



Road Traffic Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS FOR SUPPLY AND DELIVERY
OF FIREARMS, AMMUNITION AND
RELATED ITEMS FOR A PERIOD OF THREE
(03) YEARS**

RTMC BID NO: 03/2025/26

SECTION: 1
CONDITIONS AND UNDERTAKINGS
BY BIDDER
IN RESPECT OF THIS BID

CONDITIONS AND UNDERTAKINGS BY 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 of any kind relative to this bid should be channelled to the email below, however the cut-off date will be on the **28 November 2025**.

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 a period of **120 days** counted from the closing date of the bid.

4. Supplier Performance Management

4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.

4.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude a SDB 7.2 and Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the Bidder 's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

4.3 Should the successful bidder fail to sign the SDB 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 must 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

- i. Two (2) copies for technical responses/functional evaluation (one original and one copy)
- ii. 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

- i. The pricing schedule should be submitted separately. Two (2) copies (one original and one copy)
- ii. 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 BID 03/2025/26: Appointment of a service provider for supply and delivery of firearms, ammunition and related items for a period of three (3) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Centurion Gate Business Park Block D 146 Akkerboom Street Zwartkop Centurion, 0157** by no later than **11:00 am on 05 December 2025.**

5.4 Compulsory Briefing session: Online/Virtual

5.4.1 Bidders must register for a compulsory briefing session by submitting the necessary information to bidadmin@rtmc.co.za by **21 November 2025 at 14:00pm** to be eligible to participate in the compulsory briefing and the bid process.

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

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

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

5.4.4 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.

5.4.5 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 **24 November 2025** at **10:00am**.

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 number of the pages to satisfy themselves that all are included and not 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

- 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 RTMC reserves the right to verify authenticity of all the submitted documentation.
- 7.7 The flat rate for services and or products to be negotiated post appointment of bidder on the panel will apply to all bidders on the panel. RTMC specifically reserves the right to cancel the appointment of a bidder as part of the panel in circumstances wherein the bidder and the RTMC fails to negotiate and or agree on a flat rate for services and products. The RTMC may in these circumstances proceed to utilise bidders that did agree to a flat rate for services and products.
- 7.8 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.
- 7.9 The RTMC hereby undertakes–
- 7.9.1 In favour of the Bidder that it shall always 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.
- 7.9.2 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;
- 7.9.3 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
- 7.9.4 not process Personal Information for any purpose other than to perform its obligations under this bid.
- 7.10 **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 distributor / main supplier 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.
- 8.11 To prevent the abuse of the SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into a Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

The purpose of this bid is to invite potential service providers with relevant expertise to the supply and delivery of firearms, ammunition and related items for a period of three (3) years.

2. BACKGROUND

2.1 The RTMC is accredited as an Official Institution in terms of Section 20 of the Firearms Control Act, 2000 (Act No 60 of 2000) with accreditation number 808 (1200254).

2.2 The following category of officials are authorised by the RTMC to carry a firearm during execution of their duties:

- Traffic Law Enforcement officials
- National Traffic Anticorruption Unit (NTACU),
- Security Services, and
- Firearm Instructors.

2.3 In terms of section 79 (b) of the Firearms Control Act, 2000, an employee must undergo at least one practical training session at least every 12 months or within a shorter period to sustain competency. At the RTMC, employees are subjected to the firearm refresher training twice a year; training is provided in-house by the Road Traffic Training Academy.

2.4 In addition to the above-mentioned category of authorised officials, traffic trainees are exposed to various disciplines of firearm use and hence require shooting exercises on a more regular basis.

2.5 The RTMC Road Traffic Training Academy is mandated to provide such training to RTMC officials and to other external institutions as per request.

3. DETAIL SPECIFICATIONS AND SCOPE OF WORK

The service provider must be able to supply firearms, ammunition, firearm accessories and other related items indicated on the below table as and when required by the RTMC:

NUMBER	ITEM	DETAILED DESCRIPTION
1.	9mm firearm Pistol	<p>Calibre: 9mm x 19mm</p> <p>Mag Capacity: 15 - 17</p> <p>Weight Unloaded: 572g - 705g</p> <p>Barrel length: 9.00mm - 11.5mm</p> <p>Size: (LxWxH): 147mmx26mmx109mm – 202mmx32mmx139mm</p> <p>Engraved</p>
2.	12-gauge pump action shotgun	<p>Action: Pump Action</p> <p>Barrel length: max 18.5 inch</p> <p>Cartridge: 12 Gauge</p> <p>Feed system: 5 – 7 rounds tube magazine</p>
3.	Smoke grenades	<p>Fuse Delay: Approx. 2 seconds</p> <p>Effect: Smoke (various colours 50 - 90 seconds)</p> <p>Effect Duration: Approximately 80 Seconds</p> <p>Ignition Type: Wire / Pin Pull</p> <p>Weight: 150g - 539 grams</p> <p>Size: 38mm diameter x 130mm height – 42mm diameter x 150mm height</p> <p>Water Resistant Outer: Yes</p>
4.	Stun grenades	<p>Less than lethal explosive device</p> <p>Weight: 236g</p> <p>Length: 133mm</p> <p>Diameter: 44mm</p> <p>Fuse Delay: 1.5 seconds -2.3 seconds</p>
5.	Teargas	<p>Method of Projection - Hand Thrown</p> <p>Filler – CS</p> <p>Canister Polyvinyl or equivalent</p>

