



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS FOR THE PROVISION OF
MEAT AND MEAT RELATED PRODUCTS
TO THE ROAD TRAFFIC MANAGEMENT
CORPORATION AS AND WHEN REQUIRED
FOR A PERIOD OF THREE (3) YEARS**

RTMC BID NO: 01/2024/25

CONDITIONS AND UNDERTAKINGS BY THE BIDDER IN RESPECT OF THIS BID

1. Proprietary Information

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, provided to the Bidder to be proprietary of RTMC. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. Enquiries

2.1 All communication and attempts to solicit information about this bid should be channelled to the email below. However, the cut-off date will be on **26 April 2024**.

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion, and the Bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information or inability to resolve ambiguities.

3. Validity Period

Responses to this bid received from bidders will be valid for **120 days**, counted from the closing date of the bid.

4. Supplier Performance Management

- 4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.
- 4.2 Upon receipt of written notification of an award, the successful Bidder shall be required to conclude SBD 7.2 and the Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will be a tool to measure, monitor, and assess the Bidder’s performance level and ensure effective service delivery, quality, and value-add to RTMC business.
- 4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -

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

4.3.1.1 to accept any less favourable Bid or,

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

5. Instructions on submission of Bids

5.1 Bids should be submitted as follows:

5.1.1 Technical envelopes

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

5.1.2 Financial envelopes

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

5.2 All envelopes to be sealed and endorsed, **RTMC BID01/2024/25: Appointment of a panel of service providers for the provision of meat and meat related products to the Road Traffic Management Corporation, as and when required, for a period of three (03) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157, by no later than 11:00 am on 03 May 2024.**

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

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

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to bidadmin@rtmc.co.za by **17 April 2024 at 14:00 pm** to be eligible to participate in the compulsory briefing and the bid process.

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

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

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

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

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

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

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

5.5.1 The online/Virtual compulsory briefing session will be held on **19 April 2024 at 10:00 am**.

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

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

5.8 Suppose a courier service company is being used to deliver the bid document. In that case, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before the closing date and time.

- 5.9 Bid received by email, facsimile, or similar medium will not be considered.
- 5.10 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.11 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.12 Bidders should check the numbers of the pages to satisfy themselves that all are included and duplicated. RTMC will accept no liability regarding anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The Bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the Bidder's account.
- 6.2 The Bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of and incorporated into, this proposal at the prices inserted therein).
- 6.3 The Bidder shall prepare for a possible presentation should RTMC require such, and the Bidder shall be notified by 4 (four) days before the presentation date. Such presentation may include a demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful Bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract or
 - 6.5.2 claim specific performance from the successful bidder and
 - 6.5.3 claim damages from the successful bidder.

6.6 The Bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price (s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price (s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

7. RTMC's Rights and Obligations

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

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or any client sites if required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The Bidder hereby consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.7 The RTMC hereby undertakes–

7.7.1 In favour of the Bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;

7.7.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid;

7.7.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and
7.7.4 not process Personal Information for any purpose other than to perform its obligations under this bid.

7.8 The RTMC will never request any compensation in whatever form; from any supplier to be awarded a contract. Suppliers are hereby advised not to fall for these scammers.

8. SPECIAL INSTRUCTIONS TO BIDDERS

8.1 Bidders shall provide complete and accurate answers to the questions posed in this document.

8.2 Bidders must substantiate their response to all questions, including details on how their proposal/solution will address specific functional/technical requirements. All documents, as indicated, must be supplied as part of the bid response.

8.3 The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.

8.4 RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.

8.5 The RTMC will not be held responsible for any costs incurred in preparing and submitting bid documents.

8.6 RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.

8.7 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with the appointed service providers.

8.8 If a need arises, RTMC will conduct a site inspection at the manufacturer of the service provider.

8.9 Bidders who submitted this bid before are encouraged to re-submit.

8.10 A panel of suppliers is deemed one Bidder plus (1+). Should RTMC end with one (1) bidder who meets or is eligible for all the requirements, RTMC will re-advertise a supplementary bid to top-up the panel of bidders.

9. ADHERENCE TO THE LEGISLATIVE REQUIREMENTS

9.1 In performing work under this contract, the successful Bidder must fully adhere to all applicable legislation (Acts and their regulations) and South African National Standards (SANS). These include, but are not limited to:

- a) South African Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972)
- b) Government Notice No. R364 of 30 April 2015, published in terms of (Act No. 54 of 1972).
- c) Government Notice No. R638 of 22 June 2018, published in terms of (Act No. 54 of 1972).
- d) National Health Act, 2003 (Act No. 61 of 2003), as amended act.
- e) Agricultural Product Standards Act, 1990 (Act No. 119 of 1990)
- f) Meat Safety Act, 2000 (Act No. 40 of 2000).
- g) Code of Practice Quality Management Systems requirements SABS 9001 of 2000
- h) The Standards Act, 1993 (Act No. 329 of 1993), as amended act.
- i) The Legal Metrology Act, 2014 (Act No. 9 of 2014).

