



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

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Request for Quotation

DEVELOPMENT, PRINTING, LAYOUT, DESIGN AND EDITING OF THE ANNUAL REPORT: 2024/25 AND 2025/2026

Date: 2025/05/02

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1. Purpose

The Road Traffic Infringement Agency (RTIA) herewith invites quotes from selected service providers to provide the Agency with design, layout, printing, editing and proof reading of the 2024/25 Annual Report and the 2025/26 Annual Report including printing of Annual General Meeting packs.

2. Objectives

- 2.1 To provide, printing, editing, layout and design service for the 2024/25 annual report and that the following is covered:
- The service provider must dedicate a writer who will solely be responsible for the development, design, layout and inputting the draft content of the RTIA Annual Report into a flowing story-telling format.
 - The designing and layout of the AR must follow the format as prescribed by National Treasury guidelines for Public entities.
 - The writer will be responsible for **editing the report on a weekly basis**. This includes however, not limited to all content, graphs, tables, graphics, and calculations.
 - The service provider will also be responsible **for proofreading** the entire report/reports once the design and layout has been completed. This includes however, not limited to all content, graphs, tables, graphics, and calculations.
 - **The service provider must conduct a quality check** and complete a second and final proofreading of the document/documents prior to sign-off for print. This includes however, not limited to all content, graphs, tables, graphics, and calculations.
 - The appointed service provider **will not** limit the number of re-writes/edits until final sign off is obtained.
- 2.2 Printing of 50 copies of the annual report (40 hard copies and 10 braille), 20 copies of AGM and 20 annual report packs . The AGM Pack will be inclusive of other documents related to it (will be provided).

3. Requirements and Deliverables

Please provide a quotation to cover the following requirements:

Development, design, layout and **Printing the RTIA Annual Report**

- Design, layout and print;
- Document is approximately 200 pages; Include section dividers;

- Source high resolution pictures that will suite the design of the Annual Report
- Whole document in full colour;
- The cover should be soft touch matt laminated-with a die cutand embossed logo about 350 grams, embossing size: 65mm x 65mm, Spot UV), tabs 350 gsm matt laminated
- Inside pages matt 120grams or advise on gramage;
- Printing of 40 hard copies of the annual report (20 hard copies annual report during 2025/26 FY & 20 for 2026/27 FY)
- Printing of 20 braille copies (10 copies during 2025/26 FY & 10 copies during 2026/27 FY)
- 40 hard copies of AGM Packs (20 copies during 2025/26 FY & 20 copies during 2026/27 FY) The AGM Pack will be inclusive of other documents related to it (thus to be provided).
- 10 USBs, soft copies of the Annual Report (5 USBs during the 2025/26 FY & 5 USBs during the 2026/27 FY)
- 2 Electronic flipbook for posting on RTIA Website (1 flipbook during 2025/26 FY and 1 flipbook during 2026/27 FY)
- 4 copies of Printer's Proof (2 copies during 2025/26 FY and 2 copies during 2026/27 FY)
- Perfect binding

Editing and Proof Reading

- Printer to provide editing and proof reading services of document;
- Document to go through 3 (three) drafts of editing and proof reading before final document approval, this also applies to the design process. The service provider must dedicate a writer who will solely be responsible for drafting, writing, rewriting, the entire raw content (suppliedby RTIA) into a flowing story-telling format;
- The drafting of the AR must follow the format as prescribed by National Treasury guidelines for Public entities;
The Service Provider will be responsible for **editing the report until a final version is approved**. This includes but is not limited to all content, graphs, tables, graphics, and calculations.
- The writer will also be responsible **for proofreading** the entire report/reports once the design andlayout has been completed. This includes but is not limited to all content, graphs, tables, graphics,and calculations.

Printing Annual General Meeting Packs

- Design, layout & print of 20 AGM packs;
- **The 20 AGM Packs will have the following tabs:**
 - (i) Agenda;
 - (ii) Minutes of Previous AGM; and
 - (iii) Annual Report for 2024/25 financial year.
 - (iv) Resolutions

Printing of Annual Report Packs: 2024/25 and 2025/26 to be printed as follows:

- Annual Report to be printed without the Agenda and Minutes of the Previous AGM
- Wire bound document.

4. Commitment Period

The commitment period will be for a period of twenty-four (24) months from the date of engagement and/or in line with a specified methodology the service provider will use, subject to signing of a Service Level Agreement (SLA).

5. Required expertise and skills

The Service Provider should:

- 5.1 Have at least 5 to 10 years of experience working with annual performance reports and/or public sector audit experience;
- 5.2 Include a Chartered Accountant with public sector experience as part of the project team
- 5.3 Demonstrate commitment to transformation by prioritising women and youth from previously disadvantaged backgrounds, in line with BBBEE objectives;
- 5.4 Submit a detailed project plan spanning 24 months, with clear milestones and deliverables—particular focus must be placed on activities during May, July, and August, which are critical reporting periods.
- 5.5 Demonstrate professional knowledge and expertise in print, design, and layout of the annual reports;
- 5.6 Provide evidence supporting excellent in writing, print, design, and layout of the annual reports or any similar document/report. **Methodology and Project Approach.** Attach a copy of the annual report or any similar document;
- 5.7 Evidence of doing similar projects for public sector organisations and/or State Owned Entities (**Reference letters**);

5.8 Excellent report writing capability.

5.9 Proof of transport industry expertise is an advantage.

PROJECT DELIVERABLES DATES:

