



Road Traffic
Management Corporation

**APPOINTMENT OF SERVICE PROVIDER/S
TO SUPPLY BOTTLED WATER, RENTAL OF
WATER DISPENSERS WITH REFILLS AND
RELATED SERVICES TO RTMC**

RTMC BID NO: 14/2020/21

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, 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 the cut-off date will be the 10 November 2020

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 as follows:

5.1.1 Technical envelopes

- Five (5) copies for technical responses/functional evaluation (1 Original and 4 copies)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope which contains the original document)

5.1.2 Financial envelopes

- Five (5) copies for pricing (1 Original and 4 copies)
- PDF soft copy in a memory stick of the pricing (to be enclosed in the envelope which contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 14/2020/21: Appointment of service provider/s to supply bottled water, rental of water dispensers with refills and related services to RTMC 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 Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157 by no later than 11:00 am on 16 November 2020**

5.4 **Briefing session:** not applicable

5.5 The bidder's company name, closing date and the return address must also be endorsed on the envelope.

5.6 All bids submitted must be signed by a person or persons duly authorised thereto.

5.7 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.

5.8 Bid received by email, facsimile or similar medium will not be considered.

5.9 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.**

- 5.10 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.11 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

RTMC's Rights

- 6.6 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.
- 6.7 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 6.8 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 6.9 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.
- 6.10 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. SPECIAL INSTRUCTIONS TO BIDDERS

- 9.1 Bidders shall provide full and accurate answers to the questions posed in this document.
- 9.2 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.
- 9.3 RTMC reserves the right to determine the number of service providers to be allocated in each category and their utilization thereof.
- 9.4 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.
- 9.5 The RTMC will not be held responsible for any costs incurred in the preparation and submission of bid documents
- 9.6 The bidder/s who scores the highest points will be appointed
- 9.7 RTMC reserves the right to determine the number of suppliers who will be appointed per category.
- 9.8 In the event more than one bidder is appointed, a flat rate will be negotiated
- 9.9 Upon delivery RTMC prior accepting water service provider may be required to provide certificate of analysis (general water quality parameters)
- 9.10 The bidder/s must indicate, in the table below, with a tick (√) the relevant item/s they are willing to bid for

ITEMS	TYPE OF SERVICE	Size	tick (√)
Commodity grouping 1	RTMC Branded Bottled water	500ml	
	RTMC Branded Bottled Water	330ml	
	Unbranded Bottled Water	500ml	
	Unbranded Bottled Water	330ml	
Commodity grouping 2	Branded sealed water sachet	250ml	
	Branded sealed water sachet	330ml	
Commodity grouping 3	Water Dispensers and refills	20L	

SECTION: 2

SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

The purpose of this bid is to invite suitable qualified service providers to supply bottled water, rental of water dispensers with refills and related services to RTMC for a period of three (3) years.

2. BACKGROUND

- 2.1 The RTMC hosts number of events, road shows, workshops for internal and external stakeholders as part of hospitality as a result whenever necessary refreshments are offered including water.
- 2.2 Branded bottled water is also used as a mechanism to promote the RTMC corporate image and road safety messages as a secondary objective.
- 2.3 Furthermore, the Corporation provides water dispensers which are refilled for consumption by RTMC staff in different offices nationally and at the training college for both students and personnel.

3. SCOPE OF WORK

3.1 SPECIFICATIONS / DELIVERABLES – BRANDED BOTTLED WATER 500ml

NO	DESCRIPTION	COMPLY
3.1	A supplier should be able to supply up to 10 000 bottles or sachets of branded or unbranded water within 48-72 hours' notice.	
3.2	The water must be Bacteria free at all times.	
3.3	The bottled water must be hermetically sealed. In the case of the sachet, they should be heat sealed with no adhesive, glue or resin used to seal the sachet	
3.4	The water bottles should be 100% recyclable	

3.5	The water supplied should not be carbonated but be still water	
3.6	The water weight per bottle should be equal to the different sizes required	
3.7	The colour of the bottle should be translucent blue	
3.8	The plastic sachet should be biodegradable, translucent with custom print with the required thickness for ease of use handling	
3.9	The date of manufacture and the expiry date should be printed on each bottle or sachet	
3.10	The mineral composition of the content of the bottle / sachet should also be printed on the label in (mg/l) milligrams per litre	
3.11	Branded bottle should have a label with the RTMC high resolution full logo and the Decade of Action for Road Safety 2011-2020 logo on a white background (which are obtainable from RTMC). It should be noted that the messaging on the label and co-branding might change as and when the Corporation deems it fit depending on the different activations	
3.12	The branding of the sachets should be RTMC high resolution full logo and the Decade of Action for Road Safety 2011-2020 logo	
3.13	Unbranded bottled water is water without RTMC branding.	

