



**APPOINTMENT OF SERVICE PROVIDERS TO
RENDER DESIGN, LAYOUT, PRINTING AND
RELATED SERVICES TO THE RTMC FOR A
PERIOD OF THREE YEARS**

RTMC BID NO 26 /2018/19

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

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1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder, to be proprietary to 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 such enquiries will be entertained until within ten days of publication on tender bulletin and National Treasury tender portal

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 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 supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. Instructions on submission of Bids

- 5.1 Bids should be submitted in **Five (5) copies** and one all bound in a sealed envelope endorsed, **RTMC BID 26/2018/19: Appointment of service providers to render design, layout and printing services to the RTMC for period of three years.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Eco Origin Office Park, Block F, 349 Which-Hazel Street, Highveld Ext 79, Centurion by no later than **30 April 2019, 11h00am.**
- 5.3 **Compulsory briefing session** will be held on the **12 April 2019, 10h00am** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.
NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)
- 5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.6 If a courier service company is being used for delivery of the bid document, 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 closing time.
- 5.7 Bid received by telegram, telex, email, facsimile or similar medium will not be considered.

5.8 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.**

5.9 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.10 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to 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 account of the bidder.
- 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 thereof no later than 4 (four) days before the actual presentation date. Such presentation may include 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 The bidder furthermore confirm 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 accept 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 in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the 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 at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to 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 gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1 The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity (being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

8.3 To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. Bidders Details and Contact Person

DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close

Corporation. (Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.3 Schedule 2:

10.3.1 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.2 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed, a combined B-BBEE Certificate must be provided.

- 10.3.3 **Annexure 4** Declaration of Interest (SDB 4)
- 10.3.4 **Annexure 5** Declaration of Bidders Past SCM Practices (SBD 8)
- 10.3.5 **Annexure 6** Certificate of Independent Bid Determination (SBD 9)
- 10.3.6 **Annexure 7** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture.

10.4 Schedule 3:

- 10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.5 Schedule 4:

- 10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope.**
- 10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)
- 10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL INSTRUCTIONS TO BIDDERS

- 11.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 11.2 Bidders **must** substantiate their response to all questions, including full 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.
- 11.3 RTMC reserves the right to appoint more than one service provider in order to ensure prompt delivery and efficiency of the service.
- 11.4 Intellectual property

- The ownership of the learning material shall remain the property of the RTMC. The permission for production of any part of the training material must be granted by the RTMC.

11.5 RTMC will standardize prices wherever practical with recommended/appointed service providers.

SECTION: 2

**TERMS OF REFERENCE /
SPECIFICATION**

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE AND OBJECTIVES OF THE CONTRACT

1.1 The intent and purpose of this terms of Reference (TOR) is to solicit proposals from suitably qualified service providers with the relevant skills, expertise and experience to bulk print materials, concept development, design, layout, desktop publishing and printing of Annual reports, APPs, Strategic plans and other related creative services.

1.2 The objective of this bid is to appoint a panel of suppliers for the provision of the above-mentioned services.

1.3 Composition of the panel should be at least two (2) suppliers but not more than five (5) suppliers.

2. BACKGROUND

2.1 The Road Traffic Management Corporation (Hereafter "RTMC"), was established in terms of section 3 of the Road Traffic Management Corporation Act No. 20 of 1999. The Act aims to establish powers, resources and eliminate the fragmentation of responsibilities for all road traffic management across the various levels of Government.

2.2 In order for the RTMC to fulfil the above mandate it is imperative that the following services are secured namely; printing, editing, design and layout services, proof reading for reports, forms, training materials, pamphlets, business cards, folders, books, braille printing and any other printing related services that will be required from time to time.

2.3 Due to the nature of our functions as a leading entity in Road Safety, the above-mentioned services are needed to ensure efficiency, effectiveness and professionalism.

3. SCOPE OF WORK

Main activities

3.1 Concept development, Design, Layout and Desktop publishing

The RTMC requires the services of an experienced service provider within the fore mentioned creative services

3.2 Bulk printing

The appointed service providers will be required to bulk print learning material for RTMC in accordance with the following printing specifications.