2025/2026

Projects:	Dates:
1. Writing AR	02 – 06 Jun 2025
2. Consolidation of AR Inputs	Starting 09 Jun 2025
4. Delivery of 20 AGM Packs & AGM Resolutions	15 August 2025
5. Delivery of final printed copies(20) of the AR, 5 USB & Electronic Flipbook	29 August 2025
6. Delivery of 10 Braille copies	30 September 2025

PROJECT DELIVERABLES DATES:

2026/2027

Projects:	Dates:
2. Writing AR	01 May 2026 - 25 May 2026
2. Delivery of 1 st Consolidated AR	26 May 2026
4. Delivery of 20 AGM Packs & AGM Resolutions	14 August 2025
5. Delivery of final printed copies(20) of the AR, 5 USB & Electronic Flipbook	28 August 2026
6. Delivery of 10 Braille copies	30 September 2026

6. Evaluation Criteria:

TECHNICAL EVALUATION

Service providers will be evaluated on functionality in accordance with the Supply Chain Management Policies except the Preferential Point system (PPFA).

An assessment of Functionality will be based on the evaluation criteria noted in the table below. Each of the evaluation criteria in the table will carry a weighting as indicated, and the service provider will be required to score a minimum of 70 points (out of the 100 points) e.g. 70% for Functionality in order to qualify and failure to score 70 % the service provider will be disqualified and not proceed to the stage of price.

Phase 1: TECHNICAL EVALUATION

NOTE: APPLICABLE VALUES: 1 = Poor; 2 = Average; 3 = Good; 4 = Very Good and 5 = Excellent

DESCRIPTION OF FUNCTIONALITY CRITERIA	POINTS
<p>Demonstrate professional knowledge and expertise <i>minimum of 5 - 10 years of experience</i> in writing, print, design, and layout of the annual reports.</p> <ul style="list-style-type: none"> • 8 - 9 years of experience = 5 • 8 - 9 years of experience = 4 • 7 -8 years of experience = 3 • 6 -7 years' experience = 2 • 5 – 6 years' experience = 1 	30 points
<p>Provide evidence supporting excellent in writing, print, design, and layout of the annual reports or any similar document/report. Methodology and Project Approach. Attach a copy of the annual report or any similar document.</p>	30 points
<p>Qualifications and Experience of project team with at least five (5-10) years' experience:</p> <p>CVs including qualifications of project team as well the respective roles they will play will be evaluated as follows:</p> <ul style="list-style-type: none"> • 10 years and above combined experience of project team = 5 points • 8 - 9 years combined experience of project team = 4 points • 6 - 7 years combined experience of project team = 3 points • 5 years combined experience of project team = 2 points • Less than 5 years combined experience of project team = 0 	20 points
<p>The service provider must submit at least five (5) contactable references with details of the nature of the project and contact details.</p> <ul style="list-style-type: none"> • <i>Provision of 5 relevant reference letters from previous clients =05 points</i> • <i>Provision of 4 relevant reference letters from previous clients =04</i> 	20 points

<p>points</p> <ul style="list-style-type: none"> Provision of 3 relevant reference letters from previous clients =03 points Provision of 2 relevant reference letters from previous clients =02 points Provision of 1 relevant reference letter from a previous client = 01 point 	
Non submission	0 points
Total:	100
Minimum required score	70 points

NB: A bidder must obtain a minimum of 70 points in the prequalification phase to progress to the next phase. Failure to obtain 70 points will render the proposal non-responsive and no further evaluation of the next phase will be consired.

Phase 2: Evaluation in terms of 80/20 Preference Points System

Table 1: Specific goals for the tender and points claimed are indicated as per the table below: (**Note to organs of state:** Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must be indicated as such. **Note to tenders:** The tender must indicate how they claim points for each preference point system).

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	3		

NB: Source documents for claiming points: Proof of company registration, ID copies of women in the company and their positions, Medical report.

7. Submission of proposals

Bidders must furnish the following information as part of the bid response:

- 7.1 All evidence required in the functionality criteria

The following conditions will be applied:

- 7.1.1 This quote is subject to the Government Procurement General Conditions of Contract that may not be amended. Quotes should not be qualified by own conditions;
- 7.1.2 All price (s) must be inclusive of all costs plus VAT and must be firm for the duration of the contract period.

8. Right to appoint

The Agency reserves the right not to appoint a service provider, if it is established that no proposal meets the requirements.

9. Closing Date & submission of quotes

- 10.1 Quotes are expected to be submitted no later than 16h00 on Friday, the 23rd May 2025
- 10.2 Quotes may be submitted electronically by e-mails to Daphney.Matlhoko@rtia.co.za or Quotes@rtia.co.za

Enquiries and more information

All enquiries and requests for more information should be directed to Daphney.Matlhoko@rtia.co.za/Quotes@rtia.co.za by email. The response will be distributed to all prospective bidders by email so that every bidder has the same information.

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 interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of Institution	State

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

SBD4

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

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

COMPETITIVE BID PROCESS (ABOVE R 1 MILLION UP TO R 50M)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:
- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Who has a disability – **attach doctor's letter confirming the disability**
 - Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
 - Specific goal: **Locality –**
 - (a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s or
 - (b) a valid lease agreement from the lessor or
 - (c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.
- 1.8 Local content – specific goal: the SBD 6.2 must be fully completed and signed

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) & \text{or} & Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	