



(RTIA)

BID RTIA 01 / 2013-2014

Invitation to Bid on

Travel Management Service for the period of 24 months

Table of Bidding Documents Purchasing of Equipment, Goods and Works

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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.
13. All delivery costs must be included in the submitted bid prices.
14. Unless specifically provided for in the bidding document, no bids transmitted by telegram, telex, facsimile, e-mail or similar apparatus shall be considered.
15. All forms and tables must be completed as required. Non-submission of some required information will result in the bid declared invalid. In addition to the required information, brief additional information may be appended.
16. Bidders must ensure themselves that all the required forms, certificates and required documents are completed, signed and attached.
17. All bids are subjected to : the Project Specification, Special Provisions, Special Conditions and General Conditions of Contract.
18. Only the successful Bidder will be required to complete and sign a written Contract – Form SBD 7.
19. These conditions and information from part of the bid and failure to comply therewith may invalidate a bid.

**ROAD TRAFFIC INFRINGEMENT AGENCY (RTIA)
 BID FORM – INVITATION TO BID – PROFESSIONAL SERVICES**

BID NUMBER	:	RTMC 01 / 2013/2014
DESCRIPTION OF BID	:	Travel Management Services for the period of 24 months
CLOSING DATE	:	Monday, 22 July 2013
CLOSING TIME	:	11:00
BIDDING DOCUMENTS	The Registrar	
MAY BE POSTED TO	:	Road Traffic Infringement Agency P.O Box 6341, Halfway House, 1685
OR DEPOSITED IN THE TENDER BOX SITUATED AT:	Road Traffic Infringement Agency Waterfall Edge B, Howick Close Waterfall Office Park, Bekker Road, Midrand	
IMPORTANT NOTES:	<ol style="list-style-type: none"> 1. All envelopes containing Bids must be clearly marked with the Bid Number. 2. Bidders must ensure that Bids are delivered timeously to the correct address. If the Bid is late, <u>it will not be accepted for consideration.</u> 3. The Bid must be submitted at the foyer of the RTIA office is generally open from 08:00 to 16:45 from Monday to Friday, excluding public holidays. 4. All Bids <u>must</u> be submitted on the official forms – (not to be re-typed). 	

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
 (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER :

POSTAL ADDRESS & CODE :

STREET ADDRESS & CODE :

TELEPHONE NUMBER : **CODE** (.....) **NUMBER**.....

CELLPHONE NUMBER :

FACSIMILE NUMBER : **CODE** (.....) **NUMBER**.....

VAT REGISTRATION NUMBER(Tax Clearance Certificate attached? : **Yes / No**)

CONTACT PERSON :

E-MAIL ADDRESS :

SIGNATURE OF BIDDER :

DATE :

CAPACITY UNDER WHICH THIS BID IS SIGNED :

TERMS AND CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the Road Traffic Infringement Agency (RTIA) on the terms and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that:-
 - (a) the offer herein shall remain binding upon me/us and open for acceptance by the RTIA during the validity period indicated and calculated from the closing time of the bid;
 - (b) This bid and its acceptance shall be subject to the terms and conditions contained in the bidding documents;
 - I If I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the RTIA may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the RTIA and I/we will then pay to the RTIA any additional expense incurred by the RTIA, having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of such fresh bids, and by the subsequent acceptance of any less favourable bid; the RTIA shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become due to me/us under this or any other bid or contract of against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss the RTIA may sustain by reason of my/our default;
 - (d) If my/our bid is accepted the acceptance may be communicated to me/us by letter or order by ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
 - (e) The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic as indicated above;
3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to correctness and validity of my/our bid; that the prices(s) and rate(s) quoted cover all the work/item(s) specified in the bidding documents, and that the price(s) and rate(s) cover all my our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/We hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
5. I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which me be pronounced against me/us as a result of such action.

6. I/We declare that I/we have participation* / no participation* in the submission of any other offer for the supplies/services described in the attached documents. If in the affirmative, state names(s) of bidder(s) involved:

.....

7. Are you duly authorised to sign the bid? ***Yes / No**

8. Has the Declaration of Interest (SBD 4) been duly completed and included with the other required tender forms? ***Yes / No**

9. Have the company or any of its Directors, Shareholders or Joint Venture Partners in their present or previous capacity ever been restricted from bidding by any organ of the State? ***Yes / No**
 If in the affirmative, please provide full details of restriction:

.....

