a sustainable fashion. At TCTA, we believe that environmental stewardship and local business development are of utmost importance, and we constantly seek new ways to fulfil our responsibilities to the environment.

10.8.5 Adopt an environmentally friendly policy and share our commitment to sustainability. Comply with all applicable environmental laws and regulations.

10.8.6 TCTA expects its suppliers to share its commitment to Broad Based Black Economic Empowerment and supplier diversity. TCTA suppliers shall implement supplier diversity programs that meet the requirements of the Broad Based Black Economic Empowerment Codes of Good Conduct. At all times the supplier undertakes to ensure that they are in possession of a valid BBBEE certificate.

10.8.7 TCTA will not tolerate any retribution or retaliation taken against any individual who has in good faith sought out advice or has reported questionable behaviour or a possible violation.

## **10.9 PAYMENT PROCESS**

10.9.1 Monthly invoicing and payment of fees and disbursements will take place based on the actual services rendered, and payment of invoices shall be affected within 30 days from date of receipt.

10.9.2 Invoices must be submitted with supporting documents, where requested. No invoice shall be accepted for goods/services that are not received unless otherwise stipulated in the contract between the parties.

10.9.3 No payment shall be made unless the following information has been presented to TCTA to its satisfaction:

- a) VAT registration certificate, if the successful Bidder is a VAT vendor;
- b) Without deduction of PAYE and/or SITE, if the successful Bidder is not registered for VAT; or
- c) Statement setting out details of services rendered, accompanying invoice.
- d) Statement of account detailing cumulative costs claimed from contract inception against the contract amount.

- 10.9.4 All invoices shall contain a Purchase Order number, TCTA and successful Bidder's VAT number, if registered for VAT, successful Bidder's name, date of invoice, amount due, services rendered, due date, and any other relevant details. TCTA's VAT number is 4360104923.
- 10.9.5 Payment will only be made against original invoices which complies with the requirements of the VAT Act. Failure to remit fully compliant invoice will result in late payment, without forfeiture of any settlement discounts that may be due to TCTA.

**ANNEXURE A: COMPANY EXPERIENCE**

#	Client Name	Project Description	Contract Start Date Yyyy/mm/dd	Contract End Date Yyyy/mm/dd	Client Contact Person	Client Telephone Number	Client Email Address
1.							
2.							
3.							
4.							
5.							
6.							
7.							

#	Client Name	Project Description	Contract Start Date Yyyy/mm/dd	Contract End Date Yyyy/mm/dd	Client Contact Person	Client Telephone Number	Client Email Address
8.							
9.							
10.							

SIGNATURE: ..... NAME OF BIDDER: ..... (of person authorised to sign on behalf of the Bidder)



## **ANNEXURE B: PRICING SCHEDULE**

Note to Bidders:

- Submission of pricing schedule must follow the costing template as provided as Annexure B.
- All prices quoted must be inclusive of all costs; VAT, delivery and etc.
- The bidders to note that the pricing template must be completed in full, omitting any of the costs on the costing template will result in disqualification of the tender.

**NB: Only the cells highlighted in yellow must be completed. Please refer to the Excel spread sheet.**

**ANNEXURE C: SBD 4 – 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 State institution

2.2 Do you or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution ? **YES / NO**

2.2.1 If so, furnish the following 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?

2.3.1 If so, furnish the following particulars:

.....  
.....  
.....

<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.

**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.
- 3.5 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.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring 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.
- 3.7 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<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.

## **APPENDIX 1**

### **B-BBEE SWORN AFFIDAVIT REQUIREMENTS FOR EME AND QSE**

**The following information is required for the Sworn Affidavits to be valid:-**

1. Name/s of deponent as they appear in the identity document and the identity number;
2. Designation of the deponent as either the director, owner or member must be indicated in order to know that person is duly authorised to depose of an affidavit;
3. Name of enterprise as per enterprise registration documents issued by the CIPC, where applicable, and enterprise business address.;
4. Percentage of black ownership, black female ownership and designated group. In the case of specialised enterprises as per Statement 004, the percentage of black beneficiaries must be reflected;
5. Indicate total revenue for the latest financial year and whether it is based on audited financial statements or management accounts;
6. Full financial year end as per the enterprise's registration documents, which was used to determine the total revenue. Example 28 February 2022;
7. B-BBEE Status level. An enterprise can only have one status level;
8. Nature of business;
9. VAT Number;
10. Date deponent signed and date of Commissioner of Oath must be the same;
11. Commissioner of Oath cannot be an employee or ex officio of the enterprise because, a person cannot by law, commission a sworn affidavit in which they have an interest;
12. Correct Sector Codes Affidavit to be used