3.3 Master copy for proofreading

The service providers will be required to produce a master copy from which the printing is going to be made. This Master copy will be used for the final sign-off by the relevant official at the RTMC.

3.4 Printing

The RTMC will provide a full printing specification for each order. Additional specifications will be given from time to time for each order where applicable.

3.5 Editing

The RTMC requires a professional editor to edit the document, improve the flow, quality and position impact of information presented in the document. Suggested changes should include:

- The proposal of alternative wording
- Sentence rephrasing
- Overarching story line with an impactful theme
- Overall professional language services for the annual report
- Professionalisation of the annual report including presentation
- Creative theme's etc.

3.6 Additional Resource Material

Resource Compact Disc (Resource CD)

The final printed products must have back up resource CDs and be delivered to the premises as will be confirmed by the RTMC at the time of placement of order. The disk content should be write protected.

3.7 BULK BRANDED USB

The final printed products must have back up resource USB and be delivered to premises as will be confirmed by the RTMC at the time of placement of order.

USB specification should be:

- High speed USB 3.0 Flash, 16 GB
- High speed USB 3.0 Flash, 32 GB

3.8 Additional services

The bidder is expected to assist the team with ideas for conceptual graphics based on content and guidance

The bidder must have an in-house graphic designer with whom the RTMC team will from time to time have direct access to and he/she should be prepared to redo/typeset any financial content using appropriate software/format for editing purposes before presenting a final print proof.

3.9 Responsibilities of the RTMC

3.9.1 The RTMC

The RTMC will be responsible for the following:

- (a) That the service provider is informed in advance of the material to be printed, and a project plan is provided.
- (b) That the service provider receives written content (in Microsoft Office formats) as well as other information such as images, logos, graphs and tables.

- (c) RTMC will confirm all approval processes in writing to the service provider.
- (d) RTMC will confirm the accuracy and completeness of each printed material and signs the invoice to authorize the payment thereof afterwards.
- (e) If the dispatch is not at the RTMC, one copy must be delivered at the RTMC premises.
- (f) The RTMC will be responsible for quality control of the printed materials.

3.8.2 Responsibilities of Service providers

The service providers will be responsible for the following:

- (a) Provide a minimum of three (3) concept copies for each learning material to be printed. The service provider will present these concepts to RTMC.
- (b) Enable necessary reviews for refinements needed on preferred design concept.
- (c) Ensure that dedicated resources and capacity are allocated to RTMC projects, and that such resources are available to engage with RTMC.
- (d) The timeous delivery of finalized material, either to RTMC or intended recipients, as agreed with RTMC.
- (e) Ensure confidentiality in respect of all learning material.
- (f) Service providers for Braille Printing must submit a certificate confirming that the contents of the braille material complies 100% with the written sample submitted with them.

4. SPECIFICATIONS

Requirement	Specification
Format/ Size	<ul style="list-style-type: none"> • A1 • A2 • A3 • A4- Portrait (297mm X 210mm) • A5 • A6
Pages	Double-sided printing/ and or single sided pages based on the following page ranges; <ul style="list-style-type: none"> • 1 to 200 • 201 to 400 • 401 to 600 • 601 to 1000 • 1001 and above
Inside pages colour	<ul style="list-style-type: none"> • Full colour throughout
Material- Cover	<ul style="list-style-type: none"> • 200 to 280gsm Gloss/ Matt • 280 to 380gsm Gloss/Matt • Embossed • Any other type of finish that may be determined by the RTMC
Material-text/ Inners	<ul style="list-style-type: none"> • 135gsm Gloss Ivory white • Any other available paper/stock to be determined by the RTMC
No of copies or Quantity	Recommended number of copies per range

	<ul style="list-style-type: none"> • 1 to 200 • 201 to 300 • 301 to 400 • 401 to 500 • 501 and above
Binding	<ul style="list-style-type: none"> • PUR Glue bound and cover drawn on • 2 Whole punched- left margin in folder to be accessed easily • Any other type or form of Binding that may be required by RTMC
Finishing	<ul style="list-style-type: none"> • Cover Matt Laminate and spot Gloss UV Varnish one side Fold, Collated into books • Any other type of finishing that may be determined by the RTMC
Presentation	Presentation of artwork in full colour with mock-ups of X 3 different options full colour proofs: x 5 sets of each
Image sourcing	X 30 high resolution pictures, royalty free
Language	English unless specified
Delivery of copies	<p>Annual report (special request)</p> <ul style="list-style-type: none"> • Delivery of minimum of 80 hard copies (part of the 100 copies mentioned above) and 3 CDs (part of the 50 CD copies mentioned above) to Parliament (address to be communicated to successful bidder) in Cape Town by 1st of August (final date to

