



# Road Traffic Management Corporation

**RE-ADVERTISEMENT OF A APPOINTMENT OF  
A PANEL OF SERVICE PROVIDERS FOR THE  
PROVISION OF PERISHABLE AND NON-  
PERISHABLE GOODS TO THE ROAD TRAFFIC  
MANAGEMENT CORPORATION AS AND WHEN  
REQUIRED FOR A PERIOD OF THREE (3)  
YEARS**

**RTMC BID NO: 15/2023/24**

**CONDITIONS AND UNDERTAKINGS BY THE BIDDER IN RESPECT OF THIS BID**

**1. Proprietary Information**

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Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, provided to the Bidder to be proprietary of RTMC. It shall be kept confidential by the Bidder and its officers, employees, agents, and representatives. The Bidder shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of RTMC.

**2. Enquiries**

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2.1 All communication and attempts to solicit information about this bid should be channelled to the email below. However, the cut-off date will be on **22 March 2024**.

Name	<b>RTMC</b>
Email Address	<a href="mailto:Bidadmin@rtmc.co.za">Bidadmin@rtmc.co.za</a>

2.2 All the documentation submitted in response to this bid must be in English.

2.3 The RTMC may respond to any enquiry in its sole discretion, and the Bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information or inability to resolve ambiguities.

**3. Validity Period**

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Responses to this bid received from bidders will be valid for **120 days**, counted from the closing date of the bid.

**4. Supplier Performance Management**

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4.1 The RTMC views Supplier Performance Management as critical in ensuring value-for-money acquisition and good supplier relations between the RTMC and all its suppliers.

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

- 4.3 Should the successful Bidder fail to sign the SBD 7.2 and the SLA when called upon to do so, the RTMC may, without prejudice to any other rights it may have -
- 4.3.1 cancel the contract that may have been entered into between the successful Bidder and the RTMC, and the successful Bidder shall pay to the RTMC any additional expenses incurred by the RTMC having either:
- 4.3.1.1 to accept any less favourable Bid or,
- 4.3.1.2 if new Bids have to be invited, the additional expenditure incurred by the invitation of fresh Bids and/ or by the subsequent acceptance of any less favourable Bidder.

## 5. **Instructions on submission of Bids**

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5.1 Bids should be submitted as follows:

### 5.1.1 **Technical envelopes**

- Two (2) copies for technical responses/functional evaluation (one original and one copy)
- PDF soft copy in a memory stick of the technical responses/functional (to be enclosed in the envelope that contains the original document)

### 5.1.2 **Financial envelopes**

- The pricing schedule should be submitted separately. Two (2) copies (one original and one copy)
- PDF soft copy of a memory stick of the pricing schedule (to be enclosed in the envelope that contains the original document)

5.2 All envelopes to be sealed and endorsed, **RTMC BID 06/2023/24: Appointment of a panel of service providers for the provision of perishable and non-perishable goods to the Road Traffic Management Corporation, as and when required, for a period of three (03) years.**

5.3 The sealed envelope must be placed in the bid box at the Main Reception area of the **RTMC Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld, Centurion Ext 79, 0157, by no later than 11:00 am on 27 March 2024.**

#### 5.4 **Compulsory Briefing Session: Online/Virtual**

5.4.1 The online/Virtual compulsory briefing session will be held on **20 March 2024 at 10:00 am.**

5.4.2 Bidders must register for a compulsory briefing session by submitting the necessary information to [bidadmin@rtmc.co.za](mailto:bidadmin@rtmc.co.za) by **18 March 2024 at 14:00** to be eligible to participate in the compulsory briefing and the bid process.

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

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

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

5.4.4 Bidders will be required to log in using their company name thirty (30) minutes before the start of the briefing session to allow for virtual registration. For example, if the session starts at 10:00, bidders can log in at 09:30, and the session will begin promptly at 10:00 am. No bidder/s will be allowed in the briefing session past the starting time.

5.4.5 After the briefing session, a signed briefing certificate will be emailed to all the bidders who were part of the online/virtual briefing session.