9.2 Legislation regarding agricultural products as governed by the Department of Agriculture can be accessed at www.daff.gov.za

9.3 South African National Standards can be ordered from <https://www.sabs.co.za>.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

1. PURPOSE

- 1.1 This bid aims to invite service providers to supply and deliver meat and meat-related products at the Road Traffic Training Academy of the RTMC for three (03) years.

2. BACKGROUND

- 2.1 The Road Traffic Management Corporation Act, 20 of 1999 (**“RTMC Act”**) aims to pool power and resources and eliminate the fragmentation of responsibilities for all aspects of road traffic management across the various levels of Government. The RTMC derives its mandate from the provisions of the RTMC Act. The RTMC Act was enacted to provide, in the public interest, for cooperative and coordinated strategic planning, regulation, facilitation, and law enforcement in respect of road traffic matters by the national, provincial, and local spheres of Government to regulate the contracting out of road traffic services, to provide for the phasing in of private investment in road traffic, to that end, to provide for the establishment of the RTMC and to provide for connected matters.
- 2.2 The RTMC, informed by the fact that traffic officers are, amongst others, trained and managed based on appropriate national standards, successfully developed a new curriculum for traffic officer training and, with the assistance of the Quality Control for Trades and Occupations (QCTO), registered the new qualification on the National Qualifications Framework (NQF) Level 6. The RTMC, being bestowed with the legislative mandate to ensure adequate training, identified the need to establish accredited training unit facilities that can be utilized for training and present accredited courses, including learner driving license and driving license.
- 2.3 The Road Traffic Training Academy (RTTA) Division, informed by the legislative mandate of the RTMC, was subsequently duly established and accredited to present courses relating to the NQF Level 6 traffic officer qualification and other related traffic management courses.
- 2.4 The RTTA is an accredited Skills Development Provider (SDP) by the QCTO responsible for providing the NQF Level 6 Traffic Officer Occupational Qualification. The RTTA also offers several short learning programs to internal and external stakeholders as part of its mandate.

- 2.5 The RTMC has been busy with a refurbishment and infrastructure upgrade program for Boekenhoutkloof Training College, where the RTMC Training Academy will reside permanently. As part of the current Boekenhoutkloof upgrade project to serve at least 5,000 meals daily (1,600 for breakfast, lunch, and dinner).
- 2.6 In support of RTMC's long-term strategy to have a self-sustaining centre of excellence, operating the kitchen in-house is the ideal and preferred approach. This will ensure that the RTMC can provide nutritious meals to the traffic trainees to improve the quality of learning and enhance the educational experience of learners.
- 2.7 As the training of traffic trainees includes physical training, the RTMC intends to provide balanced meals, which will consist of protein, starch, vegetables, fruits, and beverages.
- 2.8 The RTMC may host events or meetings that will require meals to be provided for such events. The secondary list is the perishable groceries (meat and meat-related products) needed for such an event.
- 2.9 The RTMC would like to appoint service providers to supply and deliver perishable groceries (Meat and Processed Meat Products) to the Road Traffic Training Academy of the RTMC for three (03) years. The quantum of deliveries is based on the number of traffic trainees. To fulfil the requirements of the project, the service providers will be required to:
 - 2.9.1 Procure and provide quality meat and meat-related products as outlined in the primary list, **Annexure A** of Section 2 – Technical Requirements / Specifications.
 - 2.9.2 Procure and provide quality meat and meat-related products outlined in the secondary list, **Annexure B** of Section 2 – technical Requirements / Specifications.
 - 2.9.3 Ensure that the delivered and perishable groceries adhere to the applicable legislation outlined in paragraph 9.1 of Section 1 of this document.
 - 2.9.4 Deliver in line with the delivery schedule that the RTMC will provide.

3. SPECIFICATIONS AND SCOPE OF WORK

The RTMC would like to operate an in-house catering service at its Training Academy. Providing foodstuff per the existing menu and meal plan is essential for students to learn effectively in a training environment. To have an efficient provision of food to the kitchen for the students, there is a need for the appointment of qualified suppliers to provide the required items within the quantities needed on a regular basis.

The appointed service providers will be responsible for procuring meat and meat-related products as outlined in the primary and secondary lists. The delivery schedule for the primary list will be provided by RTMC. The secondary list will be delivered as and when required. The perishable goods should be procured from supplier(s), who are complying with all relevant legislation and regulations.

3.1 Applicable Documents

These products shall comply with all the applicable requirements of the following documents:

- a) National Health Act No 61 of 2003.
- b) South African Foodstuffs, Cosmetics and Disinfectants Act, 1972 (No.54 of 1972) and regulations under this act as amended.
- c) Agricultural Product Standards Act, 1990 (Act No. 119 of 1990).
- d) Meat Safety Act 40 of 2000.
- e) SA Trade Metrology Act No.7 of 1973, as amended.
- f) Code of Practice Quality Management Systems requirements SABS 9001 of 2000.
- g) The Standards Act, 1993 (No.329 of 1993) and regulations under this act as amended.