## APPENDIX 2

# The Corporate Colours

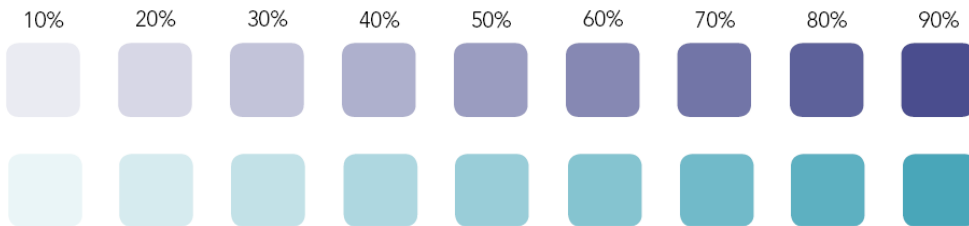
The primary and secondary colours are Pantone 662 and Pantone 320, and tints thereof. These colours represent the brand externally.

### Primary Colour Palette



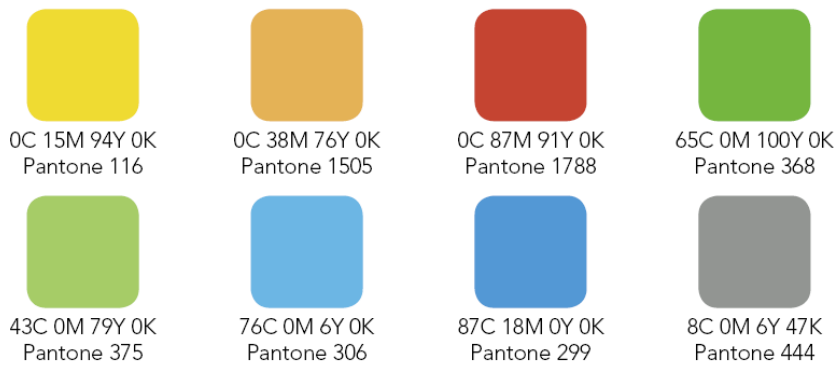
The above panel is represented by your primary colour palette and is used as a design element.

### Secondary Colour Palette



### Tertiary Colour Palette

A tertiary colour palette exists to offer variety and flexibility in applications where colour coding or a specific highlight is required. The tertiary palette should never be used without the primary colours nor should it have more prominence than them.



[A new word for water]

[Corporate Image]



[Corporate Identity Guidelines]



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**ATTENDANCE REGISTER**  
**COMPANIES ACT, 2008**

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**BYWONINGSREGISTER**  
**MAATSKAPPYWET, 2008**

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**Note**

This attendance register may be used for all meetings. The type of meeting should be indicated in the space provided, eg. "Directors" or "Managers" or "Members"

**Nota**

Hierdie bywoningsregister mag vir alle vergaderings gebruik word. Die soort vergadering moet aangemeld word in die ruimte voorsien, b.v. "Direkteure" of "Bestuurders" of "Lede"

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**APPENDIX 5**

**[Purchase Order]**

VAT Reg. No: 4360104923



**09556**

Trans Caledon Tunnel Authority  
 PO Box 10335 Centurion 0046  
 1st Floor Stinkhout Wing  
 Tuinhof Building 265 West Road Centurion 0157  
 Tel: +27 12 683 1200 Fax: +27 12 683 1300  
 e-mail: info@tcta.co.za  
 Website: www.tcta.co.za

To: \_\_\_\_\_  
 IFax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date: \_\_\_\_\_

Description	GL Acc.	Quantity	Cost/Item Excl. VAT	Amount
			Total Excl. VAT	
			VAT 14%	
			Total Incl. VAT	

SAMPLE

- i. No payment will be effected if the supplier's invoice does not comply with VAT legislation.
- ii. No payment will be effected for amounts over R30 000.00 if TCTA is not in possession of the supplier's completed and submitted Enterprise Declaration Affidavit (EDA) and a valid original SARS tax clearance certificate.
- iii. Please ensure that TCTA's order number appears on all invoices submitted.

Request for Order by: \_\_\_\_\_ Request Authorised by: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

[A new word for water]

**[Purchase Order]**

VAT Reg. No: 4360104923



**09556**

Trans Caledon Tunnel Authority  
 PO Box 10335 Centurion 0046  
 1st Floor Stinkhout Wing  
 Tuinhof Building 265 West Road Centurion 0157  
 Tel: +27 12 683 1200 Fax: +27 12 683 1300  
 e-mail: info@tcta.co.za  
 Website: www.tcta.co.za

To: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date: \_\_\_\_\_

Description	GL Acc.	Quantity	Cost/Item Excl. VAT	Amount
<b>Total Excl. VAT</b>				
<b>VAT 14%</b>				
<b>Total Incl. VAT</b>				

SAMPLE

- i. No payment will be effected if the supplier's invoice does not comply with VAT legislation.
- ii. No payment will be effected for amounts over R30 000.00 if TCTA is not in possession of the supplier's completed and submitted Enterprise Declaration Affidavis (EDA) and a valid original SARS tax clearance certificate.
- iii. Please ensure that TCTA's order number appears on all invoices submitted.