**NB: The mentioned briefing certificate must be attached to the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**

5.5 The envelope must also endorse the Bidder's company name, closing date, and return address.

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

5.7 Suppose a courier service company is being used to deliver the bid document. In that case, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be held responsible for any delays where documents are not placed in the bid box before the closing date and time.

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

- 5.9 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**
- 5.10 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.
- 5.11 Bidders should check the numbers of the pages to satisfy themselves that all are included and duplicated. RTMC will accept no liability regarding anything arising from the fact that pages are missing or duplicated.

## **6. Undertakings by the Bidder**

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- 6.1 The Bidder accepts that all costs incurred in preparation, presentation, and any demonstration in relation to this bid shall be for the Bidder's account.
- 6.2 The Bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of and incorporated into, this proposal at the prices inserted therein).
- 6.3 The Bidder shall prepare for a possible presentation should RTMC require such, and the Bidder shall be notified by 4 (four) days before the presentation date. Such presentation may include a demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful Bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 Note that should the bid be accepted, and the Bidder be unwilling or unable to commence the services on the commencement date due to circumstances that are within its control, the RTMC shall be entitled, without prejudice to any other rights it may have –
- 6.5.1 to terminate the contract or
  - 6.5.2 Claim-specific performance from the successful Bidder;  
awards typically and
  - 6.5.3 Claim damages from the successful Bidder.

6.6 The Bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price (s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price (s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accepts that any mistakes regarding price (s) and calculations will be at his/her risk.

## **7. RTMC's Rights and Obligations**

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7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or whole. RTMC typically awards the contract to the Bidder, who proves to be fully capable of handling the contract and whose bid is technically acceptable and financially advantageous to RTMC.

7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.

7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or any client sites if required.

7.4 The RTMC reserves a right to amend any bid conditions, validity period, or specifications or extend the closing date of the bid before the initially stated closing date. Bidders will be advised in writing of such amendments in good time.

7.5 The RTMC reserves the right to request all relevant information, agreements, and other documents to verify information supplied in the bid response. The Bidder hereby consents to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

7.6 The RTMC acknowledges and agrees that all data and Personal Information provided by the Bidder to the RTMC, or to which the RTMC may be exposed, shall constitute Personal Information.

7.7 The RTMC hereby undertakes–

7.7.1 In favour of the Bidder that it shall at all times strictly comply with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) and any other legislation related to the protection of Personal Information;

7.7.2 To use its best efforts to keep Personal Information confidential and shall not disclose any Personal Information to any other person except as required by law, save to the extent set out in this bid;

- 7.7.3 At the RTMC's option, return or destroy any Personal Information once it is no longer required to perform its obligations under this bid or any directly related purpose and
- 7.7.4 Not process Personal Information for any purpose other than to perform its obligations under this bid.

## **8. SPECIAL INSTRUCTIONS TO BIDDERS**

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- 8.1 Bidders shall provide complete and accurate answers to the questions posed in this document.
- 8.2 Bidders must substantiate their response to all questions, including details on how their proposal/solution will address specific functional/technical requirements. All documents, as indicated, must be supplied as part of the bid response.
- 8.3 The RTMC reserves the right to sign a Service Level Agreement (SLA) with the service provider to supplement services in an agreement in this regard.
- 8.4 RTMC reserves the right to include any additional related items on the contract that are not part of the bid document.
- 8.5 The RTMC will not be held responsible for any costs incurred in preparing and submitting bid documents.
- 8.6 RTMC reserves the right to verify the information bidders provide; any misrepresentation will lead to the Bidder's disqualification.
- 8.7 Should a need arise, RTMC reserves the right to negotiate a flat/ standard rate with the appointed service providers.
- 8.8 If a need arises, RTMC will conduct a site inspection at the manufacturer of the service provider.
- 8.9 Bidders who submitted this bid before are encouraged to re-submit.
- 8.10 A panel of suppliers is deemed one Bidder plus (1+). Should RTMC end with one (1) bidder who meets or is eligible for all the requirements, RTMC will re-advertise a supplementary bid to top-up the panel of bidders.