(***Please circle the applicable Yes or No response above clearly**)

..... Signature of Declarant Bid Number Date
..... Position of Declarant Name of Company / Organisation / Enterprise / Bidder	
Witness 1. :	Witness 2. :	

IMPORTANT BIDDING CONDITIONS

1. Failure on the part of the bidder to sign this bid form and thus to acknowledge and accept the conditions in writing, or to complete the attached forms, questionnaires and specification in all respects, the bid will be disqualified.
2. Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions of bidding. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of bid, when called upon to do so, may invalidate the bid.
3. If any of the conditions on these bid forms are in conflict with any special conditions, stipulations or provisions incorporated in the bidding documents, such special conditions, stipulations or provisions shall apply.
4. Each bid must be submitted in a separate, sealed envelope on which the **bid number, bid description, name and address of the bidder, and the closing date and time** must be clearly endorsed.

ROAD TRAFFIC INFRINGEMENT AGENCY PRICING SCHEDULE – SBD 3.3 (Professional Services)			
NOTE : USE INK, PREFERABLY BLACK, TO FILL IN THIS FORM			
Name of Bidder :		Bid No. : RTMC 02/2013/14	
Bid Description:			
Closing time 11:00 a.m. on :22 July 2013		Bid valid for 90 Days after closing date	
NOTE: The Project Specifications, inclusive of Special Provisions, Special and General Conditions of Contract; as well as the information in the Annexures thereto, must be used as the basis for the formulation of proposals and cost estimates.			
Bidders are required to provide an all-inclusive ceiling price, based on the total estimated time for the completion of all aspects and phases of the Project, including all related costs and expenses. The Price must be in South African Rands and inclusive of Value Added Tax (VAT).			Ceiling Price R.....
1. Personnel Costs: Bidders must ensure that the total number of personnel, hours, rates for the various levels of personnel; as well as the total costs submitted in this section are all inclusive and will provide for the completion of the Project as required. Unless specifically provided for in the Project Specification and the Special provisions, these costs must, amongst others, provide for research, production work, attendance of meetings, travel time and, if required, time for training and transfer of skills, etc as required..			Estimated Cost (RSA Rand)
1.1 Level 1 personnel (from SBD 3.3 annexure A) Estimated hourshrs			R
1.2 Level 2 personnel (from SBD 3.3 annexure C) Estimated hourshrs			R
Total personnel hours and costhrs			R
2. Travel Costs: Only actual travel costs related to the undertaking of this Project are recoverable. Proof of expenses incurred and original invoices, where applicable, must accompany the prescribed Claim Certificate for payment. Also specify the rate per kilometre, etc. Air travel will be economy class.			
2.1 Travel by car/Air:	Distance	Rate / km	
(a) Own vehicle:kms	R/km	R
(b) Rented vehicle :kms	R/km	R
(c) Air :trips	R.....trip	R
Total travel cost			R

<p>3. Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.</p>	<p>Estimated Cost (RSA Rand – R)</p>																	
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left;">Description of expense to be incurred</th> <th style="width: 15%; text-align: center;">Quantity</th> <th style="width: 15%; text-align: center;">Rate</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>3</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">R</td> <td style="text-align: center;">R</td> </tr> <tr> <td>3</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">R</td> <td style="text-align: center;">R</td> </tr> <tr> <td>3</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">R</td> <td style="text-align: center;">R</td> </tr> </tbody> </table>	Description of expense to be incurred	Quantity	Rate		3	R	R	3	R	R	3	R	R	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="background-color: #cccccc;"></td> </tr> </table>	
Description of expense to be incurred	Quantity	Rate																
3	R	R															
3	R	R															
3	R	R															

4. Time Periods:

4.1 State the period required before commencing with the project after acceptance of the Bid:weeks

4.2 Total duration of the Project until completion:weeks

4.3 Specific date at which the Project will be completed and Final Report(s) handed over:

5. Validity of Rates, Prices and Cost:

5.1 Are all the rates, prices and costs given firm for the full period of the bid? (See clause 17 of *General Conditions of Contract*). (* please circle applicable response) * Yes / No

5.2 If not firm for the full period, provide details of the basis on which adjustments will be applied, for example the Consumer Price Index (CPI), as well as the period with specific reference to dates, from which such adjustments may be applicable. (See clause 17 of *General Conditions of Contract*).