3.2 Regulations (as amended from time to time or most recent one)

a) Government Notice No, R198 of 30 July 1999

Regulation governing general hygiene requirements for food premises and the transport of food.

b) Government Notice No. R. 1748 of 26 June 1992

Regulations regarding the classification and marketing of meat

c) Government Notice No, R2718 of 23 November 1999

Regulations governing the composition and labelling of raw boerewors, raw species sausages, and raw mixed-species sausage.

d) Government Notice No. R638 of 22 June 2018

Regulations governing hygienic requirements for the handling, transport, and storage of food.

e) Regulation Governing General Hygiene Requirements for Food Premises and The Transport of Food

Regulations governing hygienic requirements for the handling, transport, and storage of food.

3.3 General Requirements

In the Republic of South Africa, all meat suppliers must be obtained from Registered Abattoirs, which comply unconditionally with the Meat Safety Act 40 of 2000, and all products must comply with the Foodstuffs, Cosmetics, and Disinfectants Act No 54 of 1972 as amended. A South African Bureau of Standard (SABS) Capability Report might be required if so stipulated in the tender documents.

The service provider(s) must, during the contract period, carry sufficient reserve stock of frozen meat to be able to fulfil urgent orders.

3.4 Inspection of The Supplier's Premises

The RTMC or Appointed Inspection Body will conduct an inspection of the production process, the product, and the premises of the supplier without prior notification at any working time during the contract period, including inspections of:

- a. Class
- b. Handling
- c. Processing
- d. Packaging
- e. Storage and despatching
- f. Health standards
- g. If a deviation from specifications is observed, the department of its appointed inspection body may reject the whole consignment.

3.5 Quality Assurance Provision

3.5.1 **Quality Management System.** The processing premises shall maintain a quality management system, which will ensure that all products supplied under this specification are satisfactory in all respects. The quality management system should comply with the requirements in the Code of Practice for Quality Management Systems Requirements

International Standard Organisation (ISO) 9001 of 2000 or Hazard Analysis for Critical Control Points (HACCP).

If either of the above is not implemented, the South African Bureau of Standards (SABS) or South African National Accreditation System (SANAS) approved service provider or auditor Capability Report will be required.

3.5.2 **Premises and Plant.** The premises shall comply with all laid down regulations with regard to hygiene and health standards. The premises shall be maintained in an acceptable hygienic condition to the satisfaction of the purchaser. The service provider or the service provider's supplier must be in possession of a certificate of acceptability issued by the local authority in terms of the Health Act for the business conducted on the premises.

3.5.3 **Responsibility for Quality Inspection.** In case where the supplier is not a meat producer, the supplier shall be responsible for carrying out all inspections, measurements and tests during or after manufacture or processing to ensure that all items are fully in accordance with the requirements of this specification (documented evidence shall be kept). The RTMC or its appointed Inspection Body shall have the right to witness or verify any inspections, measurements and tests which have been carried out. Documented proof will have to be available for audit purposes.

3.6 Shelf Life

- a. Storage at minus (-) 18 degree (Core temperature).
- b. Beef: 9-12 months
- c. Chicken: 9 months

3.7 Transit, Delivery, Storage and Handling

- a. A cold chain shall be maintained during transit, delivery, storage, and handling from the abattoir to the distribution points.
- b. In accordance with SANS specification, all meat will be frozen via the quick freeze Nitrogen tunnel method, which will ensure that the core temperature of the product remains between minus (-)18 degrees C and minus (-)15 degrees C (Core temperature).
- c. The following is applicable:
 - i. The freezing process must be that the meat is protected from dehydration and discolouration.
 - ii. Cold air must be circulated during freezing to ensure the product's core temperature does not rise above minus 15 degrees C (Core temperature).

- iii. The method of freezing shall be subject to the approval of the applicable department.
- iv. Product during transit delivery and storage must have a core temperature of minus 15 degrees C or lower.
- v. Transportation shall take place in a refrigerated goods vehicle.
- vi. Receipt of the product warmer than minus 15 degrees C (core temperature of product) shall result in the rejection of the consignment.
- vii. Delays during off-loading and handling should be reduced to a minimum to prevent an increase in product temperature.

3.8 Packaging

This specification specifies requirements for the packaging and labelling for the supply of frozen meat, boerewors, mutton sausage, minced beef, beef liver, chicken portions, chicken schnitzel, chicken steaklets, chicken liver, chilled processed and sausage, and macon to the RTMC. The supplies should not be repackaged or relabelled and be free from any leakages.

a. Requirements of packaging:

- i. Strength of cardboard: Class D South African National Standards (SANS) specification.
- ii. Water repellent:
- iii. Fluting: B=Flute.
- iv. Construction: Staple free.
- v. The packaging must be strong enough to resist rough handling and must protect the contents.
- vi. The supplies may be packed in plastic and sacks.
- vii. Primal cuts of beef, and chicken shall be packed in cartons, clear, transparent bags. Primal cuts of beef and chicken, shall be individually wrapped in polythene, as required.
- viii. All class marking shall be clearly visible on the different primal cuts.
- ix. All primary and meat cuts shall be packed per quality and class
- x. Packaging must be clean, neat, and unbroken on delivery.
- xi. Only fully packed meat packages shall be supplied.