	<p>be confirmed with successful bidder).</p> <p>Other material:</p> <ul style="list-style-type: none"> • RTMC will outline the expected quantities to be printed, delivery dates and destination
<p>Critical Timeframes</p>	<p>Annual report:</p> <p>The editor must be onsite by the (as per requirement) to review the report. Deliver to the RTMC, a printed version and a soft copy by the (as per requirement) for sign-off.</p> <p>The documents timeframes are as follows:</p> <ul style="list-style-type: none"> • The first draft is ready by the 31 May <ul style="list-style-type: none"> ○ Service provider to be appointed by the 2 May to commence the review of the word document • The final draft must be ready by the 31 August: <ul style="list-style-type: none"> ○ The final must be completed by the 15 August. • Annual Performance Plan: <ul style="list-style-type: none"> ○ Must be finalised by the 15 March before commencement of the new financial year. <p>Other material:</p> <p>RTMC will outline critical dates</p>
<p>Copyright and Ownership</p>	<p>The service provider acknowledges that the printed report and related all material created during the production of the publication in reference remain</p>

	<p>the property of the RTMC. On completion all developed artwork and associated material to be supplied to the RTMC as open files on USB.</p>
<p>Braille (Print braille)</p>	<p>Any other special specifications as would be discussed with the service provider(s) e.g. braille printing</p>
<p>Project Manager</p>	<p>The bidder to designate/appoint a Project manager who will manage the annual process/ learning material and perform the following functions;</p> <ul style="list-style-type: none"> • The Project Manager will be the central point of contact for the RTMC • The bidder will provide a project plan with amongst others a production schedule and timelines. This project plan will be managed by the Project Manager after it has been approved and confirmed by the RTMC Team. • Project Manager will work closely with the RTMC Team; • The project Manager will provide a status report on a weekly basis and as and when required by the RTMC; • Will ensure that all changes are tracked and effected with a version number of each mock-up copy printed until sign-off of the final report. <p><u>Editing</u></p> <p>The bidder must have access to the services of the professional editor as an when required to edit the document, improve the flow, quality and position impact of information presented in the document. Suggested changes should include:</p>

- The proposal of alternative wording
- Sentence rephrasing
- Overarching story line with an impactful theme
- Overall professional language services
- Professionalisation and presentation of all material to be printed
- Creative theme's etc.

Explanations of changes made:

- The professional editor is further required to edit the document using the Microsoft Word 'track changes' tool. By this tool, all corrections, changes and comments suggested by the assigned editor will be clearly indicated and explained in the document margins to allow the RTMC to accept or reject each modification at our own discretion
- Should substantial changes to a section of text suggested; the editor will provide RTMC with clear explanations and reasoning for the proposed modifications. In case where the editor is ever unsure of the intended meaning of a piece of text, or is worried that their suggested changes may have altered the meaning, such problem area should be brought to the Corporate Strategy and Reporting liaison official attention for confirmation.
- It is proposed that the professional editor may even contact the liaison official during the editing process to enquire about intended meanings or to verify the legitimacy of specific terminologies used in our work.