6. VAT Registration:

6.1 Are you registered in terms of section 23(1) or 23(3) of the Value Added Tax Act, 1991 (Act No.89 of 1991) ? (* please circle applicable response) * Yes / No

6.2 If so, state your VAT registration number:

7. Declaration:

I, the undersigned (name)..... hereby certify that:

7.1 All the Forms and Certificates required in terms of Annexure 3 : “Standard Bidding Documents and Forms to be submitted by Bidders” have been completed in all respects, signed, attached and submitted;

7.2 The contents thereof have been noted; and

10.3 I am duly authorised by the Company / Organisation / Enterprise to sign the Bid.

..... Bid Number Name of Company / Organisation / Enterprise / Bidder	
..... Signature of Declarant Position of Declarant Date

SBD 3.3 – Annexure A (page 3)

Level 1 Personnel		Name, Organisation, Position, Rate, Estimated Hours and Total Cost				SBD 3.3 Annexure A	
No.	Name	Name of Organisation	Position in Organisation	Hourly Rate (Rand)	Estimated Total Hours	Estimated Total Cost (Rand)	
1				R		R	
2				R		R	
3				R		R	
4				R		R	
5				R		R	
6				R		R	
7				R		R	
8				R		R	
Level 1 Personnel : Estimated Total Hours and Cost (Copy to SBD 3.3 – 1.1)							R

SBD 3.3 - Annexure B (page 4)

Level 1 Personnel		Name, Organisation, Qualifications and Brief Summary of Related Experience		SBD 3.3 Annexure B	
No.	Name	Name of Organisation	Qualifications	Brief Summary of Related Experience	
1					
2					
3					
4					
<p>NOTES : (a) Use more pages if required. (b) Certified copies of Qualifications and CV for each person MUST be attached to the Bid Documents.</p>					

SBD 3.3 - Annexure C (page 5)

Level 2 Personnel		Name, Organisation, Position, Rate, Estimated Hours and Total Cost				SBD 3.3 Annexure C	
No.	Name	Name of Organisation	Position in Organisation	Hourly Rate (Rand)	Estimated Total Hours	Estimated Total Cost (Rand)	
1				R		R	
2				R		R	
3				R		R	
4				R		R	
5				R		R	
6				R		R	
7				R		R	
8				R		R	
Level 2 Personnel : Estimated Total Hours and Cost (Copy to SBD 3.3 - 1.2)							R

SBD 3.3 - Annexure D (page 6)

Level 2 Personnel		Name, Organisation, Qualifications and Brief Summary of Related Experience		SBD 3.3 Annexure D	
No.	Name	Name of Organisation	Qualifications	Brief Summary of Related Experience	
1					
2					
3					
4					
<p>NOTES : (a) Use more pages if required. (b) Certified copies of Qualifications and CV for each person MUST be attached to the Bid Documents.</p>					

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state **YES/NO**

who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number / Persal Number	Employee Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

2..1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less .
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **“non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.

- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

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

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	8	16
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

-%
- (ii) the name of the sub-contractor?
- (iii) the B-BBEE status level of the sub-contractor?
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm :

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....
.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES:

1.

.....
SIGNATURE(S) OF BIDDER(S)

2.

DATE:.....

ADDRESS:.....

.....

.....

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM
IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION
MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE
FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

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

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



Bid No. : RTIA 01/2013/14
SPECIFICATIONS

Travel Management Services for the PERIOD OF 24 MONTHS

April 2013

APPOINTMENT OF A TRAVEL AGENCY FOR A PERIOD OF TWO YEARS

Index

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1. PURPOSE

The purpose of this document is to invite proposals from service providers with an objective to appoint a travel agency through an open bid process. The appointment of the travel agency will be for a period of twenty four (24) months, with a possible extension by a further twelve (12) months. The said possible extension is entirely the prerogative of the RTIA.

The successful bidder will be utilised to arrange and secure travel, accommodation and conference facilities and related services for the various functional areas of the RTIA.

2. OBJECTIVE

The high level objective is to appoint a reputable travel agency for a period of twenty four (24) months. To support this appointment the envisaged travel agency will enter into a Service Level Agreement with the RTIA.

3. SCOPE

The travel agency will render the expected services to:

- 3.1 The Board of Directors; and its supporting Committees;
- 3.2 The Executive Management of the Agency;
- 3.3 All the employees of the Road Traffic Infringement Agency; and
- 3.4 Any other persons and organizations connected to the business of the RTIA.