NUMBER	ITEM	DETAILED DESCRIPTION
		Shape – As appropriate Ignition System – Fuse type Delay Time – 1 to 2 seconds Body Colour – Gray Markings – The filler content shall be properly marked with corresponding colours painted on the center of the body: CS – Blue strap with white marking for filler content CN – Red strap with white marking for filler content OC – Yellow strap with black marking for filler content
6.	9mm firearm Magazine	Magazine Capacity: 15 - 17 Material: hardened steel insert encased in special polymer
7.	Ear protection for shooting	General Dimensions: 14 cm x 15.5 cm x 9.8 cm Cup Thickness: 3.6 mm Weight: 250 g Decibel - 30 -Soft foam ear cups -Fold-away padded headband -Durable material with excellent shape memory -Headband Cushion Fabric with foam pad Soft and comfortable -Headband Adjustment Nylon + GF Easy to adjust, fits different head sizes -Ear Cup and Volume Ring ABS Strong, blocks out noise -Ear Cushion PVC with PU foam pad Comfortable and soft -Foam Insert Sponge Foam Noise absorption, reduces noise at different frequency

NUMBER	ITEM	DETAILED DESCRIPTION
8.	Safety glasses for shooting	-Adjustable nose piece and temples -Impact Resistant
9.	Single magazine holster	-magazine holster to fit most popular pistol magazine
10.	Firearm holster	-holster to have adjustment screw for retention pressure
11.	Tactical Pistol lanyard retention	560 retracted 1.4m extended Nylon/polypropylene Black
12.	Ammunition	9mm ammunition .223 Rifle live ammunition .223 Rifle Blanks Rounds for pump action shot gun (12 gauge) bird shot and rubber bullets NB: All ammunition should have identification mark as defined by the RTMC
13.	Accessories and any other related items (anti-riot gear)	As and when a need arise such items will be communicated with service provider

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 Compliance requirements.

- (i) Bidders are required to submit bid documents as follows:
 - one original,
 - one hard copy
- (ii) PDF soft copy in a clearly marked/ labelled memory stick. Documents submitted on soft copy must be the same documents as the hard copy (original).
- (iii) In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents i.e.
 - SBD 1, one consolidated SBD 1 for Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement **signed by the authorized person(s)** (Proof of authority must be submitted e.g. company resolution) and
 - SBD 4 for each entity/company in the JV or any agreement, must be enclosed on envelope one only.
 - **SBD 6.1 must be enclosed on envelope one only**
 - For each of the entities in an agreed business relationship accompanied by a signed agreement by all the parties concerned.
- All returnable bid documents must be **signed by the authorized person(s)** (Proof of authority must be submitted e.g. company resolution)
- The layout of the required documents is set up in table 1.1
- **NB:** *To prevent the abuse of the SCM system, RTMC will under no circumstances allow or promote bid rigging (or collusion bidding) from any bidder. For instance, bidders who submit bid documents on their own, and enter into a Joint Venture Agreement or any other Agreement with another company using the same company, irrespective of either declared on SBD 4 or not. Both bidders will be disqualified should such be identified.*
- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate must be completed and enclosed on envelope one.

(b) Stage 2 – Mandatory Requirements

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

(c) Stage 3 – Functionality Evaluation

This process comprises two steps:

- i) Step 1 - written responses/ proposals which consists of **80 points**.
 - **NB:** Bidders will be required to score a minimum of **60 points** to qualify for step 2.
- ii) Step 2 - site visit which consist of **20 points**.
 - Bidders will be required to score a minimum of **10 points**
- iii) Bidders will be required to score at least **70 points** to qualify for stage 4.

(d) Stage 4 – Price and Preference Points Evaluation

- (i) Bidders will be evaluated on 80/20 Preference Point System (i.e., 80 points for price and 20 points for specific goals).
- (ii) Bidders are required to submit Pricing (all items must be quoted as per Pricing Schedule).
- (iii) Pricing will be negotiated to a flat rate and be standardised once the panel has been appointed.