## **9. ADHERENCE TO THE LEGISLATIVE REQUIREMENTS**

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- 9.1 In performing work under this contract, the successful Bidder must fully adhere to all applicable legislation (Acts and their regulations) and South African National Standards (SANS). These include, but are not limited to:
- a) Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972)
  - b) Agricultural Products Standards Act, 1990 (Act No. 119 of 1999) and related regulations
  - c) Government Notice No. R638 of 22 June 2018: Regulation Governing General Hygiene (as amended from time to time or most recent one).
- 9.2 Legislation regarding agricultural products as governed by the Department of Agriculture can be accessed at [www.daff.gov.za](http://www.daff.gov.za)
- 9.3 South African National Standards can be ordered from <https://www.sabs.co.za>.



## **SECTION: 2**

# **SPECIFICATION DETAILS AND FUNCTIONALITY REQUIREMENTS**

## SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATIONS

### 1. PURPOSE

- 1.1 This bid aims to invite service providers for the provision of non-perishable (dry groceries) and perishable goods (fresh fruits and vegetables) at the Road Traffic Training Academy of the RTMC for three (03) years.

### 2. BACKGROUND

- 2.1 The Road Traffic Management Corporation Act, 20 of 1999 ("**RTMC Act**") aims to pool power and resources and eliminate the fragmentation of responsibilities for all aspects of road traffic management across the various levels of Government. The RTMC derives its mandate from the provisions of the RTMC Act. The RTMC Act was enacted to provide, in the public interest, for cooperative and coordinated strategic planning, regulation, facilitation, and law enforcement in respect of road traffic matters by the national, provincial, and local spheres of Government to regulate the contracting out of road traffic services, to provide for the phasing in of private investment in road traffic, to that end, to provide for the establishment of the RTMC and to provide for connected matters.
- 2.2 The RTMC, informed by the fact that traffic officers are, amongst others, trained and managed based on appropriate national standards, successfully developed a new curriculum for traffic officer training and, with the assistance of the Quality Council for Trades and Occupations (QCTO), registered the new qualification on the National Qualifications Framework (NQF) Level 6. The RTMC, being bestowed with the legislative mandate to ensure adequate training, identified the need to establish accredited training unit facilities that can be utilized for training and present accredited courses, including learner driving license and driving license.
- 2.3 The Road Traffic Training Academy (RTTA) Division, informed by the legislative mandate of the RTMC, was subsequently duly established and accredited to present courses relating to the NQF Level 6 traffic officer qualification and other related traffic management courses.
- 2.4 The RTTA is an accredited Skills Development Provider (SDP) by the QCTO responsible for providing the NQF Level 6 Traffic Officer Occupational Qualification. The RTTA also offers several short learning programs to internal and external stakeholders as part of its mandate.

- 2.5 The RTMC has been busy with a refurbishment and infrastructure upgrade program for Boekenhoutkloof Training College, where the RTMC Training Academy will reside permanently. As part of the upgrade project, the existing kitchen has been revamped to serve at least 5,000 meals daily (1,600 for breakfast, lunch, and dinner).
- 2.6 In support of RTMC's long-term strategy to have a self-sustaining centre of excellence, operating the kitchen in-house is the ideal and preferred approach. This will ensure that the RTMC can provide nutritious meals to the traffic trainees to improve the quality of learning and enhance the educational experience of learners.
- 2.7 As the training of traffic trainees includes physical training, the RTMC intends to provide balanced meals, which will consist of protein, starch, vegetables, fruits, and beverages. The list for dry and perishable groceries is the primary list.
- 2.8 The RTMC may host events or meetings that will require meals to be provided for such events. The secondary list is the dry and perishable groceries needed for such an event.
- 2.9 The RTMC would like to appoint reputable service providers for the provision of non-perishable (dry groceries) and non-perishable goods (fresh fruits and vegetables) at the Road Traffic Training Academy of the RTMC for three (03) years. The quantum of deliveries is based on the number of traffic trainees. To fulfil the requirements of the project, the service providers will be required to:
- 2.9.1 Procure and provide quality dry groceries and perishables (fruits and vegetables) as outlined in the primary list, Annexure A of Section 2 – Technical Requirements / Specifications.
  - 2.9.2 Procure and provide quality dry groceries and fresh perishables (fruits and vegetables) outlined in the secondary list, Annexure B of Section 2 – Technical Requirements / Specifications.
  - 2.9.3 Ensure that the delivered and perishable groceries adhere to the applicable legislation outlined in paragraph 9.1 of Section 1 above.
  - 2.9.4 Deliver in line with the delivery schedule that the RTMC will provide.