4. DELIVERABLES**4.1 GENERAL SERVICES**

The travel agency shall provide the following services:

- 4.1.1 Air travel reservations (domestic and international);
- 4.1.2 Accommodation reservations (domestic and international);
- 4.1.3 Rented vehicles (domestic and international) (the travel agency must use the car rental companies which have a presence in all major cities);
- 4.1.4 International driver license applications;
- 4.1.5 Conference facilities/Seminar and meetings arrangements;
- 4.1.6 24-hour support service (including airport car hire in cases of emergency);
- 4.1.7 Applications for visa/passports;
- 4.1.8 Foreign exchange; and
- 4.1.8 Any other services and related products available on offer from the travel agency.

4.2 ADMINISTRATION, REPORTING AND ACCOUNTING SERVICES

The following administration and accounting services should be provided;

- 4.2.1 The travel agency must generate an invoice for all travel, accommodation and other transactions requested and approved by the RTIA. The invoice will include transaction details such as name of the traveller(s), dates and service(s) used; various field(s) of references, such as requisition and order number(s), cost centre, name of person who made the reservation(s), etc.
- 4.2.2 The travel agency must invoice the RTIA on a monthly basis and the account will be settled within 30 days after the submission of an original and valid invoice. Such invoice shall be an invoice that has for an example, an invoice number(s), ticket number(s), travel date(s), passenger name(s), RTIA order number(s) and amount per transaction; as well as the total amount, including Value Added Tax (VAT).
- 4.2.3 For auditing and reporting purposes all travel arrangements must be made via the travel office of the RTIA. The travel agency will make the most economical arrangements with airlines; rental vehicle organisations; hotel groups; guesthouses; conference centres; etc with which they have a corporate agreement in place. The travel agency must also consider travelling convenience and proximity to the destination when making accommodation bookings.
- 4.2.4 The travel agency should have corporate agreements with airlines; rental vehicle organisations; accommodation and conference service providers and bookings will be made for bed and breakfast as well as dinner. Arrangements for parking of vehicles may be required under certain circumstances. The RTIA will be invoiced for dinner and parking only if these services were utilized by the officials concerned.
- 4.2.5 The appointed travel agency's representatives responsible for customer care and liaison will meet at least once every quarter with the relevant officials of the RTIA, with the aim to discuss problems experienced or new products, developments and services.
- 4.2.6 The travel agency must provide emergency contact details in line with a 24-hour support service, in cases of emergency. The RTIA shall provide the names of alternative contact persons for instances where the nominated booking employee is not available. Any problems experienced by the RTIA and/or the travel agency will be recorded and be dealt with accordingly.
- 4.2.7 The travel agency must provide proof of discounts when bookings are requested in advance. The bidder should estimate their management fee on airline, accommodation, documentation, after hour's transaction (domestic and

International) etc. All transaction and booking fees must be reflected to the RTIA during invoicing.

4.2.8 The travel agent may only proceed with procuring and confirming the service once the appropriate approved documentation authorizing the trip, request for accommodation or conference facility is provided to them. (The RTIA will provide the successful bidder with the specimen signatures of the approving officials.)

4.2.9 No official of the RTIA may travel abroad without travel insurance. The travel agent is required to procure sufficient travel insurance for officials embarking on official trips abroad.

4.2.10 The travel agent will assist the official with procuring foreign exchange.

4.2.11 The RTIA shall provide the agency with the list and contact details of the designated travel coordinators.

4.2.12 The travel agent will be required to email, SMS, deliver to or arrange for the collection of the travel voucher with the relevant travel coordinators or official who will be travelling.

4.2.13 The travel agent will be required to purchase excess weight voucher where there is prior knowledge of such excess baggage and will charge the RTIA for the excess baggage only if the said excess baggage has been approved.

4.2.14 The travel agent will be required to book accommodation based on the completed and approved trip authority forms.

4.2.15 The successful service provider must also prepare and submit Monthly Travel and Accommodation Management Reports to the RTIA.

