



RTIA

Road Traffic Infringement Agency

Justice in Adjudication

BID NUMBER:	RFP05/2023/24
DESCRIPTION:	TERMS OF REFERENCE FOR SOURCING OF SERVICE PROVIDER TO PROVIDE AARTO BRANDING AND PROMOTIONAL MATERIAL FOR ROAD TRAFFIC INFRINGEMENT AGENCY
VALIDITY PERIOD:	120 Days from the closing date.
CLOSING DATE:	Monday, 9 th October 2023
CLOSING TIME:	11:00am
PROPOSALS MUST BE HAND DELIVERED/ COURIERED TO:	Road Traffic Infringement Agency Head Office (at the reception) Waterfall Edge B, Howick Close Waterfall Office Park Bekker Road Midrand 1685
ATTENTION:	Supply Chain Management Office: Ms D Matlhoko
Enquiries	bids@rtia.co.za and daphney.matlhoko@rtia.co.za
Proposals must be deposited inside the RTIA bid box situated at building mentioned above on or before closing date and time.	
Compulsory Clarification Session: Date: Thursday, 21 st September 2023 Time: 11:00am to 13:00pm Virtual Meeting: Join Zoom Meeting https://us06web.zoom.us/j/87224068014?pwd=M0FuSDFQTjRsamFFeHRQWXVqWDBLdz09 Meeting ID: 872 2406 8014 Passcode: 209329	
COMPANY NAME:	

YOU ARE HEREBY INVITED TO THE BID FOR ROAD TRAFFIC INFRINGEMENT AGENCY

BID NO: RFP05/2023/24

CLOSING TIME: 11:00

CLOSING DATE: 09 October 2023

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with the bid for services reflected on the attached forms
2. Attached please find:
 - 2.1 Authority to sign Standard Bidding Document (SBD's) on behalf of an Entity...Pg3-4
 - 2.2 Invitation to bid (SBD1)Pg5-7
 - 2.3 Pricing Schedule (SBD 3.1)Pg8-11
 - 2.4 Declaration of interest (SBD 4)Pg12-14
 - 2.5 Preference points claim form (SBD 6.1)Pg15-19
 - 2.6 Local content claim form (SBD 6.2)Pg20-23
 - 2.7 Terms of ReferencesPg24-35
 - 2.8 Detailed Items Specification.....Pg36-43
 - 2.9 General Conditions of the contract.....Pg44-58
3. If you are a sole agent or sole supplier, you should indicate your market price after discount to your clients or if that is not possible your percentage net profit before tax in order to decide whether the price quoted is fair and reasonable.
4. The attached forms must be completed in detail and returned with your bid. Failure to comply may disqualify your proposal. Each Bid document must be submitted in a separate sealed envelope stipulating the following information: Name and address of the bidder, Bid number and closing date of the bid.
5. Bid proposals must be deposited into the tender box situated Road Traffic Infringement Agency, Head Office (at the reception), Waterfall Edge B, Howick Close, Waterfall Office Park, Bekker Road, Midrand 1685, by not later than the closing date and time indicated above. Bid proposals which are not inside the Tender or bid box on the closing date and time will not be considered.

Yours faithfully

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD's) ON BEHALF OF AN ENTITY

Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In Case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing director or other official of the company to sign the documents on behalf of the company.

In a case of a **CLOSE CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member's behalf.

In a case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign documents unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which a **proof of such authorization** shall be included in the Tender.

In a case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.

Accept that failure to submit proof of Authorization to sign the tender shall result in a tender offer being regarded as non-responsive

EXAMPLE OF THE RESOLUTION OF AUTHORITY TO SIGN BIDDING DOCUMENTS

Signatories for Companies, Close Corporation, and Partnerships must establish their authority by ATTACHING TO THIS FORM, ON THEIR ORGANIZATION'S LETTER HEAD, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

MAGEZA ZINTO (Pty) Ltd

By resolution of the Board of Directors taken on 16 June 2021

Mrs K Kodue

Has been duly authorized to sign all documents in connection with:

**APPOINTNEMENT OF A SERVICE PROVIDER TO PROVIDE AARTO BRANDING AND
PROMOTIONAL MATERIAL FOR ROAD TRAFFIC INFRINGEMENT AGENCY**

BID NUMBER RFP05/2023/24

On Behalf of MAGEZA ZINTO (Pty) Ltd

Signed on behalf of the Company; (Signature of Managing Director)

NAME AND SURNAME	SIGNATURE

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RTIA05/2023/24	CLOSING DATE:	09 October 2023	CLOSING TIME:	11:00 am
DESCRIPTION	TERMS OF REFERENCE FOR SOURCING OF SERVICE PROVIDER TO PROVIDE AARTO BRANDING AND PROMOTIONAL MATERIAL FOR ROAD TRAFFIC INFRINGEMENT AGENCY .				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
ROAD TRAFFIC INFRINGEMENT AGENCY					
WATERFALL EDGE B HOWICK CLOSE WATERFALL OFFICE PARK BEKKER ROAD MIDRAND					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms D Matlhoko		CONTACT PERSON	Mr M Mkalipi	
TELEPHONE NUMBER	087 285 500		TELEPHONE NUMBER	087 285 500	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	bids@rtia.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?

☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....
(Proof of authority must be submitted e.g. company resolution)

DATE:.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number. RFP05/2023/24
Closing Time 11:00	Closing date: 09 October 2023

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)
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-
- Required by:
 - At:
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
*Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

RTIA Promotional and Branding material specifications

Pricing Schedule:

RTIA Promotional and Branding material specifications

Item No	Proposed Model /Spec	Unit Price Exc Vat	Quantity	VAT (If applicable)	Total Price
1			500		
2			500		
3			500		
4			500		
5			500		
6			200		
7			200		
8			1000		
9			150		
10			150		
11			150		
12			150		
13			150		
14			150		
15			150		
16			150		
17			500		
18			2000		
19			500		
20			200		
21			200		
22			200		
23			200		
24			80		
25			80		
26			180		
27			10		
28			80		
29			200		
30			110		
31			10		
32			20		
33			15		
34			15		
35			100		
36			20		
37			20		
38			50		
39			50		
40			2000		
41			1000		

42			500		
43			1000		
44			1000		
45			500		
46			200		
47			1000		
48			200		
49			1000		
50			200		
51			500		
52			300		
52			10 000		
54			2000		
55			5 000		
56			250		
57			500		
58			2000		
59			5000		
60			2000		
61			1000		
62			1000		
63			1000		
64			5000		
65			300		
66			100		
67			5000		
68			5000		
69			1000		
70			223		
71			200		
72			100		
73			1		
74			71		
75			50		
Administrative Cost/profit					
Grand Total/ Bid Price					

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

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

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

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

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

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

.....
Signature	Date
.....
Position	Name of bidder

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

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

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

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

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences,

in any manner required by the organ of state.

1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor's letter confirming the disability**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Specific goal: **Locality –**

(a) a **valid** municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s or

(b) a valid lease agreement from the lessor or

(c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.

1.8 Local content – specific goal: the SBD 6.2 must be fully completed and signed

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

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

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Specific goal: Locality (Promotion of South African owned enterprises <u>or</u> promotion of enterprises located in a specific province <u>or</u> promotion of enterprises located in a specific district) (select one)	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:
.....