### **3. SPECIFICATIONS AND SCOPE OF WORK**

The RTMC has decided to operate an in-house catering service at its Training Academy. Providing foodstuff per the existing menu and meal plan is essential for students to learn effectively in a training environment.

To have an efficient provision of food to the kitchen for the students, there is a need for the appointment of qualified suppliers to provide the required items and within the quantities needed on a regular basis.

### **3.1 Procurement of non-perishable and perishable groceries**

- a) The appointed service providers will be responsible for procuring non-perishable and perishable groceries as outlined in the primary list and secondary list. The delivery schedule for the primary list will be provided by RTMC. The secondary list will be delivered as and when required.

### **3.2 Packaging of non-perishable groceries**

- a) All handling, packaging, and labelling must comply with all applicable legislative frameworks as amended, particularly the Foodstuffs, Cosmetics, and Disinfectants Act, 1972 (Act 54 of 1972), the Agricultural Products Standards Act 1990 (Act No 119 of 1990 and all the regulations under these Acts.
- b) All groceries must have ingredients and preparation instructions attached to the packaging.
- c) All groceries or food supplies should not be repackaged or relabelled.
- d) The producer's name, product name, production date, and best before / expiry date should be visible on the packaging for storage and rotation purposes.
- e) The label must have visible nutritional information.
- f) The products should be free of any leakages.
- g) Packaging as per specified weight should be in vacuum-sealed bags with the packaging date specified.

### **3.3 Packaging of perishable groceries (Fruit and Vegetables / Fresh Produce)**

- a) All handling, packaging, and labelling of foodstuff must comply with the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act 54 of 1972) and Agricultural Products Standards Act, 1990 (Act no 119 of 1990) and all the regulations under these acts.
- b) Fresh fruit and vegetables must comply with the specifications outlined in this document.
- c) Fresh produce of the same quality, cultivar, ripeness, sizes and colour may be packaged in the same container.
- d) The fresh vegetables must be packed in containers. The containers must be marked in clear and legible letters and figures,

### 3.4 Quantities

- a) Where quantities are reflected in the bid forms, they are estimated quantities only.
- b) No guarantee is given or implied as to the actual quantity which will be ordered. This will be governed solely by the requirements of the RTMC as and when needed.

### 3.5 Transportation Requirements

- a) All vehicles to be used must comply with the provisions of chapters iii, iv, v, and vi of the National Road Traffic Act 1996 (Act No.93 of 1996).
- b) The products must be transported under hygienically acceptable conditions and comply with all applicable legislative frameworks.
- c) Drivers and delivery assistants must be appropriately attired with the correct Protective Personal Equipment (PPE).
- d) All drivers must have a valid South African driver's license and / or professional driving permit (PrDP) for the contract period.
- e) The service provider(s) will be responsible for taking out and maintaining appropriate insurance to cover the risk of loss and damages of goods in transit, vehicle insurance and/or accident cover, and comprehensive third-party liability insurance at the time of the award.
- f) The appointed service provider(s) is responsible for the delivery and cost of delivery of items awarded to them as and when ordered.
- g) Delivery vehicles must have a Certificate of Acceptability of Food Premise (R638, 2018) issued by the local municipality.
- h) All products delivered must be securely crated, boxed, wrapped, or bagged and hauled in closed refrigerated trucks or delivery panel vans as per specific conditions indicated per product type.
- i) No other items that might contaminate or damage other products must be transported in the same vehicle.
- j) Care should be taken that the product does not become contaminated during transit.

