



# RTIA

Road Traffic Infringement Agency

Justice in Adjudication

<b>BID NUMBER:</b>	<b>RFP08/2022/23</b>
<b>DESCRIPTION:</b>	<b>APPOINTMENT OF A SERVICE PROVIDER TO RENDER ADVERTISING AND MARKETING SERVICES FOR ROAD TRAFFIC INFRINGEMENT AGENCY FOR PERIOD OF THIRTY-SIX (36) MONTHS</b>
<b>VALIDITY PERIOD:</b>	<b>120 Days from the closing date.</b>
<b>CLOSING DATE:</b>	<b>13 January 2023</b>
<b>CLOSING TIME:</b>	<b>11:00am</b>
<b>PROPOSALS MUST BE HAND DELIVERED/ COURIERED TO:</b>	<b>Road Traffic Infringement Agency Head Office (at the reception) Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685</b>
<b>ATTENTION:</b>	<b>Supply Chain Management Office: Mr Kwena G Moloko</b>
<b>Enquiries</b>	<b><a href="mailto:bids@rtia.co.za">bids@rtia.co.za</a> and <a href="mailto:kwena.moloko@rtia.co.za">kwena.moloko@rtia.co.za</a></b>
<b>Proposals must be deposited inside the RTIA bid box situated at building mentioned above on or before closing date and time.</b>	
<b>Compulsory Clarification Session:</b> Road Traffic Infringement Agency Head Office Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685 <b>Date: Wednesday, 14 December 2022</b> <b>Time: 12:00 to 13:30pm</b>	
<b>COMPANY NAME:</b>	



**YOU ARE HEREBY INVITED TO THE BID FOR ROAD TRAFFIC INFRINGEMENT AGENCY**

**BID NO:** RFP08/2022/23

**CLOSING TIME:** 11:00

**CLOSING DATE:** 19 January 2023

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION**

1. Kindly furnish us with the bid for services reflected on the attached forms
2. Attached please find:
  - 2.1 Authority to sign Standard Bidding Document (SBD's) on behalf of an Entity. Pg. 3-4
  - 2.2 Invitation to bid (SBD1).....Pg. 5-7
  - 2.3 Pricing Schedule Services) (SBD .3.2).....Pg.8-10
  - 2.4 Declaration of interest (SBD 4).....Pg.11-13
  - 2.5 Preference points claim form (SBD 6.1)..... Pg.14-19
  - 2.6 Terms of References .....Pg.20-32
  - 2.7 General Conditions of the contract.....Pg.33-46
3. If you are a sole agent or sole supplier, you should indicate your market price after discount to your clients or if that is not possible your percentage net profit before tax in order to decide whether the price quoted is fair and reasonable.
4. The attached forms must be completed in detail and returned with your bid. Failure to comply may disqualify your proposal. Each Bid document must be submitted in a separate sealed envelope stipulating the following information: Name and address of the bidder, Bid number and closing date of the bid.
5. Bid proposals must be deposited into the tender box situated Road Traffic Infringement Agency, Head Office (at the reception),Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand 1685, by not later than the closing date and time indicated above. Bid proposals which are not inside the Tender or bid box on the closing date and time will not be considered.

Yours faithfully

**SIGNED**

**MR K MOLOKO**

**SENIOR SPECIALIST SCM**

**DATE:**

**AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD's) ON BEHALF OF AN ENTITY**

**Only authorized signatories may sign the original and all copies of the tender offer where required.**

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In Case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing director or other official of the company to sign the documents on behalf of the company.

In a case of a **CLOSE CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In a case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign documents unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which a **proof of such authorization** shall be included in the Tender.

In a case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

**Accept that failure to submit proof of Authorization to sign the tender shall result in a tender offer being regarded as non-responsive**

**EXAMPLE OF THE RESOLUTION OF AUTHORITY TO SIGN BIDDING DOCUMENTS**

Signatories for Companies, Close Corporation, and Partnerships must establish their authority by ATTACHING TO THIS FORM, ON THEIR ORGANIZATION'S LETTER HEAD, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

**MAGEZA ZINTO (Pty) Ltd**

**By resolution of the Board of Directors taken on 16 June 2021**

**Mrs K Kodue**

**Has been duly authorized to sign all documents in connection  
with:**

**APPOINTMENT OF A SERVICE PROVIDER TO RENDER ADVERTISING AND MARKETING  
SERVICES FOR ROAD TRAFFIC INFRINGEMENT AGENCY FOR PERIOD OF THIRTY-SIX (36)  
MONTHS**

**BID NUMBER RFO08/2022/23**

**On Behalf of MAGEZA ZINTO (Pty) Ltd**

**Signed on behalf of the Company; (Signature of Managing  
Director)**

NAME AND SURNAME	SIGNATURE