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial development/ip.jsp](http://www.thedti.gov.za/industrial%20development/ip.jsp) at no cost.

1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

2. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
Textile Clothing Leather and Footwear Sector	_____ %
_____	_____ %
_____	_____ %

3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.resbank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of (name of bidder
entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017

promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

Local Content Declaration - Summary Schedule

Tender No.	
Tender description:	
Designated product(s)	
Tender Authority:	
Tendering Entity name:	
Tender Exchange Rate:	
Specified local content %	

Note: VAT to be excluded from all calculations

[illegible]

Signature of tenderer from Annex B

Date: _____



Request for Bid

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

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TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

1. Purpose

The Road Traffic Infringement Agency ("RTIA or Agency") is looking to appoint a specialist service provider to provide branding and promotional material to the Agency as part of its public education and community awareness programme on the implementation of the Administrative Adjudication of Road Traffic Offences (AARTO) Act number 46 of 1996, as amended in 2019, for a period of twelve (12) months.

As an Agency mandated to rollout AARTO throughout the country, the RTIA has to position itself as a formidable brand, together with its AARTO service offerings to the road user community.

2. Background information

The AARTO Act of 1998 requires the RTIA to conduct public education and awareness campaigns on AARTO so that motorists are aware of their rights and options as provided for in the same legislation. Such a public education effort will empower road users to change their behaviour for the better in order to reduce fatalities on our roads.

Preceding the national AARTO rollout is an intensive public education drive to inform road users of the benefits of the implementation of the AARTO Act. As part of the public education programme is the intention to position brand RTIA as a recognisable brand, with its service offerings receiving positive returns from its beneficiaries. The RTIA is a relatively new entity which began operating in 2008. AARTO implementation is still on a limited scale in the country. It also means there must be a deliberate mass public communication on the two components just mentioned.

AARTO is a road safety intervention designed to improve the behaviour of the road user.

The objectives of the AARTO Act are:

- (a) To encourage compliance with the national and provincial laws and municipal by-laws relating to road traffic and to promote road traffic safety;
- (b) To encourage the payment of penalties imposed for infringements and to allow alleged minor infringers to make representations;
- (c) To establish a procedure for the effective and expeditious adjudication of infringements;
- (d) To alleviate the burden on the courts of trying offenders for infringements;
- (e) To penalise drivers and operators who are guilty of infringements or offences through the imposition of demerit points leading to the suspension and cancellation of driving licences, professional driving permits or operator cards;
- (f) To reward law-abiding behaviour by reducing demerit points where they have been incurred if infringements or offences are not committed over specified period;
- (g) To establish an Agency to support the law enforcement and judicial authorities and to undertake the administrative adjudication process; and
- (h) Strengthen co-operation between the prosecuting and law enforcement authorities by establishing a Board to govern the Agency.

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

3. Scope of the services required

As part of promoting and branding the RTIA and its service offerings to both internal and external stakeholders, it is important that the RTIA produces branding and promotional material to promote its visibility and acceptance of its services among road users.

The branding and promotional material will support RTIA campaigns that are aimed at providing community education and awareness about AARTO rights and options throughout the country. All the community engagement activities are part of the AARTO public awareness campaign as well as public relations, events and activations. The key annual campaigns that will require branding and promotional material include, but are not limited to, the following:

- Promoting brand RTIA (Agency) as the home of AARTO
- Promotion and branding of all AARTO elective options
- Proclamation of the AARTO National rollout date
- Switch on of the AARTO national rollout programme
- AARTO outreach activations in all nine (9) provinces
- National days as celebrated through the monthly government themes
- Internal RTIA staff campaign activities
- Enterprise Development AARTO Service Outlets
- Intensifying stakeholder engagements in light of current legal road map
- RTIA multi-stakeholder October Transport Month programme
- Easter and Festive Season AARTO awareness Activations

Currently the Agency does not have a sufficient branding and promotional material to continue with its AARTO public education and community awareness programme. The appointed service provider will assist the Agency to reach the entire road user community as specified in the RTIA Strategic Plan and other performance frameworks.

Detailed specification is attached as **Annexure A**.

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

4. Project requirements

Develop a project plan to gather information, analyse and present recommendations on how best to deliver promotional and branding material as per the provided list of specifications.

Bidders are required to attach a list all the outsourced parties that will be involved in rendering of all the services or items required.

Textile was designated as a sector for local content and production. Therefore, bidders must comply with the 100% local content requirements. Annexure C and SBD 6,2 must be comprehensively completed and signed.

5. Mandatory requirements

Bidders must comply with the requirements and submit all required document(s) indicated hereunder with the bid documents at the closing date and time of bid. This phase is not scored and bidders who fail to comply with the mandatory criteria will be disqualified.

- 5.1. Bidders are required to be registered on the Central Supplier Database and the Road Traffic Infringement Agency shall verify the bidder's tax compliance status through the Central Supplier Database. Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database. It is therefore a condition of this bid that the tax matters of the bidder be in order at any point in time from the closing date of the bid. This bid will only be awarded to a bidder(s) whose tax status on Central Supplier Database is compliant. Compliance should remain valid for the duration of the contract.
- 5.2. Bidders are required to attend a compulsory briefing session.

Evaluation criteria applicable

- 6.1. Only bidders who have complied with mandatory requirements will be evaluated for functionality. Bidders must, as part of their bid documents, submit supportive documentation for all functional requirements as indicated hereunder. The Bid Evaluation Committee (BEC) responsible for scoring the respective bids will evaluate and score all bids based on their submissions and the information provided.
- 6.2. The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- 6.3. Functionality will be evaluated on the basis of the supporting documentation supplied by the bidders in accordance with the below functionality criteria and values.
- 6.4. The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

6.5. The applicable values that will be utilized when scoring each criterion ranges from: 1 being Poor, 2 = Average 3 = Good, 4 = Very Good & 5 = Excellent.

First Stage: Technical Evaluation Criteria

Description of functions criteria	Points
Organisational experience and capability	30 points
Have at least five (5) contactable references where similar services were previously service rendered and provide contact details	10 points
Branding and promotional material production capability	30 points
Capacity and experience of the proposed team	30 points
TOTAL	100 points
Minimum required score	60 points

Organisational experience and capability <ul style="list-style-type: none"> Company profile: The service providers must demonstrate their experience in dealing with large clients including Government Departments and State Owned Entities. Demonstrate production and delivery of branding and promotional material. The service provider is expected to submit two years' financial statements 	1– 5 years of Company experience. <ul style="list-style-type: none"> 5 and above years of experience = 5 4 – 5 years of experience = 4 3 – 4 years' experience = 3 2 – 3 years' experience = 2 1 – 2 years' experience = 1 	30
Have at least five (5) contactable references where similar services were previously service rendered and provide contact details:	Bidders are required to submit a minimum of five (5) contactable reference letters with a detailed breakdown where similar services were rendered within last 5 years. Include samples of the work performed. <ul style="list-style-type: none"> 5 letters attached = 5 4 letters attached = 4 3 letters attached = 3 2 letters attached = 2 1 letters attached = 1 	10