### 3.6 Delivery

- a) The delivery vehicles must have a valid Certificate of Acceptability of Food Premises, as per the Foodstuffs, Cosmetics, and Disinfectant Act, 1972 Act No. 54 of 1972 (Government Notice R638 of 2018) for the vehicle(s).
- b) All fruits and vegetables should be delivered within the week they will be consumed or used.
- c) Fruits and vegetables must be delivered three times a week.

- d) Deliveries for other groceries will be as per the delivery schedule to be provided by the RTMC.
- e) Deliveries should be between 08:00 and 12:00 or 14:00 and 15:30, Monday – Friday.
- f) Deliveries should be within 48 hours of receiving an official order or as mutually agreed between RTMC and the appointed Bidder.
- g) The appointed service providers will outline the final delivery schedule at the SLA stage.
- h) The delivery address is:  
Plot 81  
Boekenhoutkloof Traffic Training College  
Cnr. Kenneth & Sandui Road  
Pretoria West  
Pretoria

### **3.7 Compliance with national legislation and standards**

In the work performance under this contract, the successful Bidder must fully comply with all applicable legislation (Acts and their regulations). These include, but are not limited to:

- a) Foodstuffs, Cosmetics, and Disinfectant Act, 1972 (Act No. 54 of 1972),
- b) Government Notice No. R638 of 22 June 2018.
- c) Agricultural Product Standards Act, 1990 (Act 119 of 1990) and related regulations.
- d) Regulation Governing General Hygiene Requirements for Food Premises and The Transport of Food (as amended from time to time or most recent one).

### **3.8 Human Resources**

The service provider must assign a designated person who will handle the RTMC's account and a support team, to ensure effective and efficient project management.

#### 4. FOOD SPECIFICATIONS

The food specifications for the products below are based on the list attached as

- **Annexure A** (Primary List) of Section 2: Technical Requirements / Specifications.
- The Secondary List **Annexure B specifications** of Section 2: Technical Requirements/ Specifications will be provided as and when required.

##### 4.1 PROTEINS

###### 4.1.1 Soya Mince/Chunks (Textured Vegetable Protein)

###### a) **Scope**

These specifications apply to Texturized Vegetable Protein (TVP) mince/chunks prepared from soya protein product (soya mince/chunks) by various separation and extraction processes. The soya mince/chunks must resemble the meat in colour, flavour, texture, and shape. Hydrated soya mince grains should be the size of mince. Chunks should be cube-shaped piece. These products are intended for use in foods requiring further preparation.

###### b) **Description**

TVP covered by this specification is food produced by mixing soya mince/chunks with suitable ingredients to acquire the desired product quality.

###### c) **Ingredients**

All ingredients shall comply with the relevant requirements promulgated in terms of the current Foodstuffs, Cosmetics, and Disinfectants Act.

###### d) **Taste and flavour**

The flavoured foodstuff shall be palatable and free from any astringent taste. Soya mince shall be that of chicken, beef, or mutton flavours.

###### e) **Physical requirements**

The product's flavour, appearance, colour, shape, and texture must closely represent the original product and should be according to the specified criteria. The mince/chunk products must not disintegrate when cooked according to the manufacturer's instructions.

###### f) **Contaminants**

The soya mince/chunks shall be free from heavy metals in amounts that may represent a health hazard.

**g) Labelling**

- i. The full name and street address of the manufacturer.
- ii. The name or trade name of the product.
- iii. The net mass of the product (examples, grams or kilograms)
- iv. The batch identification.
- v. The manufacturing date.
- vi. The expiry date and/or best before date.
- vii. The nutritional information of the product.
- viii. The list of all the ingredients used in descending order, starting with the highest.
- ix. Complete instructions for storage and use and the method of cooking.