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

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

TABLE 1.1

1.2 STAGE 2 - MANDATORY REQUIREMENTS

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

MANDATORY REQUIREMENTS	COMPLY (YES/NO)
<p>Bidders must comply with the following provisions of the Firearms Control Act, 2000 (Act 60 of 2000) relating to dealers: -</p> <p>Chapter 7: Part 1 - Dealers</p> <p>Section 32 – Requirements for dealers’ licence, Section 33 – Conditions imposed on dealer, Section 34 – Dealer’s licence, Section 35 – Renewal of dealer’s licence Section 36 – Temporary authorisation to trade in firearms and ammunition on premises other than those specified in dealer’s licence</p> <p>Compliance Requirement:</p> <ul style="list-style-type: none"> • Valid Dealers License in terms of section 34 of Firearm Control Act 60 of 2000 	
<p>Bidder must give the RTMC a consent to verify their business information from the following:</p> <ul style="list-style-type: none"> • South African Police Services (SAPS) • The relevant institution / Persons regarding Arms and Ammunitions <p>Compliance Requirement:</p> <ul style="list-style-type: none"> • Bidder to submit signed declaration by a duly authorised person. See Annexure B 	

1.3 STAGE 3 – FUNCTIONALITY CRITERIA

NB: FUNCTIONAL EVALUATION WIL BE SPLIT INTO TWO (2) STEPS. i.e. - STEP 1 – WRITTEN RESPONSE AND STEP 2 – SITE VISIT

(I) STEP 1

Step 1 will be based on written proposals and shall be evaluated based on the following parameters for functionality:

CRITERIA	WEIGHTS
A. REFERENCES OF SIMILAR WORK	50
<p>References of Similar Work Done</p> <p>Bidders must submit letters of reference from client/s indicating bidders’ ability to deliver timeously, quality of service and handling of client queries.</p> <p>a) 1 reference letter = 10 points</p> <p>b) 2 reference letter = 20 points</p> <p>c) 3 reference letter = 30 points</p> <p>d) 4 reference letter = 40 points</p> <p>e) 5 reference letters = 50 points</p> <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, ○ Description/functions of services rendered, ○ Duration/Period, and ○ Contact details, ○ Reference letters must be signed by the authorized person/s with dates. (Reference Letter template – Annexure C). <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>	

B. BUSINESS INDEMNITY COVER	30
<p>The bidder is required to have a valid business indemnity cover.</p> <ul style="list-style-type: none"> • R3 million to R5 million indemnity cover = 10 Points • Above R5 million to R10 million indemnity cover = 20 Points • Above R10 million indemnity cover = 30 Points <p>Compliance requirement: The bidder must attach proof of business indemnity cover.</p> <p style="text-align: center;">OR</p> <p>Letter of intent in the bidder's letterhead and signed confirming that the bidder commits to take a cover in relation to the above accompanied by a quotation from the insurer.</p>	
STEP ONE SUB TOTAL	80

NB: BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 60 POINTS FROM STEP 1 A&B IN ORDER TO QUALIFY FOR STEP 2.

(II) STEP 2: SITE VISIT

SITE VISIT	20
A. Compliance to SANS specifications and Firearms Control Act in compliance with safekeeping facility	(10)
<ul style="list-style-type: none"> i) Compliance to SANS 953-1: 2008: Storage of firearms and ammunition – Safes ii) Compliance to SANS 953-2: 2003: Storage of firearms and ammunition – Strongrooms <p>Non-compliance = 0 Full compliance = 10 Compliance requirement: The bidder to provide compliance valid certificate(s) that complies with above SANS requirements.</p>	

B. Infrastructure Physical Facility (Security measures, physical location, etc)	(10)
<p>Infrastructure relating to:</p> <ul style="list-style-type: none"> • physical facility as per given address (2 points) • security measures as per FCA Act 60 of 2000 (5 points) • safekeeping as per FCA Act 60 of 2000 (3 points) <p>Not acceptable = 0 Acceptable = 10</p>	
STEP TWO SUB TOTAL	20
OVERALL TOTAL FOR FUNCTIONALITY	100

BIDDERS WILL BE REQUIRED TO SCORE A MINIMUM OF 10 POINTS FROM STEP 2 SITE VIST (A&B).

NB: BIDDERS WILL BE REQUIRED TO SCORE AN OVERALL MINIMUM OF 70 POINTS IN ORDER TO QUALIFY FOR STAGE 4.

1.3 STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION

- Bidders must quote/price on all items provided in pricing schedule.
- Pricing will be negotiated to a flat / standard rate once the panel has been put in place to the appointed service providers.
- This stage will be applicable once the panel is in place.

CRITERIA	MAXIMUM POINTS
Price	80
Black Owned Company	5
Women Owned Company	5
Youth Owned Company	5
*Company owned by people with disabilities	5
Grand Total	100

*** Letter from a medical practitioner confirming disability must be submitted when these points are claimed.**

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 particulars shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. 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 none are missing or duplicated. No liability shall be accepted with regards to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, 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 or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
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 or not.
9. In respect of the paragraphs where the items offered are strictly 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.** Pricing will be negotiated to a flat / standard rate once the panel has been put in place to the appointed service providers.

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