3.9 Labelling

Supplies should not be relabelled.

The following information must appear on each packaging as outlined above:

- a) Name and distributor or brand name of product.
- b) True description of contents
- c) Net mass of contents.
- d) Dates: All the following: Slaughter date, production Date and packaging date.
- e) The following information: "Keep contents in a frozen state at minus (-) 15 degree (Core temperature) until required for use".

3.10 Quantities

- a) Where quantities are reflected in the bid forms, they are estimated quantities only.
- b) No guarantee is given or implied as to the actual quantity which will be ordered. This will be governed solely by the requirements of the RTMC as and when needed.

3.11 Transportation Requirements

- a) All vehicles to be used must comply with the provisions of chapters iii, iv, v, and vi of the National Road Traffic Act 1996 (Act No.93 of 1996).
- b) The products must be transported under hygienically acceptable conditions and comply with all applicable legislative frameworks.
- c) Drivers and delivery assistants must be appropriately attired with the correct Personal Protective Equipment (PPE).
- d) All drivers must have a valid South African driver's license and/or professional driving permit (PrDP) for the contract period.
- e) The service providers will be responsible for taking out and maintaining appropriate insurance to cover the risk of loss and damages of goods in transit, vehicle insurance and/or accident cover, and comprehensive third-party liability insurance at the time of the award.
- f) The appointed service provider(s) is responsible for the delivery and cost of delivery of items awarded to them as and when ordered.
- g) All products delivered must be securely crated, boxed, wrapped, or bagged and hauled in closed refrigerated trucks or delivery panel vans as per specific conditions indicated per product type.
- h) No other items that might contaminate or damage other products must be transported in the same vehicle.
- i) Care should be taken that the product does not become contaminated during transit.

3.12 Delivery

- a) The delivery vehicles must have a valid Certificate of Acceptability of Food Premises, as per the Foodstuffs, Cosmetics, and Disinfectant Act, 1972 Act No. 54 of 1972 (Government Notice R638 of 2018) for the vehicle (s).
- b) Deliveries for other groceries will be as per the delivery schedule to be provided by the RTMC.
- c) Deliveries should be between 08:00 and 12:00 or 14:00 and 15:30, Monday – Friday.
- d) Deliveries should be within 48 hours of receiving an official order or as mutually agreed between RTMC and the appointed Bidder.
- e) The appointed service providers will outline the final delivery schedule at the SLA stage.
- f) The delivery address is:

Plot 81

Boekenhoutkloof Traffic Training College

Cnr. Kenneth & Sandui Road

Pretoria West

Pretoria

3.13 Human Resources

- a) Provide a logistics manager with sufficient experience in the logistics management and support team to ensure effective and efficient deliveries.
- b) Provide administrative and/or finance staff sufficient experience.

4 FOOD SPECIFICATIONS MEAT AND MEAT RELATED PRODUCTS

The food specifications for the products below are based on the list attached as:

- **Annexure A** (Primary List) of Section 2: Technical Requirements / Specifications.
- The Secondary List **Annexure B specifications** of Section 2: Technical Requirements/ Specifications will be provided as and when required.

The RTMC or appointed Inspection Body will conduct inspections of the product process, the product, and the premises of the supplier or the service provider(s)' supplier without notification at any working time during the contract period.

4.1 QUALITY AND CLASSES OF MEAT

4.1.1 Quality of Meat: The quality and classes of meat delivered to the RTMC shall be as follows:

a. **Beef**

- **Class B or C**

Less tender, generally indicate that the meat was sourced from older livestock.

b. **Chicken**

- **Class A**

This bird is a good meat-to-bone ratio, and is clean with no torn skin, no bruising, no broken bones, and is not discoloured.

- **Class B and C**

They are most used in products that are cut up or further processed.

4.2 FROZEN BEEF

All meat should be clean, and free of bruising, decay or disease, and any bruising, skirting, neck, and udders should be cut off.

- a) **Topside**. This is the minor part of the buttock and is removed from the bone by cutting along the natural seam diving the topside and silverside and separated from the thick flank by means of a cut in line with the thigh bone.
- b) **Silverside**. The whole silverside consists of the parallel muscles of the outer part of the button and is removed by cutting along the natural seams of the topside and thick flank. The silverside must comprise of the following two cuts:
- i. **Eye Round**. The eye muscle, which can be removed along the natural seam of the complete silverside.

- ii. **Flat Silverside.** The portion of the complete silverside after the removal of the eye muscle and heel on the side of the shin.

- c) **Rump.** This is the whole deboned rump removed from the flank along the line halfway between the large eye muscle of the rump and the outer edge of the flank. The flank point must be removed. The rump may be cut into steaks, and packed in layers in such a way that steaks can be removed individually according to requirements.