The above must be legibly and indelibly printed on each container/package or on a label securely attached to each container/package. The label should remain affixed after the package has been opened.

**h) List of ingredients**

A complete list of ingredients shall be declared on the label in descending order of proportion, except that in the case of added vitamins and minerals, these ingredients shall be arranged as separate groups from vitamins and minerals, respectively, and within these groups, the vitamins and minerals need not be listed in descending order of proportion. Vitamins and minerals will be listed under nutritional information.

• **Packaging**

- The containers/packages must be sealed.
- The packaging must not change the product in any form or be affected by the product.
- The packaging must protect the product against deterioration and damage for at least six months from delivery when stored under storage instructions.

**i) Storage**

- The product must be stored at room temperature, away from direct sunlight and moisture.
- A cool, dry place is recommended for storage.

**j) Shelf-life**

The product must have a minimum shelf-life of 6 months on delivery date.



#### **4.1.2 Dehydrated beans and legumes (pulses)**

##### **a) Description**

Dry beans are the threshed, ripe seeds of plant beans, which are more resistant to drought than common beans.

##### **b) Packaging**

- The containers in which dry beans are packed must be manufactured from a material that will protect the contents thereof against contamination and
- Be clean and do not impart any undesirable flavour or odour to the contents thereof.
- The bags must be strong enough to prevent any breakage or splits.

##### **c) Labelling**

The product must be labelled in accordance with the applicable legislation.

##### **d) Storage**

The product must be stored in a cool, dry, well-ventilated atmosphere to prevent product spoilage.

##### **e) Shelf Life**

The product must have a minimum shelf life of six months on the delivery date.

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#### **4.1.3 Lentils (Brown or Red)**

##### **a) Description**

Lentils are the threshed ripe seeds of plants. The product must not contain a substance originating from micro-organisms in amounts that may represent health hazards.

##### **b) Packaging**

- The containers in which lentils are packed must be manufactured from a material that will protect the contents against contamination.
- The container will not impart any undesirable flavour or odour to the contents thereof and be clean.
- The bags must be strong enough to prevent any breakage or splits.

c) **Labelling**

The product must be labelled in accordance with the relevant regulations as amended.

e) **Storage**

The product must be stored in a cool, dry, well-ventilated atmosphere to prevent product spoilage.

f) **Shelf-life**

The product must have a minimum shelf life of 6 months on the delivery date.

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#### 4.1.4 **PASTEURISED AND ULTRA-HEAT-TREATED (UHT) MILK**

a) **Description**

- The milk temperature may, after refrigeration and until delivered, under no circumstances be above 6 °C. No preservatives or any other additive may be added to the milk.
- No colostrum may be present.
- Milk should be pasteurised and ultra-heat-treated (UHT).
- Milk should be from a certified dairy supplier and may not be diluted.
- The strictest hygiene measures should be applied in the production, handling, and delivery of milk, and the dairy should be inspected before and during the contract period.
- Whenever milk or milk products are delivered the milk products must be labelled and the expiry date stamped.
- If it is sealed, you can keep *UHT milk* out of the fridge for 8 or 9 months. Once it is opened, its *lifespan* is the same as ordinary milk.

b) **Characteristics of pasteurised milk**

- The product should remain fresh until the expiry date printed on the container if kept below 5 °C. The product should have the typical fresh, slightly sweet, normal taste. No flavours and foreign matter may be present in the product.
- Pasteurized milk should be classified as full cream, low-fat, fat-free or lactose free.

c) **Packaging**

- The product should be packed in suitable containers as specified by the institution and free from any leakage—secondary packaging (where applicable) should be clean and must protect the content.
- Fresh milk should be packed in cartons or plastic sachets or bottles.

d) **Labelling**

- The company name, product name, production date, and best-before date should be visible on the packaging for storage and rotation purposes.

e) **Transportation**

- The product should be transported at a temperature between 0 °C and 5 °C, i.e., the delivery truck must be cooled and not only insulated. The product should be delivered at a temperature not exceeding 7 °C.

f) **Shelf Life**

- Shelf life of pasteurised or UHT should be at least 8 or 9 months as long as it is sealed. Once it is opened, its lifespan is the same as ordinary milk.