4.3 REPORTING REQUIREMENTS

The travel agency should provide a monthly; quarterly; and annually electronic report as follows:

<p>1. Domestic Flights</p>	<p>Invoice number Ticket number Travel date and route Passenger Details RTIA order number Amount of transaction Booking officers name including ID number</p>
-----------------------------------	---

2. International Flights	The same as above
3. Rented Vehicles	Invoice number Dates of use RTIA order number Amount of transaction Driver's details
4. Credit Notes if any	All the above mentioned information relevant to domestic and international flight reservations.
5. Accommodation	A quarterly procurement report on the use of accommodation stating name of facility, level of grading, bed, breakfast and dinner, number of days spent in the facility and amount paid.
6. Management fee report	The report must include discounts offered, cancellation fees, no show fees and transaction fees.
7. Travel expenditure	The total travel expenditure per category: i.e. air international, air domestic, rented vehicles, hotel international, tours international, transaction fees, levies, visa fees, airport duties, etc must be included.

5. RIGHTS TO THE RTIA

The RTIA has the right to withdraw from the envisaged service should the travel agency fail to comply with any of the conditions of the contract.

In the event that the travel agency is not able to render the required services, the RTIA reserves the right to make use of alternative agencies and claim administration and other related costs from the appointed travel agency.

6. PRICE STRUCTURE

AIR TRAVEL, ACCOMMODATION AND CAR RENTAL SERVICES (BOTH DOMESTIC AND INTERNATIONAL SERVICES)

- Transaction Fees for domestic and international airline bookings and ticketing.
- Transaction Fees for domestic and international accommodation bookings.
- Transaction Fees for international and domestic vehicle rentals.
- Penalties and cancellation fees.
- Account management fees(service fees)
- Corporate Discounts offered on airline, accommodation and vehicle rentals, both domestic and international services.
- Emergency and after hour bookings

- Discount rates offered on services rendered

7. QUESTIONNAIRE TO BIDDERS

The following table reflects various key performance indicators, which have to be addressed by all bidders. In each case, information concerning various airline companies, hotel group etc must be furnished separately. Thus the bidder must furnish as much information as possible.

KEY PERFORMANCE INDICATORS	BIDDER FEATURES/ OFFER QUESTIONNAIRE	PROOF OF NEGOTIATIONS
1. Financial aspects Tariffs Special discounts	What special tariffs are offered? What special discounts are offered?	Supply proof of negotiations or proof of discounted rates from suppliers.
2. Firm Offer	Are special negotiated discounts firm for duration of contract?	Same as above

PRICE STRUCTURE GUIDE

KEY PERFORMANCE INDICATORS	BIDDER FEATURES OFFER	COMMENTS
1.1 Delivery of documents	What is the cost to deliver travel documents?	
1.2 Management fees	What are the Management fees?	
1.3 Air travel bookings	What are costs to arrange air travel requirements?	
1.4 Management Reports	What is the cost to produce required management reports?	
1.5 Vehicle and Accommodation Bookings	What is the cost to arrange accommodation?	
1.6 No – Show fees	What are the fees for not travelling or using accommodation?	
1.7 Service costs firm	Is the costs firm for duration of contract period?	
1.8 Other service not mentioned	Please give particulars on other inclusive of bidder fee proposal	

MANAGEMENT ACCOUNT

KEY PERFORMANCE INDICATORS	BIDDER FEATURES /OFFER	COMMENTS
24-hour Availability	In what way is availability of personnel for 24 hours?	
Security measures	What security measure will be in place to prevent financial / security irregularities?	
Comply with specifications	Does the offer comply with the specifications?	
Reconciliation of accounts	In which manner will the account be reconciled?	

REPRESENTATIVITY

KEY PERFORMANCE INDICATORS	BIDDER FEATURES / OFFER	COMMENTS
International branch office	Where is the branches situated outside RSA?	
Local agent	Which and how many local agents will be used?	
Local branch office	Where is the branch office situated locally?	
International Agent	Which and how many agents will be used?	

ORGANISATIONAL CREDENTIAL

KEY PERFORMANCE INDICATORS	BIDDER FEATURE /OFFER	COMMENTS
Company profile	Supply date of establishment, share holding, location of offices, and number of professional staff in each office.	
Current client base	References	
Experience	Managing large travel accounts, supply actual details examples.	
Company standard condition	Indicate support services.	

8. EVALUATION PROCESS OF THE SUBMITTED AND ACCEPTABLE BIDS

The RTIA will follow two phases when assessing and evaluating the submitted and acceptable bids for this project;

8.1 First phase

The Bid Evaluation Committee will scrutinize and assess all bid documents for compliance. All complying bids will participate in the functionality processes.