- d) **Chuck.** This is a minor part of the fore quarter and is separated from the neck, prime rib, short rib, bolo, and brisket.

- e) **Brisket.** This is a part that comes from the breast or lower chest, just below chuck.

- f) **T-Bone.** This is a part that comes from the hind quarter just in front of the rump.

- g) **Diced Beef (low fat) (beef stewing)**
 - i. Diced beef must be prepared from the skeletal muscles of the bovine (female or castrated male).
 - ii. Meat and fat derived from the head, epiglottis, tongue, heart, glands, liver, kidney or any other type of offal will not be permissible.
 - iii. Product must be free of bone, gristle, sinews, bone splints, membranes, blood vessels, bruised meat, connective tissue or any other substance which may influence quality negatively.
 - iv. Diced beef must be cut into squares.
 - v. Diced beef must not contain more than 10% fat.
 - vi. Product must be packed in portions that facilitate thawing.

- h) **Minced Beef (Low Fat)**
 - i. Fat content must be determined before mincing and must not exceed 10%
 - ii. The product must be free of bone, gristle, sinews, bone splints, membranes, blood vessels, bruised meat, connective tissues, or any other substance which may influence quality negatively.
 - iii. Mince all meat evenly through a ± 5 mm plate.
 - iv. Blend mince evenly, to ensure even distribution of fat.
 - v. No additives (grain products or other fillers, spices or other flavouring and preservatives) or water shall be added to the mince.
 - vi. Minced beef must be packed in portions that facilitate thawing.

- i) **Beef Liver.** This is the whole liver with the portal lymph glands removed. All beef livers must be separated wrapped in polythene and be packed separately per item.

4.3 FROZEN BOEREWORS

Specification for boerewors are as follows:

a. Composition Requirements:

- i. Total meat contents 90% (lean meat plus fat – no pork)
- ii. Cereals and Starch products not more than 6% (shall be sound and edible, no soya products will be permitted).
- iii. Salt (not more than 1.5%)
- iv. Standard herbs, spices, vinegar.
- v. Harmless flavourants and permitted food additives.

b. Raw Material and Ingredients.

- i. Raw materials and ingredients shall be suitable for human consumption and shall be free from objectionable odours and flavours.
- ii. Fat shall be free of glands.
- iii. The lean beef, beef-fat ratio shall be 92:8
- iv. Vinegar shall be of brown grape vinegar type
- v. Seasoning and spices shall consist of natural spices and shall according to the manufacturers blend produce a typical Boerewors flavour with a rich coriander flavour.

- c. Sausage Casings. These casings shall be of the natural type obtained from the intestines of the bovine (28/32-32/34). Casings shall be free of slime (internal mucous) and shall be of the required calibre. During storage, the casings shall be preserved in salt, and before filling, all salt is to be removed with water.

d. Properties

- i. Appearance. The product shall have a red-brown appearance with an even distribution of fat.
- ii. Flavour. The product shall have a prominent coriander flavour.
- iii. Texture. The product shall have a coarse texture, the pork back fat may be cubed, there shall be low cook out from the product, and the product shall retain most of its juices.
- iv. Appearance, flavour, and texture will be subject to the approval of the RTMC.

- e. Packaging. Boerewors shall be packed in portions that facilitate thawing.

4.4 FROZEN MUTTON SAUSAGE

Specifications for mutton sausage are as follows:

a. Composition Requirement:

- i. Lean Mutton meat 52,5% minimum.
- ii. Fat (Mutton fat) 22.5% minimum (maximum fat content 30%).
- iii. Total meat content 75% minimum (lean mutton plus fat).
- iv. Cereals and starch products not more than 10% (shall be sound and edible, no soya products will be permitted)
- v. Salt (not more than 1.5%)
- vi. Standard herbs, spices, vinegar.
- vii. Harmless flavourants and permitted food additives.

b. Raw materials and Ingredients:

- i. Raw materials and ingredients shall be suitable for human consumption and shall be free from objectionable odours and flavours
- ii. Fat shall be free of glands.
- iii. Vinegar shall be of brown grape vinegar type.
- iv. Seasoning and spices shall consist of natural spices and shall according to the manufacturers blend produce a typical Mutton Sausage flavour with a rich coriander flavour.

- c. Sausage Casings. These casing shall be of the natural type obtained from the intestines of the bovine (28/32-32/34). Casings shall be free of slime (internal mucous) and shall be preserved in salt and before filling all salt is to be removed with water.

d. Properties:

- i. Appearance. The product shall have a red-brown appearance with an even distribution of fat.
- ii. Flavour. The product shall have a prominent coriander flavour.
- iii. Texture. The product shall have a medium coarse texture. There shall be a low cook out from the product, and the product shall retain most of its juice.
- iv. Appearance, flavour and texture will be subject to the approval of the RTMC.

- e. Packaging. Mutton Sausage shall be packed in portions that facilitate thawing.