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

Branding and promotional material production capability	<ul style="list-style-type: none"> • Provide details of the company's ability to produce and deliver branding and promotional material capabilities from the project conceptualisation through to campaigns, project planning, implementing phase and reporting phase • 1= a plan addressing a few list of items on the provided scope • 2= a plan addressing a few list of items on the provided scope • 3= a plan presenting the list of items with timelines as per the provided scope of work • 4= a detailed plan with items, budget and timelines • 5=comprehensive plan with items, budget, new ideas and beyond 	30
Capacity of the proposed team	<ul style="list-style-type: none"> • Technical skills/CV's of the team, team structure allocated to RTIA account demonstrating technical and professional experience in Communication, Advertising and Marketing with at least five years' experience. If fieldwork is to be outsourced to third party, also provide profile of external service provider experience, team structure, and delivery capability • 5 years and above = 5 • 4-5 years =4 • 3- 4 years =3 • 2-3 years = 2 • 1-2 years = 1 	30

6.6. The Bids that fail to achieve a minimum of **60** points out of **100** points for functionality will be disqualified. This means that such bids will not be evaluated on the Preference Points System stage (**Price and Specific Goals**)

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

7 Second Stage: Preference Point System - Price and Special Goals

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution.	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Locality	3		

NB: Source documents for claiming of points: Prove of company registration, ID copies of women in the company and their positions, Medical report as well as prove of residence.

- 7.2. Failure on the part of the bidder to comply with the above will be deemed that preference points for are not claimed and will therefore be allocated a zero (0).
- 7.3 The points scored will be rounded off to the nearest 2 decimals.
- 7.4. In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points
- 7.5 equal points including equal preference points for HDI'S the contract will be awarded to the bidder scoring the highest for functionality.
- 7.6. Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.
- 7.7 A contract may, on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points.

8. COMPULSORY INFORMATION SESSION

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

- 8.1. A compulsory Briefing sessions will be held at RTIA as detailed in the Advert. The compulsory Briefing session provides bidders with an opportunity to clarify aspects of the process as set out in this document and to address any substantive issues that bidders may wish to raise. RTIA will conduct site inspection to Bidders that qualifies for the final stage of evaluation. Any Briefing Notes which may be issued by the RTIA to the Service Providers should be considered as part of this project.
- 8.2. Firms may ask for clarification on this ToR or any of its Annexures up to close of business forty-eight (48) hours before the deadline for the submission of bids. Any request for clarification must be submitted by email to the Bid Office. Copies of questions and answers will be emailed to all firms that register at the briefing session.

9. SUB-CONTRACTING, PARTNERSHIP/CONSORTIUM/JOINT VENTURE AND COMPANY REQUIREMENTS

- 9.1 The successful bidder must obtain prior RTIA approval to sub-contract, and/or amend the sub-contracting arrangements.
- 9.2 A proposal submitted by a company, close corporation or other legal person must be accompanied by a resolution or agreement of the directors or members and be signed by a duly authorised person.
- 9.3 A proposal submitted by a partnership must be accompanied by a written partnership agreement.
- 9.4 A proposal submitted by a consortium or joint venture of two or more parties must be accompanied by a signed memorandum of understanding between the parties to such consortium indicating:
 - 8.4.1 the conditions under which the consortium will function;
 - 8.4.2 its period of duration;
 - 8.4.3 the persons authorised to represent it;
 - 8.4.4 the participation of the several parties forming the consortium;
 - 8.4.5 the benefits that will accrue to each party; and
 - 8.4.6 any other information necessary to permit a full appraisal of its functioning.

10. SECURITY AND CONFIDENTIALITY OF INFORMATION

No material or information derived from the provision of the services under the Contract may be used for any purposes other than those of RTIA, except where authorised in writing to do so. All information will be held strictly confidential. The successful Service Provider may be required to sign a Confidentiality Agreement with RTIA.

11. TERMS AND CONDITIONS

- 11.1 The RTIA reserves the right to amend, modify or withdraw this Terms of Reference (ToR) document or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice except where required by law, and without liability to compensate or reimburse any Service Provider.
- 10.2. Neither the RTIA, nor any of its respective, officers, or employees may make any representation or warranty, expressed or implied in this ToR document, and nothing contained herein is, or shall be relied upon as, a promise or representation, whether as to the past or the future.

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

- 10.3. The costs of preparing proposals and of negotiating the Contract will not be reimbursed.
- 10.4. The RTIA also reserves the right to call interviews with short-listed Service Providers before final selection, and to negotiate price with the Preferred Service Providers.
- 10.5. Firms may not contact RTIA on any matter pertaining to their bid from the time when bids are submitted to the time the Contract is awarded. Any effort by a Service Provider to influence bid evaluation, bid comparisons or award decisions in any manner, may result in rejection of the bid concerned.
- 10.6. Bid submission requirements must be completed in sections and appendices provided in the bid document.
- 10.7. ALL BIDDERS MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE AT NATIONAL TREASURY. More information in this regard is available on www.ocpo.treasury.gov.za. Proof of registration must be submitted together with the technical proposal.
- 10.8. Bidders may provide any additional information deemed important for the RTIA to consider.
- 10.9. Prospective Bidders must at all times comply with the RTIA's Supply Chain rules and processes with regard to all projects and payments.
- 10.10 This bid is subjected to general terms of the contract as published by National Treasury.

11. PAYMENT

- 11.1. **Invoice.** The Contractor's Project Manager shall at the end of each deliverable submit a consolidated invoice, certified as correct by the Contractor's Project Manager, showing the actual work performed, hours worked, and manpower inputs for the task and associated costs accompanied by all supporting documents.
- 11.2. **Detailed Pricing.** Service Providers must complete the required SBD Pricing documents and ensure that Prices are:
 - 11.2.1 Firm and inclusive of all costs, including disbursements;
 - 11.2.2 Inclusive of VAT, if applicable;
 - 11.2.3. Correctly calculated and identical to the financial proposal;
 - 11.2.4. Pricing should be detailed, with proper cost breakdown, in line with milestones.

11.3 Fees

Domestic hotel accommodation may not exceed R 1440, inclusive of VAT per night per person. (incl. dinner, breakfast and parking), air travel must be restricted to economy class, and travel claims per kilometre may not exceed the rates approved by the Automobile Association of South Africa.

11.4 Rates

According to the 23 October 2013 Cabinet Resolution as defined in the National Treasury Instruction 01 of 2013/14: Cost Containment Measures sub-paragraph 4.2;

TO PROVIDE RTIA AARTO BRANDING AND PROMOTIONAL MATERIAL

the Consultants (or Service Provider) will only be remunerated on the following rates regime:

11.4.1. The 'Guidelines for fees' issued by South African Institute of Chartered Accountants (SAICA) (SAICA);

11.4.2. The "Guide on Hourly Fee Rates for Consultants", by the Department of Public Service Service and Administration (DPSA); or

11.4.3. Based on the body regulating the profession of the Consultant.

11.5 Payment information

12.5.1 An invoice only becomes due and payable:

- a. When the Project Manager signs-off on the specific deliverable and submits the invoice for payment;
- b. When the invoice is correct with regards to calculations, information contained, banking details and supporting documents.