3.2 RENTAL OF WATER DISPENSERS/COOLERS AND REFILLS (PURIFIED)

3.2.1. Hot and Cold dispensers/coolers with 20L purified water refills

NAME OF OFFICE	DISPENSERS/COOLERS (NB: estimates)	REFILLS (INDICATIVE)
Head Office 349 Witch Hazel Ave, Eco-Origin Block F Centurion	24	80 per month
Waterfall Office Howick Close, Waterfall Park Midrand	8	50 per month
Boekenhoutkloof College Plot 81, Cnr Kenneth and Sandui Road Rietfontein, Pretoria West	14	60 per month
Regional offices RTI Musina, Mokopane, Ladybrand, Nelspruit, Zeerust, Durban, Upington	7 (1 Per Regional Office)	64 per month
NTP Sanral Depot Unit 1, N1 Industrial Park Landmark Avenue, Kosmosdal, Samrand	5	20 per month
Denel Training Centre Denel North, Atlas Road Bonaero Park, Kempton Park	11	200 per month
TOTAL	69	474 per month

All above specifications must comply with Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No.54) Section 15 (1) and other applicable legislation.

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; bidders will be disqualified from evaluation. Below are Standard Mandatory requirements

- Bidders are required to submit 5 copies [One (1) Original plus (4) Copies] and PDF soft copy in a memory stick.
- All standard bidding documents must be duly completed and signed by authorised official. In case of a JV, Consortium or similar relationship/arrangements; bidders must submit standard bidding documents for entities in an arranged business relationship and accompanied by an agreement.
- Bidders must be registered with National Treasury Centralised Supplier Database.

(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 bid will have two separate evaluation criteria, namely: -

- **Category A** - Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)

AND

- **Category B** - Businesses owned by people with disabilities

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

Bidders will be required to score a minimum of **70 points for Category A** and **50 points for Category B** in order to qualify for stage 4.

(d) **Stage 4 – Price and Preference Points Evaluation** Bidders will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE).

1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENT

<p>NOTE: BIDDERS WHO FAIL TO COMPLY WITH BELOW STANDARD COMPLIANCE REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION.STANDARD COMPLIANCE REQUIREMENTS</p>	<p>Comply (Yes / No)</p>
<p>ENVELOPE ONE (1)</p>	
<p>Total Number of copies submitted – Four (4) (1 original and 4 copies) PDF soft copy in a memory stick</p>	
<p>Proof of CSD Registration (CSD Number or Report) Registration on CSD (available on www.csd.gov.za)</p>	
<p>SBD1: Invitation to bid and company information</p>	
<p>SBD4: Declaration of interest</p>	
<p>SBD8: Declaration of bidder’s past supply chain management practice</p>	
<p>SBD9: Certificate of independent bid determination</p>	
<p>ENVELOPE TWO (2)</p>	
<p>Total Number of copies submitted – Four (4) (1 original and 4 copies) PDF soft copy in a memory stick</p>	
<p>Pricing Schedule</p>	
<p>SBD6.1: Preference points claim form</p>	