## 4.2 **STARCHES**

### 4.2.1 **Maize Product : Maize Meal / Samp**

a) **Description**

Maize products are prepared from fully mature, sound, ungerminated, whole kernels of maize. Maize products exclude precooked and maize products obtained from the wet milling process.

b) **Requirements**

- The maize product must be suitable for human consumption and must be free from objectionable flavours and odour;
- The product must have a maize basis and contain no egg protein, colourants, artificial sweeteners or preservatives.

- The product must be free from heavy metals in amounts that may represent a hazard to human health.
- The product must be of unquestionable quality and hygienic standards:

**c) Physical requirements**

- The product must have a white creamy appearance when cooked.
- The product must have a typical maize taste and flavour when cooked and must be free from objectionable, burnt or foreign tastes.
- The product must have a pearly texture when cooked.
- The product must be available in packs of grams and kilograms.

**d) Packaging**

The maize product must be packed in strong plastic, paper or sack packaging that are light-resistant and can withstand transport in less-than-optimal conditions. Packaging the product in sacks must be clean, sturdy, and strongly sewn or sealed.

**e) Labelling**

The package must have the maize product's brand name and nutrient content printed outside. An expiry date must be printed on the packaging material. Reconstruction instructions must be printed on the packaging.

**f) Storage**

The product must be stored at room temperature in clean, cool, and dry conditions.

**g) Shelf-Life**

The product must have a minimum shelf life of six months on the date of delivery.

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**4.2.2 Rice**

**a) Description**

This specification covers various rice types.

## **b) Requirements**

- Parboiled long grain rice, containing more than 4% broken.
- Rice may be polished with or without talc.
- Talc may be present to a total of 0,5% m/m.
- The rice shall be available in grams or kilograms packs.
- No glucose, colouring or any extraneous matter may be permitted in this product. The rice, after cooking, shall be colouring characteristic of its type.
- The rice must be hard, almost brittle in the dry state.
- The rice in the dry and cooked state shall be free from unacceptable tastes and odours.

## **c) Packaging**

- The small to medium quantities of rice shall be packed into low-density polyethylene bags.
- The large quantities of rice shall be packed into multiple Kraft bags or other suitable materials.
- The bags shall be sealed to protect the contents against microbial, insect, and rodent infestation.

## **d) Labelling**

- The bags shall be labelled in accordance with the Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972.

## **e) Storage and transit**

- The product shall be stored in a cool, dry, well-ventilated location and handled appropriately.

## **f) Shelf life**

- The product must have a minimum shelf life of six months on the delivery date.

### **4.2.3 Wheat Flour**

#### **a) Description**

Wheat flour is the product prepared from a grain of common wheat, or club wheat, or mixtures thereof, by grinding or milling processes in which the bran and germ are partly removed, and the remainder is grinded to a suitable degree of fineness.

**b) Requirements**

- Wheat flour must be fortified according to the regulations relating to the fortification of foodstuffs under the Foodstuffs, Cosmetics and Disinfectants Act, 1972.
- The fortified wheat flour must have the logo and an officially approved claim, "Food fortification for better health."
- Wheat flour and added ingredients shall be safe and suitable for human consumption.
- Wheat flour shall be free from abnormal flavours, odours, and living insects.
- Wheat flour shall be free from filth (impurities of animal origin, including dead insects) in any amount that may be hazardous to human health.
- Moisture content should be 15.5 % m/m max.

**g) Packaging**

- The small to medium quantities of rice shall be packed into low-density polyethylene bags.
- The large quantities of rice shall be packed into multiple Kraft bags or other suitable materials.
- The bags shall be sealed to protect the contents against microbial, insect, and rodent infestation.