12.5.2 It is important to ensure that invoices are correctly submitted and reference the project name, and Order Nr.

12.5.3 Non-compliance will delay the payment process.

12. CONTACT DETAILS


Administrative Contact	Technical Contact
Bidding /Quotation Office	Project Manager
Name: Daphney Matlhoko	Name: Monde Mkalipi
Supply Chain Management	Directorate: Communications
Tel: 087 287 7996	Tel:
E-mail: bids@rtia.co.za Daphney.Matlhoko@rtia.co.za	or E-mail:

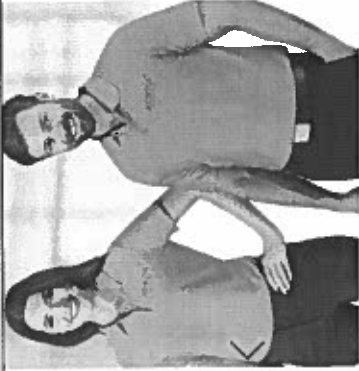
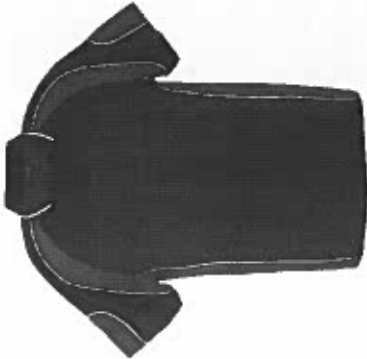
13. CLOSING DATE AND TIME


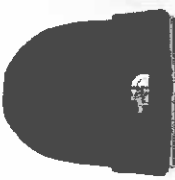


This bid shall close on Monday, 9th October 2023 at RTIA Offices: Waterfall Office Park, Bekker Road, Midrand at 11:00. Proposals that will not be in the bid box on the closing date and time will not be accepted.



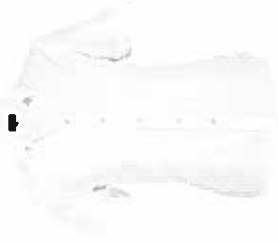
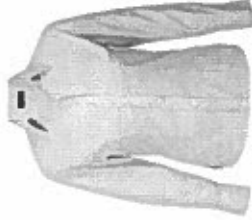
RTIA BRANDING AND PROMOTIONAL ITEMS DETAILED SPECIFICATIONS

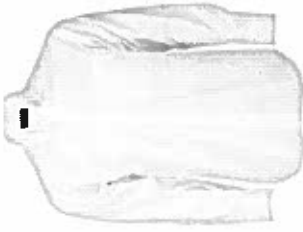
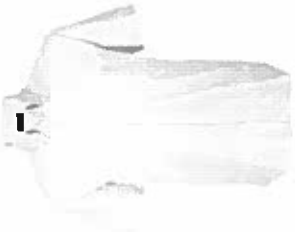
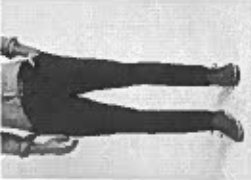
NB: Pictures and some brands were used as examples, specification must be adhered to as described below. Similar or equivalent brands will be accepted provided it complies with the specifications.

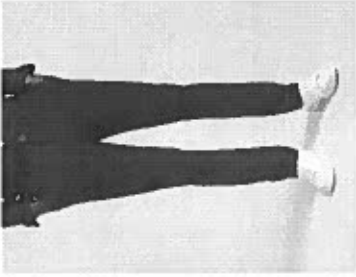

Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
1. Alt trim golf shirts 	500	<p>RTIA Logo Website details 145g/m² 100% polyester, techno-dri knitted collar contrast inner placket and neck tape two button placket side slits Colour: White</p> <p>Small – 50 Medium – 180 Large – 150 X-Large – 100 XXL - 15 XXXL - 5</p>	250 - 1 Nov 2023 250 - 1 Dec 2023
2. Milan Golf shirt	500	<p>RTIA Logo and Website details 190g/m² 100% polyester, single jersey knit drop needle surface interest fabric • knitted collar • three button placket</p>	250 – 1 Nov 2023 250 – 1 Dec 2023


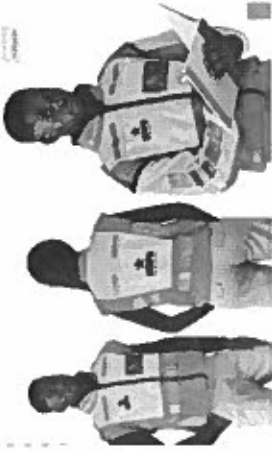
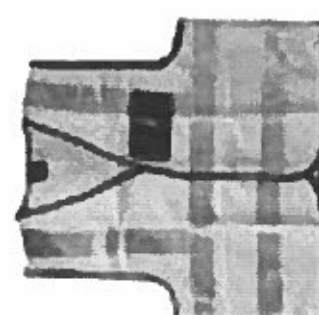
	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Colour: RTIA Sunshine Yellow 1/2 chest (cm) STANDARD FIT Extra Small - 25 Small - 50 Medium - 180 Large - 125 X-Large - 100 XXL - 15 XXXL - 5	
3.	Impact Golfer 	500	RTIA Logo and Website details Knitted contrast striped collar Raglan styling Three tonal button placket Three-tone contrast panel design Supplied with a loose pocket Oval contrast insert on the sleeve Contrast piping on the sleeves and side panels Self-fabric neck tape Double top-stitched hem Easy care garment 160g 100% Polyester moisture management fabric: e-Dri Colour: Navy blue and sunshine yellow Extra Small - 25 Small - 50 Medium - 180 Large - 125 X-Large - 100 XXL - 15 XXXL - 5	250 - 1 Nov 2023 250 - 1 Dec 2023
4.	Pensacola long sleeve golf shirt	500	RTIA Logo and Website details • 170 g/m ² • 100% single jersey knit performance polyester	31 Jan 2024


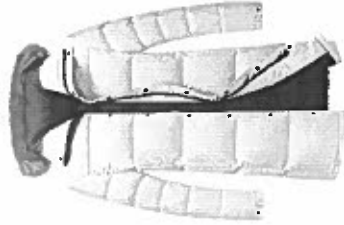
	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Colour – Navy Blue Extra Small - 25 Small – 50 Medium – 180 Large – 125 X-Large – 100 XXL - 15 XXXL - 5	
5.	Logo ox Cuffed Beanie 	500	RTIA Logo and Website details Style NF0A3FJX Crown Height: Shallow 7.25" (S), Deep 8.5" (R) Fabric: 100% Acrylic Knit Sizes: Small= 250 Medium= 250 Colour: 250 - Black 250 - Navy blue	31 Jan 2024
6.	Soft shell jacket 	200	Adjustable Velcro cuffs / reflective piping / windproof 3000 / moisture vapour proof 800 / elastic cords / interior pockets Includes a RTIA logo on left hand chest Extra Small - 25 Small - 100 Medium - 125 Large - 100 XL - 100 XXL – 50	31 Jan 2024
7.	Willow bush hat 	200	RTIA logo and Website details Unstructured. 4 rows stitched sweatband. Metal eyelets. Brass studs. Self-fabric cord. Colour: Navy/ Black	1 Nov 2023