4.5 PROCESSED MEAT AND SAUSAGES

Specifications for processed meat and sausages are as follows:

- a. Composition Requirements. The product shall comply with the specified lean meat/poultry-fat ratio for the individual products and shall be stated under individual sections.
- b. Raw materials. The raw materials shall be suitable for human consumption and shall be free from objectionable odours and flavours.
- c. The products may contain the following ingredients:
 - i. Beef
 - ii. Edible offal
 - iii. Salt
 - iv. Spices and other harmless flavourants
 - v. Eggs
 - vi. Agar-agar
 - vii. Gelatine
 - viii. Filler
 - ix. Permitted natural sweeteners.
 - x. Soya
 - xi. Vegetables
 - xii. Permitted preservatives
 - xiii. Permitted antioxidants
 - xiv. Permitted food colorants
 - xv. Permitted acids, based and salts
- d. Meat:
 - i. All meat utilized shall be of quality standard in order to obtain a high product quality.
 - ii. The meat shall be clean, sound, and wholesome flesh of the Bovine, or Poultry; any other meat shall bear a label indicating its nature of kind. The meat utilised shall be free of gristle, excessive tendonous and connective tissue and blood clots.
 - iii. The use of tripe, sweat bread (pancreas and thymus), brain, oesophagus, inedible offal, and bruised meat trimmings and head meat shall not be permitted in the production of processed meat products.
 - iv. When tongue is used as an ingredient, the tongue shall be clean with the tongue roots including the epiglottis removed.

- v. All meat and fat used shall be free of bitter, rancid, foreign, and objectionable flavour or odours of any kind.

e. Properties:

<u>PRODUCT</u>	<u>APPEARANCE</u>	<u>TEXTURE</u>
French Polony	Pale pink colour of the emulsion	Smooth, fine emulsion
Ham Roll (Loaf)	Light pink and white cured ham colour of medium emulsion size with an even distribution	Soft smooth emulsion with an even distribution of fat and lean meat of 4mm
Chicken Polony	Light cream chicken colour of medium emulsion size with an even distribution	Smooth, fine emulsion
Salami Roll	Rich, wine-red, typically smoked colour	Course, firm emulsion with even distribution of fat and lean meat
Pepper Loaf	Roasted brown colour with coarse ground black and white pepper on top. The product shall be light pink with an even distribution of herbs and pepper corns visible	Soft smooth emulsion with an even distribution of fat and lean meat of 4mm
Russian sausage	Dark brown outer appearance with red-pink lean meat and white back fat of even distribution	Coarse firm emulsion
Smoked Viennas	Pale pink inside with brown outside and of the fine emulsion	Smooth, fine emulsion
Country sausage	Pale brown smoked casing with cured colour inside and of even consistency	Coarse firm emulsion

4.6 FROZEN CHICKEN CATERING PORTIONS

Specifications for frozen chicken are as follows:

- a) Grading. Grade Poultry, well fleshed, free of bruises and torn skin, is required.
- b) Slaughtering. Poultry must be killed by external bleeding and thoroughly bled.

- c) Chicken Portions: The portions must be packed in grams and kilograms in line with packaging outlined above.

4.7 FROZEN CHICKEN SCHNITZELS, STEAKLETS AND CHICKEN LIVER

Specifications for frozen chicken schnitzels, steaklets and chicken livers are as follows:

4.7.1 Chicken Schnitzels

- a. Quality of Raw Material:
 - i. Chicken cuts shall be skinless breast fillet, flattened and coated in crumb coating. No tom fillets are to be used.
 - ii. The chicken cuts shall be hygienic, free from objectionable odours, flavours and slime.
 - iii. The colour shall be typical of chicken breast
 - iv. All raw materials shall be suitable for human consumption and shall be free from objectionable odours, flavours and extraneous matter.
 - v. Portions are to be individually quick-frozen.
- b. Packaging. The portions must be packed in grams and kilograms in line with packaging outlined above.

4.7.2 Chicken Steaklets

- j) Physical Requirements
 - i) Fillet trimmings formed into a steaklet.
- b) Packaging. The portions must be packed in grams and kilograms in line with packaging outlined above.

4.7.3 Chicken Livers. This is the whole liver only with gal bladder and heart removed.

- a) Quality of Raw Materials
 - i) Ensure clean packs.
 - ii) Check heat sealing is 100%.
 - iii) No Leakage allowed.
 - iv) Product must flat frozen, not be frozen standing up or in a ball.
- b) Packaging. The portions must be packed in grams and kilograms in line with packaging outlined above.