	<p><u>Proof Reading</u></p> <p>The professional editor to scrutinise the draft document and correct errors in grammar, spelling, syntax, punctuation and use of English. The editor is also required to put right any typographical mistakes and point out any inconsistencies in style or formatting to help the RTMC perfect its Annual Report.</p> <p><u>Value Add services</u></p> <p>Number of graphics/charts</p> <p>The designer is expected to assist the team with ideas for conceptual graphics based on content and guidance</p> <p>The service provider must have an in-house graphic designer with whom the RTMC team will from time to time have direct access to and he/she should be prepared to redo/typeset any financial content using appropriate software/format for editing purposes before presenting a final print proof.</p> <p><u>Additional Information</u></p> <p>Bidder to suggest appropriate additional specifications for each suggested alternative</p>
<p>REPORTS</p> <ul style="list-style-type: none"> • Year Calendar • Calendar report • Easter report 	<p>RTMC to provide details as and when required</p>

<ul style="list-style-type: none"> Quarterly reports Festive reports Research reports 	
Signage and banners	RTMC to provide details as and when required
Business cards	RTMC to provide details as and when required
Folders	RTMC to provide details as and when required
Concept developemnt	RTMC to provide details as and when required
Desktop publising	RTMC to provide details as and when required
Specialised Stationery	RTMC to provide details as and when required
Business forms <ul style="list-style-type: none"> Receipt books Trip Authorisation – half fold Any other forms RTMC may determine 	Glue pad covering. RTMC to provide details as and when required
Flyers / Posters	RTMC to provide details as and when required Colour or Black/white, 115gsm paper, one sided or two sided

4.1 USER REQUIREMENTS

4.1.1 RTMC may provide a PDF / Word file as a concept document for the service provider to develop further

Guarantee a turnaround time for processing print orders within 24hrs – ten working days after receiving the ready for print proofs, depending on the size of the publication and the print-run as agreed between RTMC and the service provider

- i. Materials to be used should be plant-based printing inks, water-based varnish and paper with an environmentally recognized label
- ii. Any embossing, foiling and finishing will be agreed with the service provider per every print order placed
- iii. Packaging should be in batches of 10 – 100 and should be packaged in paper or transparent plastic (as agreed with RTMC) with proper labelling and description
- iv. Delivery should be within agreed timelines as contained in the Service Level Agreement to be finalized
- v. Bulk photocopy services may be required from time to time from the service provider. Photocopy may be either in Black/White or in colour

SECTION: 3

FUNCTIONAL EVALUATION

1. EVALUATION CRITERIA

The bid will be evaluated on a three-stage process. Stage 1 will be mandatory requirements, Stage 2 Functionality evaluation and Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE).

1.1 STAGE 1 – MANDATORY REQUIREMENTS

ITEM	DESCRIPTION	YES	NO	COMMENTS
1	<p>CENTRALISED SUPPLIER DATABASE (CSD)</p> <p>Bidders must be registered on National Treasury Central Supplier Data base (CSD)</p> <p>Registration on CSD (available on www.csd.gov.za)</p> <p>Tumelo Ntlaba - 012 406 9222</p> <p>Email: CSD@Treasury.gov.za</p> <p>Compliance requirement:</p> <p>CSD report or reference number</p>			
2	<p>STANDARD BIDDING DOCUMENTS</p> <p>Bidders must sign all SBD bidding forms attached.</p> <p>Compliance requirement:</p> <p>Fully completed SBD forms</p>			
3	<p>BRIEFING SESSION CERTIFICATE</p> <p>Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session.</p> <p>(In case of joint venture etc. briefing session certificate from any party that attended the briefing session will suffice)</p>			

NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

1.2 STAGE TWO – FUNCTIONALITY CRITERIA

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Financial Capacity	10
<p>Bidders must demonstrate financial capacity to provide or deliver the service required.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • A bank statement not older than three months showing availability of funds not less than R200 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful. <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
B. References of Similar Work Done	20
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1-3 letters of reference = 10 • 4-6 letters of reference = 15 • 7 and above letters of reference = 20 <p>Compliance requirement</p> <p>Reference letters to be attached</p>	