Request for Order by:  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

Request Authorised by:  
 Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_

# [Purchase Order]

VAT Reg. No: 4360104923



09556

Trans Caledon Tunnel Authority  
PO Box 10335 Centurion 0046  
1st Floor Stinkhout Wing  
Tuinhof Building 265 West Road Centurion 0157  
Tel: +27 12 683 1200 Fax: +27 12 683 1300  
e-mail: info@tcta.co.za  
Website: www.tcta.co.za

To: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date: \_\_\_\_\_

Description	GL Acc.	Quantity	Cost/Item Excl. VAT	Amount
SAMPLE				

Total Excl. VAT	
VAT 14%	
Total Incl. VAT	


- i. No payment will be effected if the supplier's invoice does not comply with VAT legislation.
- ii. No payment will be effected for amounts over R30 000.00 if TCTA is not in possession of the supplier's completed and submitted Enterprise Declaration Affidavit (EDA) and a valid original SARS tax clearance certificate.
- iii. Please ensure that TCTA's order number appears on all invoices submitted.

Request for Order by:  
  
Name: \_\_\_\_\_  
  
Signature: \_\_\_\_\_

Request Authorised by:  
  
Name: \_\_\_\_\_  
  
Signature: \_\_\_\_\_

[A new word for water]

**APPENDIX 6**

<b>VEHICLE PRE-USE INSPECTION REGISTER</b>											
ITEM	01665	CHECKED									
		✓	x								
Vehicle damage											
Tyre (pressure, tread, side wall damage, wheel nuts)											
Shock absorbers											
Head lights											
Brake lights											
Registration plates											
Windscreen damage											
Wiper blades											
Valid Vehicle Licence Disk											
Fuel cap											
Exterior & Interior mirrors											
Oil-, water-, brake fluid- level, fan belt, battery water											
Spare wheel, jack, wheel spanner											
Seat belts											
Parking brake											
Pressure on brake and clutch pedals											
Horn											
Steering (excessive free play)											
Indicators											
Gauges and warning lights											
Fuel level low											
Valid Driver's Licence											
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <span style="display: inline-block; width: 20px; height: 15px; background-color: #a64d39; border: 1px solid black;"></span> <b>NO-GO</b>  <small>(Must be repaired before use of vehicle)</small> </div> <div style="text-align: center;"> <span style="display: inline-block; width: 20px; height: 15px; background-color: #e67e22; border: 1px solid black;"></span> <b>GO-BUT NOTIFY Facilities Manager</b>  <small>(Can use vehicle, but must be repaired as soon as possible)</small> </div> </div>											
COMMENTS											
DRIVER AND VEHICLE DETAILS											
Name		Employee Number									
Vehicle Make		Registration Number									
Start km reading		End km reading									
Division		Project									
Business		Private									
Start Date	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>									Signature	
Date Returned	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>									Route	1                      2
Reason for use of pool vehicle e.g. travel to project site		3	4								
		5	6								

# VEHICLE PRE-USE INSPECTION REGISTER



ITEM	01665	CHECKED	
		✓	x
Vehicle damage			x
Tyre (pressure, tread, side wall damage, wheel nuts)			x
Shock absorbers			x
Head lights			x
Brake lights			x
Registration plates			x
Windscreen damage			x
Wiper blades			x
Valid Vehicle Licence Disk			x
Fuel cap			x
Exterior & Interior mirrors			x
Oil-, water-, brake fluid- level, fan belt, battery water			x
Spare wheel, jack, wheel spanner			x
Seat belts			x
Parking brake			x
Pressure on brake and clutch pedals			x
Horn			x
Steering (excessive free play)			x
Indicators			x
Gauges and warning lights			x
Fuel level low			x
Valid Driver's Licence			x

SAMPLE

**NO-GO**  
 (Must be repaired before use of vehicle)

**GO-BUT NOTIFY Facilities Manager**  
 (Can use vehicle, but must be repaired as soon as possible)

COMMENTS

---



---

### DRIVER AND VEHICLE DETAILS

Name		Employee Number											
Vehicle Make		Registration Number											
Start km reading		End km reading											
Division		Project											
Business		Private											
Start Date	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>									Signature			
Date Returned	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>									Route	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td>1</td><td>2</td></tr> </table>	1	2
1	2												
Reason for use of pool vehicle e.g. travel to project site		3	4										
		5	6										