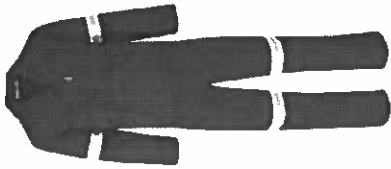

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
				
8.	Caps 	1 000	RTIA Logo Structured 6 panel Pre-curved peak with contrast embroidery detail Velcro closure Low profile Contrast detailing 100% Polyester fabric BXD Branding Colour: Navy blue	500 - 1 Nov 2023 500 - 31 Jan 2024
9.	Ladies Chambray Blouse (White), Short sleeve - AARTO Service Outlet 	150	Ladies Jasmine Blouse (White) 120g 100% polyester, front keyhole & button (White) short sleeve, with RTIA Logo XS - 15 S - 20 M - 50 L - 40 XL - 17 XXL - 06 XXXL - 02	1 Nov 2023
10.	Ladies Chambray Blouse (White), Long sleeve AARTO Service Outlet 	150	Ladies Chambray Blouse(White) 100% Cotton Chambray, long sleeve, with RTIA Logo XS - 15 S - 20 M - 50 L - 40 XL - 17 XXL - 06	31 Jan 2023

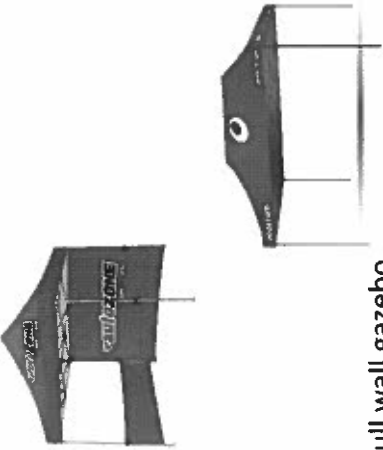


	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			XXXL - 02	
11.	Men's Brushed Cotton Twill Lounge Long sleeve shirt (White), AARTO Service Outlet 	150	Men's Brushed Cotton Twill Lounge Shirt (Navy blue), 100% yarn-dyed cotton with soft brushed finish, long sleeve, with RTIA Logo XS - 10 S - 30 M - 50 L - 25 XL - 07 XXL - 04 XXXL - 05	1 Nov 2023
12.	Men's Brushed Cotton Twill Lounge short sleeve shirt (White), AARTO Service Outlet 	150	Men's Brushed Cotton Twill Lounge Shirt (Navy blue, 100% yarn-dyed cotton with soft brushed finish, short sleeve, with RTIA Logo XS - 10 S - 30 M - 50 L - 25 XL - 07 XXL - 04 XXXL - 05	1 Nov 2023
13.	Trousers for men: Slim-Fit Chino Pants (Black), AARTO Service Outlet 	150	Trousers for men: Slim-Fit Chino Pants:100% cotton or cotton – blend fabric, with RTIA Logo 28 - 10 30 - 15 32 - 31 34 - 42 36 - 20 38 - 10	1 Nov 2023





	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			40 - 10 42 - 05 44 - 02 46 - 05	
14.	Trousers for men: Slim-Fit Chino Pants (Navy), AARTO Service Outlet 	150	Trousers for men: Slim-Fit Chino Pants:100% cotton or cotton – blend fabric, with RTIA Logo 28 - 10 30 - 15 32 - 31 34 - 42 36 - 20 38 - 10 40 - 10 42 - 05 44 - 02 46 - 05	1 Nov 2023
15.	Ladies Pencil Skirts (Black), AARTO Service Outlets 	150	Ladies Pencil Skirts Black and Navy Stretch Blue or Black 100% cotton skirts 28 - 10 30 - 15 32 - 35 34 - 30 36 - 20 38 - 15 40 - 10 42 - 10 44 - 05	1 Nov 2023
16.	Ladies Stretch Chino Pants (Navy), AARTO Service Outlet	150	Ladies Stretch Chino Pants: Slim-Fit Chino Pants:100% cotton or cotton –blend fabric, with RTIA Logo 28 - 10 30 - 15	1 Nov 2023




	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			32 - 35 34 - 30 36 - 20 38 - 15 40 - 10 42 - 10 44 - 05	
17.	Metro reflective jacket two tone 	500	RTIA Logo and Website details 150g/m ² 100% polyester tricot with Airtex meshlightweight mixed fabric jacket • zip-off sleeves • contrast full zipID • elasticated cuffselasticated waistband with front press stud closure • shoulder epaulettes with press studsilver 50mm reflective tape detailday/night visibility Colour – Yellow and blue Extra Small- 25 Small – 50 Medium – 180 Large – 125 X-Large – 100 XXL- 15 XXXL-5	250 – 1 Nov 2023 250 – 31 Jan 2024
18.	Reflective Vest 	2 000	RTIA Logo and Website details Product Code SSAPN839 A hi-visibility vest with 50 mm silver reflective tape. The reflective vest is made of lightweight hi-visibility polyester fabric with a yellow lining and features a zip. Extra Small - 100 Small – 400 Medium – 500 Large – 800 X-Large – 100	1 000 – 1 Nov 2023 500 – 1 Dec 2023 500 – 31 Jan 2024


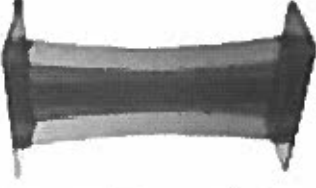
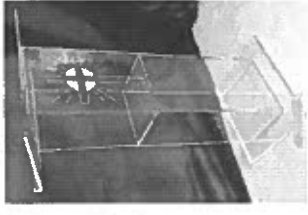
	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			XXL - 50 XXXL - 50 Colour: Lime	
19.	Reflector Jackets 	500	RTIA Logo and Website details Work Jacket Delta plus High Visibility with Reflective Tape Colour: Fluorescent & Navy Extra Small - 25 Small - 50 Medium - 180 Large - 125 X-Large - 100 XXL - 15 XXXL - 5	250 - 1 Nov 2023 250 - 31 Jan 2024
20.	Women's Puffer Jacket 	200	RTIA Logo and Website details Fall Winter Long Coat Regular Fit Windproof Warm Casual Streetwear, Jacket Long Sleeve Front pockets 100% Polyamide Lining: 100% Polyester Full Zip Pocket Colour: Navy Extra Small - 05 Small - 20 Medium - 50 Large - 50 XL - 50 XXL - 20 XXXL - 05	31 Jan 2024
21.	Men's Puffer Jacket	200	RTIA Logo and Website details Winter Long Coat Regular Fit Warm Breathable Casual Streetwear Jacket Long Sleeve	31 Jan 2024




	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Colour: Navy Extra Small - 05 Small - 50 Medium - 50 Large - 50 XL - 20 XL - 20 XXL - 05	
22.	Two piece Conti work suit 	200	RTIA Logo and Website details 200g/m2 100% cotton twill jacket: open neck collar • front yoke panel • concealed zip Monza style chest pocket • two side pockets pants: elasticated back waist • five belt loops • two slanted front pockets • back pocket orange/silver 50mm reflective tape detail on arms and legs day/night visibility Small - 20 Medium - 40 Large - 50 XL - 50 XXL - 20 XXXL - 20	1 Nov 2023
23.	Work overall women 	200	RTIA Logo and Website details Delta plus 2 Zip Detail 100%cotton Elastic back waist Navy/Orange Small - 20 Medium – 40 Large - 50 XL - 20	1 Nov 2023