9.11 STAGE 2 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
<p>Exempted Micro Enterprise and Qualifying Small Enterprise (EME and QSE) CATEGORY</p> <p>Bidders to ensure validity of their certificates or affidavit as prescribed in the B-BBEE Practice Guide 01 of 2018 in determining the validity of B-BBEE verification certificate, B-BBEE certificate and Sworn Affidavit and the following links can be visited in order to access the guide.</p> <p>https://legal-dictionary.thefreedictionary.com/Affadavit http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp https://www.bbbeeommission.co.za/</p> <p>Only bidders that are within EME and QSE category which are at least 51% black people owned as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid</p> <p>Compliance requirement:</p> <p>(i) SANAS accredited BBEE certificate</p> <p style="text-align: center;">OR</p> <p>(ii) Fully completed affidavit by Commissioner of Oaths</p> <p>NB: Bidders are required to provide information relating to their latest financial statements or management of accounts or business bank statement on their fully completed affidavit (i.e. 2019/2020)</p> <p style="text-align: center;">OR</p> <p>(iii) DTI BEE Certificate</p> <p>NB: Bidders are required to provide information relating to their latest financial statements, management of accounts or business bank statement (i.e. 2019/2020)</p> <p>NB: Any certificates and/or affidavit submitted must fully comply with the requirements stated in the B-BBEE practice guide 01 of 2018 in order to be considered</p>	

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

10. STAGE THREE – FUNCTIONALITY CRITERIA –

10.1 CATEGORY A - Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)

Functionality shall be evaluated based on the following parameters:

Requirements	Score
<p>A. Financial Capacity</p> <p>Bidders must demonstrate financial capacity to provide or deliver the service required. The purpose of this requirement is to assess financial capability to deliver this type of service.</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 R100 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 in relation to this bid should they be successful. The letter should be accompanied with a bank statement not older than three months showing availability of funds not less than R100 000. 	30
<p>B. References of Similar Work Done</p> <p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work (supply and delivery of water)</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1 - 2 references = 10 • 3 - 4 references = 20 • 5 references or more = 30 <p>Compliance requirement</p> <p>Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> • Name of the institution/entity where similar service was rendered successfully • Address of the institution/entity where similar services where rendered 	30

<ul style="list-style-type: none"> • Duration/Period, • Value of the contract/order, • Contactable References. <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</p>	
<p>C. Bidder’s capability to source, supply and deliver branded bottled water</p>	<p>10</p>
<p>Bidder’s capability to source, supply and deliver branded bottled water.</p> <p>The source of supply should comply to the following regulation FOODSTUFFS, COSMETICS AND DISINFECTANTS ACT, 1972 (ACT NO. 54 OF 1972). = 10 points</p> <p>Compliance requirement</p> <p>The bidder must provide proof (letter)/agreement) from reputable suppliers confirming that they will supply and deliver bottled water should the bidder be awarded the contract</p> <p>A letter (an official company letterhead of the source supplier) from the main supplier duly signed and dated confirming:</p> <ol style="list-style-type: none"> a) Manufacturing procedure for bottling of water are in accordance with the above stated Act b) The intention to supply the bidder c) Letter must be accompanied with the main supplier business profile confirming that they are in business of water supply. 	
<p>D. Logistics support</p>	<p>30</p>
<p>D – 1 Bidder/s must give an indication on the availability or access to means of an appropriate transport as and when an order is issued to supply and deliver bottled water on time to the required destination / delivery point. The type of vehicle should be fit for purpose i.e panel van, truck, bakkie, trailer etc. Ensuring ability to deliver at various sites when required (not limited to the addresses indicated in the scope of work)</p> <p>Availability / ownership of a vehicle. Alternatively, the bidder must have access to means of transport = 10 points</p>	

Compliance requirement

Proof of vehicle ownership in the form of a valid license disc (as at the time of closing) submitted in the name of the bidder. If the licence disk is in the name of an individual, the individual should be a director in the bidding entity.

Alternatively, a letter (in the third party's letter head addressed to the bidder in reference to this bid) accompanied with a valid license disk in the name of the third party entity or a director in the company of the third party

D – 2 Bidder/s must provide a project proposal outlining their overall business logistical approach in ensuring that the RTMC receives the right quality of water at the right time. The response should cover the following elements: = **20 points**

- Available resources = 4 points
- Order management = 4 points
- Quality assurance of the product provided including health compliance = 4 points
- Handling and despatching of both types (bottle and sachet) = 4 points
- Despatch and delivery to various delivery points (especially water dispensers) = 4 points

Compliance requirement

A detailed project proposal to be submitted in response to the above

The proposal will be evaluated using the below matrix

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
1-Poor	Poor response
0- Non-Compliant	Does not comply to the requirements

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.