<p>Bidders must provide previous references in official letterhead of the entity where services were provided. Such reference should not be older than 36 months and should be contactable</p>	
<p>C. Experience and expertise of the Service Provider</p>	<p>10</p>
<p>The RTMC requires the services of the service provider who possesses experience and expertise to perform the functions as stipulated in the terms of reference</p> <p>The service provider must provide the following in order to be assessed for functionality</p> <ul style="list-style-type: none"> • Company profile and experience = 5 points <p>Compliance requirements</p> <p>Bidder to submit company profile which reflects the following</p> <ul style="list-style-type: none"> ➤ Years of experience in the printing industry ➤ Specify projects successfully completed ➤ Outline all clients where similar work was done <ul style="list-style-type: none"> • Experience of the bidder = 5 points <ul style="list-style-type: none"> ➤ Portfolio of evidence of work done in <u>ANY</u> of the following documentation that illustrates capability, creativity, expertise, etc. in relation to the scope of work <ul style="list-style-type: none"> ▪ Annual reports ▪ Strategic Annual Performance Plan ▪ Posters ▪ Booklets ▪ Study material <p>NB: Next to each portfolio of evidence submitted, bidder to provide information in relation to the period, value of the project, client and contact details in order for evidence to be considered.</p>	

D. EXPERTISE AND KNOWLEDGE OF THE PROJECT TEAM	30
<p>The bidder must provide a detailed CV of each role indicated below and provide details of the qualification, skills and experience. The roles mentioned below must be included in the CV's provided:</p> <p>1. Role one - Professional editing and proof reading = 10 points</p> <p>Compliance Requirement</p> <p>Post matric qualification and CV indicating the following number of projects where similar work was done by the role player</p> <ul style="list-style-type: none"> • 1 – 2 similar projects = 3 points • 3 – 4 similar projects = 5 points • 5 or more projects = 10 points <p>2. Role two – Graphic and Design expert = 10 Points</p> <p>Post matric qualification and CV indicating the following number of projects where similar work was done by the role player</p> <ul style="list-style-type: none"> • 1 – 2 similar projects = 3 points • 3 – 4 similar projects = 5 points • 5 or more projects = 10 points <p>3. Role three - Project Manager = 10 Points</p> <p>Post matric qualification and CV indicating the following number of projects where similar work was done by the role player</p> <ul style="list-style-type: none"> • 1 – 2 similar projects = 3 points • 3 – 4 similar projects = 5 points • 5 or more projects = 10 points 	
E. Availability and/or access to infrastructure	30
<p>The bidder should outline the current capacity by indicating the following machinery/infrastructure capability:</p>	

1. Machinery = 10 Points

- a) System Design Equipment
- b) Plate setter
- c) Digital Printer
- d) Laser Printer
- e) Finishing

Compliance requirement:

Proof of ownership in the name of the bidder is required to confirm availability/existence of the above listed equipment. The following documents will be accepted as proof of purchase, or latest asset register signed by an auditor or CFO or signed valid lease agreements by the bidder for equipment or insurance policy reflecting the items insured.

Alternatively, If service is outsourced bidders to provide a letter of confirmation from the service provider whom they intent utilizing and the contents of the letter should reflect compliance with the stated requirements above

2. Office space = 10 points

There are instances where RTMC officials may be tasked with a specific function and required to visit the premises or offices of the service provider to conclude or perform a specific task within short notice or after hours etc

Based on the above the bidder must own or have access to appropriate office/space which is conducive to conduct a professional business activity or engagement.

Compliance requirement:

- Lease agreement in the name of service provider, or
- Proof of property ownership, or
- Municipal accounts to be supported by an affidavit confirming that the bidder is conducting business at the premises

<p>3. Access to vehicle = 10 points</p> <p>There are instances where bidders will be required to attend meetings at RTMC offices after hours or within short notice as a result a reliable means of transport is critical.</p> <p>Based on the above the bidder must own or have access to appropriate vehicle or means of transport in order to carry out the project.</p> <p>Compliance requirement</p> <ul style="list-style-type: none"> • Proof of vehicle ownership, or • Vehicle rental agreement and documents reflecting details of the vehicle 	
Total	100

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

Functionality will be evaluated at the following scales:

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
0- Non Compliant	Does not comply to the requirements

1.3 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE). Only bidders the who scored the highest points on pricing will recommended to form the panel which may not be more than ten (10).

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

SECTION: 4

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**BIDDERS MUST ATTACH AND
SIGN ALL ATTACHED SBD
FORMS**

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Declaration of Interest (SBD 4)
Annexure 4	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 5	Certificate of Independent Bid Determination (SBD 9)
Annexure 6	Pricing Schedule (SBD 3.3)
Annexure 7	Preference Points Claim Forms (SBD 6)

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 in regard 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.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.