	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			XXL - 20	
24.	<p>Gazebos</p>  <p>Full wall gazebo 4 x 4m frame gazebo</p>	40	<p>RTIA Logo and Website details 3 x 6m, Full Wall Aluminium Gazebo Frame, Dye sublimated Fabric Print 185gsm + bag + toolkit</p> <p>4 x 4m Frame, Wheeled Bag, Tie Down Kit, Full Roof Print, 1 Single Sided Printed Wall 185gsm, 2 Printed Half Walls,</p>	1 Nov 2023
25.	<p>Expandas</p> 	80	<p>RTIA Logo and Website details Full-colour high-resolution Digital dye-sublimation printed one piece and fitted to Lightweight collapsable Aluminium frame. straight: (3 x 3) 2.25 x 2.25m assembled: 2250 (w) x 2250 (h) print media: 230gsm display fabric hardware: aluminium packaging: bag - oxford fabric</p>	1 Nov 2023
26.	<p>Pull up banners</p> 	80	<p>RTIA Logo and Website details Eco base + layflat PVC Solvent full color Digital, Bag & frame included size – 850mm x 2m</p>	1 Nov 2023




	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
	 	100	<p>RTIA Colours and Logo, Website details and Call centre number</p> <p>Long lasting aluminum frame, the legs of the banner stand extend from a X-shape frame and the high quality printed banner connects with eyelets to the hooks on the unit, making the print interchangeable.</p> <p>Printed in full colour onto Non Curl PVC.</p> <p>Sizes: 77 x Large X-Frame – 1800mm x 800mm – Non Curl PVC – Carrying bag</p>	1 Nov 2023
27.	<p>Stretch tents</p> 	10	<p>RTIA Logo and Website details with Call centre number</p> <p>5 x 10m stretch tent</p> <p>100% Waterproof</p> <p>Colour: Navy blue</p>	1 Nov 2023
28.	<p>Telescopic/ Feather Banners</p> 	80	<p>RTIA Colours and Logo, Website and Call centre number</p> <p>15 x 2000mm x 680mm</p> <p>15 x 3000mm x 680mm</p> <p>Digital Dye Sublimation</p> <p>100% Polyester Flag Material</p> <p>Print 80% Shine through</p> <p>Includes print, poles, bag and ground spike</p>	1 Nov 2023


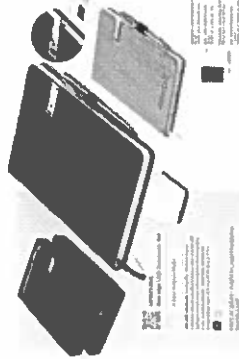
	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
29.	Sharkfin Banners 	200	RTIA Colours and Logo, Website and Call centre number 100 x 2000mm x 680mm 100 x 3000mm x 680mm – Single or Double Sided Option – Digital Dye Sublimation – 100% Polyester Flag Material – Print 80% Shine through – Includes full colour print, poles, bag and ground spike.	1 Nov 2023
30.	Table Cloth 	110	RTIA Logo, Website details and Call Centre number To fit 1.8m rectangular trestle table. Rectangular stretch table cloths. Colour: Navy blue	1 Nov 2023
31.	Fabric Pop-Up Banners & Stands, AARTO Service Outlets 	10	About the Fabric Pop-Up Banners & Stands, Branded with RTIA corporate logo and colours. The Fabric Pop-up System is an innovative, modular pop-up display that is cost-effective, easy-to-assemble, and comes in a variety of sizes and configurations. Flat 4w x 3h 297cm x 224cm Features <ul style="list-style-type: none"> • Lightweight and robust • Seamless re-usable graphics • Creates an attractive and professional stand • Ideal for venues that have height restrictions Can be backlit to brighten your exhibition stand	1 Nov 2023

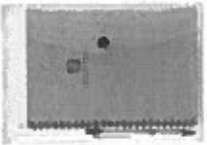

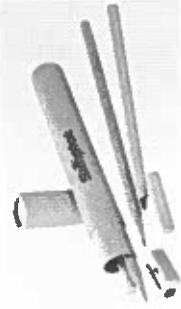

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
32.	Fabric Branded Counter 	20	<p>The Fabric Counter, modular pop-up display that is cost-effective, easy-to-assemble. Branded with RTIA corporate logo and colours.</p> <p>670mm width x 930mm height</p> <p>Features</p> <ul style="list-style-type: none"> • Lightweight and robust • Seamless re-usable graphics • Creates an attractive and professional counter 	1 Nov 2023
33.	Acrylic Podium 	15	<p>RTIA Logo with website details</p> <p>This lectern is made of high-quality acrylic material with LED light, very beautiful when light on, smart with remote control.</p> <p>Acrylic Size: 23.6x18x47inches , the size is designed enough for adult use.</p> <p>High-quality acrylic is abrasion resistance, drop resistance, good transparency, high brightness, easy to clean, will not change color, will not oxidize, and has strong impact ability. The bottom is thickened and widened, so it will not shake easily during use.</p>	1 Nov 2023
34.	Acrylic Podium 	15	<p>Light weight acrylic podium with RTIA Logo & website details</p> <p>Material: Acrylic.</p> <p>Height: 47.5"/120.65 cm.</p> <p>Table Size (L*W): 26.8" x 14.3"/68 x 36.32 cm.</p> <p>Base Size (L*W): 26" x 13"/66 x 33 cm.</p> <p>Board Thickness: 0.31"/8 mm.</p> <p>Base Thickness: 0.4"/10 mm</p>	1 Nov 2023





	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
35.	Lantern / Lollipop banners 	100	RTIA Colours and Logo, Website details and Call centre number <ul style="list-style-type: none"> • Heavy-duty aluminum/fiberglass pole system • Free heavy-duty carry bag • Three-year warranty • Full-coverage digital printing • Three sides can have the same of different images • Polyester is strong and lightweight Water resistant, fire retardant to CPAI-84 & NFPA 701, and UV protected	1 Nov 2023
36.	Gazebo Kiosk, AARTO Service Outlet 	20	Portable Shade Kiosks, 1m Square, Flat roof with valance, 2 Aluminum sliding parts, 2.1m, 1200 x 150 x 150mm, 1.15m, 5kg / 8kg, With inside small aluminum counter to put a laptop.	1 Nov 2023
37.	A-Frame Banner 	20	RTIA Logo, Website details and Call Centre number A-frame banners come in both 2m x 1m and 3m x 1m units, with either fabric or PVC prints and are supplied with a sturdy unit and carry bag.	1 Nov 2023
38.	Roll-up Banners, AARTO Robot, AARTO Service Outlet	50	Pull-Up Banners with AARTO Robot. Branded with RTIA corporate logo and colours.	1 Nov 2023