10.2 CATEGORY B - Businesses owned by people with disabilities (Only bidders who provide the Medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council will be considered for this category).

Functionality shall be evaluated based on the following parameters:

Requirements	Score
E. Financial Capacity	30
<p>Bidders must demonstrate financial capacity to provide or deliver the service required. The purpose of this requirement is to assess financial capability to deliver this type of service.</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 R100 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 in relation to this bid should they be successful. The letter should be accompanied with a bank statement not older than three months showing availability of funds not less than R100 000. 	
F. References of Similar Work Done	30
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work (supply and delivery of water)</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1 - 2 references = 10 • 3 - 4 references = 20 • 5 references or more = 30 	

<p>Compliance requirement</p> <p>Bidders are required to complete the attached template in order to reflect similar work done. The following details must be fully completed as provided on the attached template.</p> <ul style="list-style-type: none"> • Name of the institution/entity where similar service was rendered successfully • Address of the institution/entity where similar services were rendered • Duration/Period, • Value of the contract/order, • Contactable References. <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</p>	
<p>G. Bidder's capability to source, supply and deliver branded bottled water</p>	10
<p>Bidder's capability to source, supply and deliver branded bottled water.</p> <p>The source of supply should comply to the following regulation FOODSTUFFS, COSMETICS AND DISINFECTANTS ACT, 1972 (ACT NO. 54 OF 1972). = 10 points</p> <p>Compliance requirement</p> <p>The bidder must provide proof (letter)/agreement) from reputable suppliers confirming that they will supply and deliver bottled water should the bidder be awarded the contract</p> <p>A letter (an official company letterhead of the source supplier) from the main supplier duly signed and dated confirming:</p> <ul style="list-style-type: none"> d) Manufacturing procedure for bottling of water are in accordance with the above stated Act e) The intention to supply the bidder f) Letter must be accompanied with the main supplier business profile confirming that they are in business of water supply. 	
<p>H. Logistics support</p>	30
<p>D – 1 Bidder/s must give an indication on the availability or access to means of an appropriate transport as and when an order is issued to supply and deliver bottled</p>	

water on time to the required destination / delivery point. The type of vehicle should be fit for purpose i.e panel van, truck, bakkie, trailer etc. Ensuring ability to deliver at various sites when required (not limited to the addresses indicated in the scope of work)

Availability / ownership of a vehicle. Alternatively, the bidder must have access to means of transport = **10 points**

Compliance requirement

Proof of vehicle ownership in the form of a valid license disc (as at the time of closing) submitted in the name of the bidder. If the licence disk is in the name of an individual, the individual should be a director in the bidding entity.

Alternatively, a letter (in the third party’s letter head addressed to the bidder in reference to this bid) accompanied with a valid license disk in the name of the third party entity or a director in the company of the third party

D – 2 Bidder/s must provide a project proposal outlining their overall business logistical approach in ensuring that the RTMC receives the right quality of water at the right time. The response should cover the following elements: = **20 points**

- Available resources = 4 points
- Order management = 4 points
- Quality assurance of the product provided including health compliance = 4 points
- Handling and despatching of both types (bottle and sachet) = 4 points
- Despatch and delivery to various delivery points (especially water dispensers) = 4 points

Compliance requirement

A detailed project proposal to be submitted in response to the above

The proposal will be evaluated using the below matrix

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements

	3- Good	Satisfactory and should be adequate for stated element	
	2- Average	Compliance to the requirements	
	1-Poor	Poor response	
	0- Non-Compliant	Does not comply to the requirements	
Total			100

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 50 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

10.3 STAGE FOUR – PRICE AND PREFERENCE POINTS EVALUATION

10.3.1 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 who scored the highest points on pricing will recommended to form the panel.

NB: Where practical RTMC will standardise prices.

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

10.3.2 The number of suppliers that may be appointed for each item commodity (stated under 9.10 above) may not exceed 2 from Category A and 2 from Category B.

SECTION: 3
ANNEXURE AND STANDARD
BIDDING DOCUMENTS
BIDDERS MUST ATTACH AND SIGN
ALL ATTACHED SBD FORMS

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be 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 regarding 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.