Annexure A – Primary List of Perishable Goods – Meat and Processed Meat Products

Item	Estimated quantities	Unit	Frequency
Protein			
Beef Stew	432	kg	weekly
Beef Mince	432	kg	weekly
Chicken	3024	kg	weekly
Liver	432	kg	weekly
Chicken Livers	432	kg	weekly
Chicken nuggets	432	kg	weekly
Chuck	432	kg	weekly
Steak	1296	kg	weekly
Chicken Viennas	67	2kg pack	weekly
T Bone	432	kg	weekly
Boerewors	432	kg	weekly
Russians	67	2kg pack	weekly
Chicken Breast	432	kg	weekly
Beef Cheese Griller	67	2kg pack	weekly
Brisket	432	kg	weekly

Annexure B: Secondary List of Meat and Processed Meat

Protein
Mutton loin chops
Topside beef
Beef ground mince
Silverside
Rump steak
Striploin portions
Mutton stew
Beef diced
Chicken breast portions frozen
Chicken leg quarter portions frozen
Chicken thighs portion frozen
Bacon Sliced Shoulder (Breakfast) Quality equivalent to Enterprise
Mutton Sausage
Russian Chilled
Pork Sausage
no meat sausage
Hake, deboned, large, 5Kg
Battered Fish
Variety of cheeses

SECTION: 3

EVALUATION CRITERIA

1. EVALUATION CRITERIA

The bid will be evaluated in the following stages:

(a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements will invalidate the bid. Below are the Standard Mandatory requirements.

- Bidders are required to submit bid documents as follows:
 - one original,
 - one hard copy
- PDF electronic copy in a marked/ labelled memory stick. Documents submitted electronically must be the same as the hard copy (original).
- In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents (SBD 1, SBD 4, and SBD 6.1) for each of the entities in an agreed business relationship accompanied by an agreement.
- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate

(b) Stage 2 – Mandatory Requirement

Bidders who fail to meet the mandatory requirements will be disqualified from further evaluation.

(c) Stage 3 – Functionality Evaluation

This process comprises written responses/ proposals, which consist of **100 points**.

NB: Bidders will be required to score a minimum of **70 points** to qualify for stage 4.

(d) Stage 4 – Price and Specific Goals Evaluation

Bidders will be evaluated on a 90/10 scale (i.e., 90 points for price and 10 points for specific goals).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

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

NB: Failure to comply with the above requirements will lead to a bid disqualification.

1.2 STAGE 2 – MANDATORY REQUIREMENTS

NOTE: A bidder who fails to meet the below Mandatory Requirements will be disqualified from further evaluation

Item	Description	Comply Yes/No
1.	<p>The bidder must provide a copy of Certificate of Acceptability For Food Premises in accordance with the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No. 54 of 1972), Government Notice No. R638 of 22 June 2018, as amended from time to time or the most recent one.</p> <p style="text-align: center;">OR</p> <p>In case where the bidder makes use of a third party, a letter of support or intent to support the bidder must be supplied (it must be signed and on the letterhead of the third party), accompanied by a copy of Certificate of Acceptability For Food Premises from third party in accordance with the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No. 54 of 1972), Government Notice No. R638 of 22 June 2018, as amended from time to time or the most recent one.</p>	

1.3 STAGE 3 – FUNCTIONALITY CRITERIA

This stage will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
<p>A. Experience and Reference Letters</p> <p>Bidders to demonstrate experience and similar work done in supply and delivery of meat and meat related products = 30 points</p> <ul style="list-style-type: none"> • 1 reference letter = 5 points ▪ 2 reference letters = 10 points ▪ 3 reference letters = 15 points ▪ 4 reference letters = 20 points ▪ 5 reference letters = 25 points ▪ 6 reference letters = 30 points <p>Compliance requirement:</p> <p>The bidder must submit clearly visible reference letters in clients' letterhead indicating all the below-mentioned details, viz.</p> <ul style="list-style-type: none"> • Name of the institution/entity where services were rendered, • Address of the institution/entity where work was rendered, • Detailed work/services rendered outlining the duration/period thereof. • Contact details, and • Reference letters must be signed by the authorized person/s with dates (in the last five years or not older than 2018). <p>NB: Bidders are required to ensure that information provided is accurate and correct as the RTMC reserves the right to conduct reference checks.</p>	<p>30</p>

<p>B. Financial Capacity</p> <p>Bidders must provide proof of financial capacity with a minimum of R300 000 positive cash balance, not a turnover, at the time of bid closure and / or access to credit through a single or various sources, considered as one/combined from the following:</p> <ul style="list-style-type: none"> • Bank statement stating a positive balance available in the bank account (signed or bank stamped) as at the time of bid closure. <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> • Provide proof of access to bank credit facilities, as at the time of bid closure. (Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure) and also provide proof of the available bank balance. (Not a conditional assessment of Credit Rating or Bank Rating) <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> • A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful. <p style="text-align: center;">AND / OR</p> <ul style="list-style-type: none"> • Signed letter of commitment from any third party other than the aforementioned indicating a commitment to fund the bidder in relation to this bid should they be successful. Submitted with the letter of commitment, the third party must provide a signed (or stamped) confirmation from their bank indicating a required positive cash balance as at the time of the bid closure. 	<p>20</p>
<p>C. CAPACITY TO TRANSPORT / DELIVER</p> <p>Bidders must show the capability to transport/deliver the required meat and meat related products with the underneath type of vehicle.</p> <ul style="list-style-type: none"> • 1 X Refrigerated goods vehicle. <p>Compliance requirements: Bidders must provide the following:</p> <p>1. PROOF OF OWNERSHIP SUPPORTED BY EITHER OF THE FOLLOWING:</p> <ul style="list-style-type: none"> • If owned by the bidder, Vehicle Registration Certificate in the name of the bidder or a director of the bidder. 	<p>30</p>

OR

- If leased or sub-leased, a Vehicle Registration Certificate from the title holder of the vehicle or the owner of the vehicle accompanied by:
 - an existing Lease Agreement (if any), or
 - an undertaking by the leasing entity if intending to lease, or
 - a letter of intent signed by the lessee.