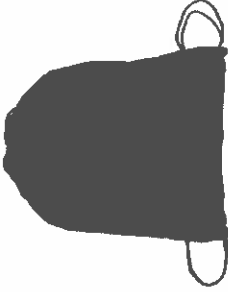



	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
				
39.	Brochure Stands with a carrying case for exhibition, AARTO Service Outlets 	50	A4 Brochure Stands, Zed Up Clear with case. They are collapsible, portable and an effective tool for displaying brochures and marketing material.	1 Nov 2023
40.	Double Decker Lunch cooler 	2 000	RTIA Logo Colour: Navy Website details and Call Centre Number Size: 23 x 35 x 18cm Material: PVC Lining, 420D PVC coated Nylon exterior Carry handle Front mesh pocket Lower zippered main compartment Upper zippered compartment Adjustable/removable shoulder strap	1 000 – 1 Nov 2023 500 – 1 Dec 2023 500 – 31 Jan 2024
41.	Car vent air freshener 	1 000	Branded with RTIA logo, Call Centre Number & AARTO website details • Rose Scent Dimensions: ABS - 3.9 (H) X 5.2 (Dia) Package Dimensions (cm): 57 (h) x 29.5 (l) x 54 (w)	500 - 1 Nov 2023 500 – 31 Jan 2024





	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
42.	Digital tyre gauge 	500	Branded with RTIA logo and website details 17 (l) x 4,5 (w) x 2 (h) ABS • 3-in-1 digital tyre gauge with light • the small flashlight works for 24 hours when fully charged • LED light allows the user to check the tyre pressure in dark or dimly lit places • capacity 10 BAR (accommodates cars, campers & trucks) • press "ON" button to select PSI, BAR, KPA & KG, CM2 settings • packed in a STAC presentation box • 2 x AG8 and 2 x AAA batteries included	250 – 1 Nov 2023 250 – 31 Jan 2024
43.	Lap top branding stickers 	1 000	RTIA Logo and website details Size: Standard Laptop Size: 30cm Sticker size x 10 Cm Colour: RTIA Colours	500 – 1 Nov 2023 500 – 31 Jan 2024
44.	First aid kit 	1 000	RTIA branded cover Size: 13 x 20 x 5.5cm Material: EVA Case 1 Emergency dynamo torch 2 PBT Bandage Pair of scissors 1 Emergency blanket 4 Cleansing wipes 5 Gauze pads 10 Alcohol pads 10 Plasters 1 Triangular bandage	500 – 1 Nov 2023 500 – 31 Jan 2024


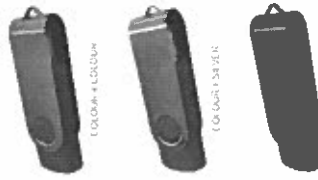
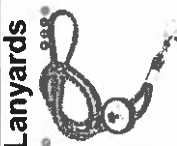

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			1 Ice pack 1 Non-woven tape 10 Safety pins 1 Whistle 1 Multi-purpose pocket survival tool 1 Tweezer 1 Elastic strap	
45.	Notebook with removable wireless charger 	500	RTIA Logo and Website details Material: PU cover A5 soft-feel notebook Size: 21cm x 14cm x 1.2cm Capacity: A5. 80 Lined Pages Removable wireless charger Input 5V/1.5A Output 5V/0.8A Includes charging cable Compatible with all Qi enabled devices Branding Options: Dome Sticker, CO2 Laser, Pad Print Colour: Navy blue/Black	250 – 1 Nov 2023 250 – 31 Jan 2024
46.	Oakridge USB Notebook Set Pen, memory stick and A5 notebook gift 	200	Oakridge Gift set presented in black presentation box (Giftbox-007) includes our Oakridge USB Notebook (NB-9780) as well as the Cypher Ball Pen (PEN-1670). USB size is 4GB chrome plated zinc alloy memory stick. Laser engraved wording (Road Traffic Infringement Agency) on the pen, notebook and memory stick.	100 – 1 Nov 2023 100 – 1 Dec 2023
47.	Spiral notebook with pen and snap pouch	1 000	RTIA Logo and Website details Material: Recycled Paper Size: 17cm x 25cm x 1.3cm Capacity: 60 Lined Pages	500 – 1 Nov 2023 500 – 31 Jan 2024

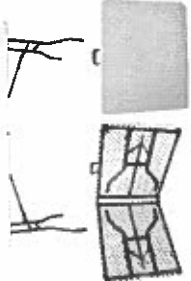


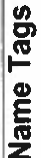
	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Branding Options: Screen Print, Dome, Digital Sticker, Pad Print Colour: Navy blue	
48.	Branded RTIA Diaries (A5) 	200	A5 Marco 2022 Stream diaries Colour: Navy blue	15 January 2023
49.	Pen and pencil set 	1 000	RTIA Logo and Website details The Recycled pen and pencil set includes: 1 x 15cm wooden ruler 1x paper ballpoint pen 1x bamboo pulp pencil 1x bamboo eraser 1x wooden sharpener Cardboard tube: 19(h) x 3.5 (dia)	500 – 1 Nov 2023 500 – 31 Jan 2024
50.	Executive Desk Organiser with Memo Pad 	200	Leatherette Finish White Contrast Stitching Storage Drawer 100 Memo Pages Mobile Phone/Business Card Holder Felt Lining & Base Pen Holder Small Tablet/Letter Holder - Laser/Heat engraved wording (Road Traffic Infringement Agency) with website details (www.AARTO.gov.za) Colour: Black	200 – 1 Nov 2023
51.	Power Bank	500	RTIA Logo and Website details Material: Plastic Product Size: 9.1cm x 2.5cm x 2.5cm Capacity: 2200mAh	250 – 1 Nov 2023 250 – 31 Jan 2024



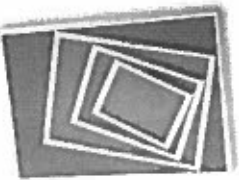

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Branding Options: Pad Print, Digital to Direct Colour: Navy/White	
52.	Reflective triangle auto emergency kit 	300	RTIA Logo and Website details Size: 305 x 25 x 9cm Material: 600D Carry bag 1 x Pair of gloves 1 x Tire pressure gauge 1 x Battery jumper cables 1 x Flashlight 1 x Philips and flathead interchangeable screwdriver 1 x Pliers 1 x Reflective warning triangle 1 x Safety vest	150 – 1 Nov 2023 150 – 31 Jan 2024
53.	Shopper bags 	10 000	RTIA Logo and Website details Size: 33 x 37cm Material: Eco-friendly recyclable non-woven Polypropylene Main compartment with hook and loop closure 60cm Handles Single colour screen printing on black product Non-woven PP Colour: Navy/Black	4 000 – 1 Nov 2023 2 000 – 1 Dec 2023 4 000 – 31 Jan 2024
54.	Dazzle Gift Bags 	2 000	RTIA Logo, Website details and Call centre number -Material: 230gsm Art Card Paper -Size: 18cm (w) x 10cm (d) x 23cm (h) =Branding Options: Screen Print The Dazzle Mini Gift Bag made from 230gsm card paper is available in different colours, all except for black (glossy finish) come in a matte finish, all with a black inner.	1 000 – 1 Nov 2023 1 000 – 31 Jan 2024