All bidders will be scored in accordance with the scoring criteria that are based on functionality and will be given an opportunity to present the bids by any form of multimedia communication such as documents, slides and a power point presentation to the Bid Evaluation Committee. All bidders who scored 60 points will participate in the second phase.

8.2 Second phase

The bidders who complied will be evaluated on Price and BBEE. The bidders who scored the highest on points will be awarded the bid.

With regard to functionality the following criteria with the maximum value of each criteria will be applicable:

CRITERIA	Maximum to be awarded
Functionality	
Experience of prospective bidder (The following must be provided) - Profile of the bidder - References - Number of contracts managed in the last five years - Duration of contracts	20
Technical approach(Methodology)	25
Capability of staff to be used - CV's of the relevant officials must be provided	15
International offices	10
Certificates of IATA and ASATA	10
Transfer of skills	10
Current Clientele	10
Total for functionality	100

All bidders must provide at least three contactable references.

For the purpose of comparison and in order to ensure a meaning evaluation, bidders are requested to furnish detailed information in substantiation of compliance to evaluation criteria.

A bidder that scores less than 60 points out of 100 points in respect of functionality will be regarded as submitting a non – responsive proposal and will be disqualified.

9. TRANSFER OF SKILLS

Bidders are required to prepare and submit a plan of action indicating the ways and means pertaining to the transfer of skills in the travel management arrangements to the relevant employees of the RTIA.

10. APPOINTMENT PROCEDURE

The RTIA will use the information provided in bid; as well as the required supportive documentation to evaluate each Bid against the set criteria.

11. TIME FRAMES AND DURATION OF APPOINTMENT

11.1 It is required that the successful Bidder will commence with work on the project within a period not exceeding one (1) to two (2) weeks maximum after notification that the Bid was accepted.

11.2 The appointment of the travel agency will be for a twenty four months contract period. The appointment may be extended for a further period not exceeding one year, based on the quality of service provided during the first year of service as well as prevailing conditions and circumstances at the time.

12. EVALUATION OF BIDS RECEIVED

12.1 The bids will be evaluated in accordance with the 90-10 principle

CRITERIA	Maximum to be awarded
Price and BBEE	90/10
Price	90
BBEE	10
Total	100
Functionality	
Experience of prospective bidder	20
Technical approach	25
Capability of staff to be used	15
Current clientele	10
International offices	10
Transfer of skills	10
Certificates of IATA and ASATA	10
TOTAL	100

Format of bids

Bidders must complete all the necessary bid documents and undertakings required in the service specification. Bidders are advised that their bid should be concise, written in plain English and simply presented.

Bidders shall set out their bid in the following format:

a) Technical Proposal

- i) Cover letter
- ii) Invitation to bid
- iii) Technical proposal
- iv) Compulsory information
 - Tax clearance certificate
 - Declaration of interest (SBD4)
 - Declaration of bidder’s past supply chain management practices (SBD8)
 - Certificate of independent bid determination (SDB 9)

b) Price proposal

- i) Cover letter
- ii) SBD 3.3 - Price proposal
- iii) Preference points claim form (SBD 6.1)

1. Checklist

1. 3.1 Bidders are to use this checklist to ensure that the bid documentation is complete for administrative compliance. The bidder must indicate that the documentation is complete and included in the bid document by completing the table below.

2.

Item	Description	Yes	No
1.	Technical Proposal		
1.1	Covering letter		
1.2	<u>Invitation to bid (SBD1):</u> completed and signed		
1.3	<u>Declaration of interest (SBD 4)</u> Original completed and signed		
1.4	<u>Tax clearance certificate</u> Original and valid tax clearance certificate not older than 12 months		
1.5	Declaration of bidder’s past supply chain management		

Item	Description	Yes	No
	practices (SBD8)		
1.6	Certificate of Independent bid determination SBD 9		
1.7	Did you submit one (1) original and four (4) hard copies of the bid document?		
1.8	Did you submit management and contact details		
1.9	Did you submit your institution profile, and BEE Shareholding		
1.10	Price proposal		
2.	Covering letter		
2.1	SBD 3.3 completed and signed		
2.2	<u>Preference points claim (SBD 6.1)</u> Original completed and signed		

3.2 Bids must respond to the service specifications and follow the prescribed formats provided.