AND

2. LEGISLATIVE COMPLIANCE

The bidder must provide a copy of Certificate of Acceptability For Food Premises in accordance with the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No. 54 of 1972), Government Notice No. R638 of 22 June 2018, as amended from time to time or the most recent one (as it relates to vehicle(s) transporting food and related matters) (Section 3(1)(a) and 14(6)(a)).

OR

In case where the bidder makes use of a third party, a letter of support or intent to support the bidder must be supplied (it must be signed and on the letterhead of the third party) **accompanied** by a copy of Certificate of Acceptability of Food Premises from the third party in accordance with the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No. 54 of 1972), Government Notice No. R638 of 22 June 2018, as amended from time to time or the most recent one (as it relates to vehicle(s) transporting food and related matters).

AND

3. Bidders must provide:

- A valid certificate of licencing (licence disc) for each vehicle.

NB: It should be noted that the vehicle registration number(s) indicated on the Certificate of Acceptability should be the same vehicle(s) appearing on the vehicle registration certificate(s).

D. Risk Plan		20																												
<p>Bidders should provide a risk plan with preventative measures and how to mitigate against the following risks:</p> <p>To obtain full marks, bidders need to comply with the below criteria:</p> <p>1. A comprehensive demonstration of how suppliers are going to overcome any shortages of foodstuff/commodities from the source of supply (10)</p> <table border="1"> <thead> <tr> <th>VALUE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>5- Excellent</td> <td>Meets and exceeds the functionality requirements</td> </tr> <tr> <td>4- Very Good</td> <td>Above average compliance to the requirements</td> </tr> <tr> <td>3- Good</td> <td>Satisfactory and should be adequate for stated element</td> </tr> <tr> <td>2- Average</td> <td>Compliance to the requirements</td> </tr> <tr> <td>1- Below Average</td> <td>Below average of the requirements</td> </tr> <tr> <td>0- Non-Compliant</td> <td>Does not comply to the requirements</td> </tr> </tbody> </table> <p>2. A comprehensive demonstration of how suppliers are going to prevent and deal with vehicle breakdowns (10)</p> <table border="1"> <thead> <tr> <th>VALUE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>5- Excellent</td> <td>Meets and exceeds the functionality requirements</td> </tr> <tr> <td>4- Very Good</td> <td>Above average compliance to the requirements</td> </tr> <tr> <td>3- Good</td> <td>Satisfactory and should be adequate for stated element</td> </tr> <tr> <td>2- Average</td> <td>Compliance to the requirements</td> </tr> <tr> <td>1- Below Average</td> <td>Below average of the requirements</td> </tr> <tr> <td>0- Non-Compliant</td> <td>Does not comply to the requirements</td> </tr> </tbody> </table>			VALUE	DESCRIPTION	5- Excellent	Meets and exceeds the functionality requirements	4- Very Good	Above average compliance to the requirements	3- Good	Satisfactory and should be adequate for stated element	2- Average	Compliance to the requirements	1- Below Average	Below average of the requirements	0- Non-Compliant	Does not comply to the requirements	VALUE	DESCRIPTION	5- Excellent	Meets and exceeds the functionality requirements	4- Very Good	Above average compliance to the requirements	3- Good	Satisfactory and should be adequate for stated element	2- Average	Compliance to the requirements	1- Below Average	Below average of the requirements	0- Non-Compliant	Does not comply to the requirements
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STEP ONE SUB TOTAL		100																												

NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS TO QUALIFY FOR STAGE 3.

1.5 STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION

Bidder/s who qualify for this stage will be evaluated using the PPPFA.

This will be applicable once the panel is in place.

CRITERIA	MAXIMUM POINTS
Price	90
Black Owned Company	2
Women Owned Company	2
Youth Owned Company	2
*Company owned by people with disabilities	4
Grand Total	100

*** Medical Practitioners certificate/letter must be attached.**

SECTION: 4
ANNEXURE AND
STANDARD BIDDING
DOCUMENTS

See the attached SBD
forms.

(All SBD forms must be
signed)

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be provided in the enclosed questionnaire(s) or a separate annexure.
2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that all are included and duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.
5. If attached, the forms regarding the Preference Points Claim shall be completed and submitted with the completed bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract.
7. If non-firm prices are submitted, the bidding documents should clearly state this.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification.
9. Regarding the paragraphs where the items offered are strict to specification, bidders shall insert the words "as specified."

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.

- 11.** The bid prices shall be given in the units shown.

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