	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
55.	Drawstring Bags 	5 000	RTIA Logo and Website details 80gsm non-woven fabric and large main compartment with cinch top. Product Dimension: 42cm (h) x 38cm (w). Colour; Navy blue	2 000 – 1 Nov 2023 1 000 – 1 Des 2023 2 000 – 31 Jan 2024
56.	Trolley backpack 	250	RTIA Logo and Website details Has main zippered compartment that includes padded laptop compartment. Holds most 15.6" laptops. Smaller front zippered media pocket. Adjustable, padded, tuck away shoulder straps and comfort carry handle. Padded back panel for that extra comfort. Telescoping handle. 600D. 32 (w) x 15 (d) x 44 (h) Colour: Black	1 Nov 2023
57.	Double Decker golf duffel bag 	500	RTIA logo, website details and call centre number Double Decker Golf Duffel Bag Navy Canvas <ul style="list-style-type: none"> • Double compartment bag, a bottom solid compartment for shoes. • Top soft compartment for other essentials. • Solid nylon straps with an added comfortable handle for easy grip. • 2 side compartments for some extra toiletries. • 1 compartment on the flap. • Soft inner nylon lining. • Adjustable shoulder strap. Dimensions 23cm x 35cm x 38cm Colour: Navy blue	250 – 1 Nov 2023 250 – 31 Jan 2024
58.	Silver barrel curved design ballpoint pen 	2 000	RTIA Logo and Website details Plastic ballpoint pen Silver barrel	1 000 – 1 Nov 2023 1 000 – 31 Jan 2024

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Coloured grip Silver tip Plunge action mechanism Blue ink Colour: Silver	
59.	White barrel pen 	5 000	RTIA Logo and Website details Plastic ballpoint pen Geometric swan neck-shaped clip Twist action mechanism White barrel Silver tip Blue ink Colour: White	2 000 - 1 Nov 2023 1 000 - 1 Dec 2023 2 000 - 31 Jan 2024
60.	Squeeze bottle 	2 000	RTIA logo and website details Flip drinking spout Durable Tritan plastic Matching colour band accent Integrated carry handle 750ml Capacity Drinking straw Size: 24 x 8.5cm BPA Free Colour: Silver	1 000 - 1 Nov 2023 500 - 1 Dec 2023 500 - 31 Jan 2024
61.	500ml katana matte finish bottle 	1 000	RTIA logo and website details 500ml Katana matte finish bottle Colours: blue, grey, lime, pink, purple, red, white, yellow Branding options: pad print, laser engraving	500 - 1 Nov 2023 500 - 31 Jan 2024
62.	Golf umbrella with sleeve	1 000	RTIA Logo and Website details 8 Panels, UV Coated,	500 - 1 Nov 2023 500 - 31 Jan 2024

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
			Manual open, Black handle, Diameter: 146cm, Material: 210T Pongee, Windproof fibreglass frame, Length of umbrella closed: 107cm Colour: Blue	
63.	USB 	1 000	RTIA Logo and Website details Material: ABS Body & Metal Bezel Size: 5.4cm (l) x 1.94cm (w) x 1.02cm (h) Capacity: 8GB Branding Options: Laser Engrave, Full Colour Dome Sticker Colour: Blue/Navy/White	500 – 1 Nov 2023 500 – 31 Jan 2024
64.	Lanyards 	5 000	RTIA Logo Material: Polyester Size: 90cm (l) x 0.5cm (w) Branding Option: Digital Dome Sticker Price Includes: 1 Position Domed Sticker Colour: Silver	2 000 – 1 Nov 1 000 – 1 Dec 2023 2 000 – 31 Jan 2023
65.	Foldable Chairs 	300	RTIA Logo Foldable Chair White High Density Polyethylene (HDPE) Blow-molded Seat and back rest. 25mm Gray Powder Coated Steel Frame Maximum supported weight 100 Kg Style Category: Essential Colour: Black/ Navy blue	300 - 1 Nov 2023
66.	Folding Trestle Table, AARTO Service Outlets	100	Folding Trestle Tables, 1,8m Plastic Folding Table	100 – 1 Nov 2023

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
67.		5 000	RTIA Colours Logo Key ring with domed decal, protected with clear epoxy dome	2 000 – 1 Nov 2023 1 000 – 31 Des 2023 2 000 – 31 Jan 2024
68.		5 000	RTIA Logo and Website details License Disc Holder Made of - ABS & PC Type: Pad Print Branding Dimensions: 55mm(h) x 55mm(w) Package Dimensions (cm): 0.4cm (h) x 9cm (Dia) Colour: blue	2 000 – 1 Nov 2023 1 000 – 1 Des 2023 2 000 – 31 Jan 2024
69.		1 000	RTIA Logo and Website details Sublimation coffee mug – with box with sublimation coating. Colour: White	500 – 1 Nov 2023 500 – 31 Jan 2024
70.		223	Engraved (in colour) to include RTIA logo. Names can be printed on paper and inserted into the name slot Colour of name tag: Silver	223 – 1 Nov 2023

Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
		Overall Size: 67mm x 33mm Insert Size: 66mm x 15mm	
71. Chase clip board (A5) 	200	RTIA Logo, Website details and Call Centre number Size : 170x235 Customisations: SCREEN PRINT Colours: Navy blue/ Yellow	200 - 1 Nov 2023
72. Clip Frames, AARTO Service Outlets 	100	RTIA Logo They are made of anodised aluminium and can be wall-mounted, hanging or on a stand, available in different sizes, Size: A4	100 – 1 Nov 2023
73. Signage for RTIA Offices 	1	Building names and entryway plaques indicating what may be reached through a particular entry. 1. Building name will be at or near the principal entrance. 2. Prismatic metal lettering will be standard; engraved lettering may be used where appropriate. 3. Building entrances may have an on-building directory listing principal activities, in either of the following styles up to 18 inches wide: a. A glass display case conforming to the Graphic Identity standards. A plaque conforming to the same standards.	When RTIA office rental space is finalized

	Item (All Branded in RTIA colours)	Quantity	Specifications	Required by
74.	Signage for AARTO Service Outlets 	71	<p>Building names and entryway plaques indicating what may be reached through a particular entry.</p> <ol style="list-style-type: none"> 1. Building name will be at or near the principal entrance. 2. Prismatic metal lettering will be standard; engraved lettering may be used where appropriate. 3. Building entrances may have an on-building directory listing principal activities, in either of the following styles up to 18 inches wide: <ol style="list-style-type: none"> a. A glass display case conforming to the Graphic Identity standards. <p>A plaque conforming to the same standards.</p>	71 – 1 Nov 2023
75.	Printed Frosted Window Film, AARTO Service Outlets 	50	<p>Frosted window film with print is translucent but not transparent. Branded with RTIA corporate logo and colours\ 1500x 2000mm square</p>	50 – 1 Nov 2023

NB Textile was designated as a sector for local content and production. Therefore, bidders must comply with the 100% local content requirements. Annexure C and SBD 6,2 must be comprehensively completed and signed.

RTIA Promotional and Branding material specifications

Pricing Schedule:

Item No	Proposed Model /Spec	Unit Price Exc Vat	Quantity	VAT (If applicable)	Total Price
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THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance with the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of

origin and which have the potential to harm the local industries in the RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance,

training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights

arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual

- for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities

or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in

terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices		In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.