**h) Labelling**

- The bags shall be labelled in accordance with the Foodstuffs, Cosmetics and Disinfectants Act No. 54 of 1972.

**i) Storage and transit**

- The product shall be stored in a cool, dry, well-ventilated location and handled appropriately.

**j) Shelf life**

- The product must have a minimum shelf life of six months on the delivery date.

#### **4.2.4 Bread**

**a) Description**

A product is obtained by baking fermented dough made from a single or flour mixture. The bread should be well-baked and free from staleness, bitterness, or other objectionable flavour.

**b) Packaging**

Bread shall be packaged in food-grade materials that will safeguard the hygienic and nutritional qualities of the product.

### c) **Labelling**

The following specific labelling requirements shall apply and shall be legibly and indelibly marked:

- Name of the product
- Name and address of the manufacturer, packer, distributor
- List of ingredients
- Details of enrichment and quantities added
- Lot identification
- Net weight
- Number of days within which bread shall be consumed/used from the manufacturer date.

### 4.2.5 **Potatoes and Sweet Potatoes**

#### a) **Physical Requirements**

- Are well-formed and free from soil or sprouts.
- Are not damaged by insects or disease or damaged in any other way.
- Are free from decomposition, decay, hollow heart, and foreign matter.
- Have no greening and are not wilted or watery.
- Are not damaged by the sun, heat, cold, or frost.
- Are not affected by nut grass, other plants, or brown fleck.
- Are not malformed.

#### b) **Packaging**

The maize product must be packed in strong plastic, paper or sack packaging that are light-resistant and can withstand transport in less-than-optimal conditions. Packaging the product in sacks must be clean, sturdy, and strongly sewn or sealed.

### 4.3 **Fresh Vegetables**

#### 4.3.1 **Definitions**

"Blemish" means any external skin defect on the surface of the fresh vegetable which detrimentally affects the appearance of the vegetable;

"Bruise" means any pressure wound that shows an indentation or results in discoloration directly under the skin, adversely affects the quality, and is visually noticeable on the fresh vegetables during handling;

"Compact". means that the flower clusters are massed tightly in the head, and the flower stalks feel firm.

"Damaged" means blemishes that may detrimentally affect the appearance of the edible parts of the head.

"Decay" means a state of decomposition, fungus development, or internal insect infestation which detrimentally affects the quality of the fresh vegetables;

"Foreign matter" means any material or substance which does not naturally form part of the vegetable concerned and is visually noticeable.

"Injury" means any wound or puncture that has pierced the skin of the vegetable and exposes the flesh, as well as insect puncture marks that have pierced the skin except such wounds or puncture marks that have become completely calloused;

"Loose" means that the flower clusters of the head are beginning to lengthen, which causes the clusters to separate and the head to acquire an open appearance.

"Overripe". means the growth stage after that of a compact, properly developed head.

"Woolly". means that the surface of the head has a velvety or hairy appearance.

#### **4.3.2 General**

- All vegetables should be free from:
  - Insects
  - Decay
  - Blemishes
  - Bruises
  - Foreign matter, including soil
  - Foreign odours
  - Insect damage and injury
  - Damage by any disease
- The name of the product, class, size, use-by date, and the address of the producer should appear on the packaging.



### 4.3.3 Packaging

The maize product must be packed in strong plastic, paper or sack or perforated boxes packaging that are light-resistant and can withstand transport in less-than-optimal conditions. Packaging the product in sacks must be clean, sturdy, and strongly sewn or sealed.

### 4.3.4 Delivery

The fresh product must be delivered three times a week.

### 4.3.5 Storage

The product must be stored in clean, cool, and dry conditions, away from direct sunlight.

### 4.3.6 Shelf-life

The product must have a shelf life of at least one week when stored at room temperature in clean and dry conditions.

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## 4.4 Fresh Fruits

Alternative in-season fruits should be considered.

### 4.4.1 Definitions

<b>“Blemishes”</b>	means surface spots, hail marks or other discolouration on the surface of the fruit, which detrimentally affects the general appearance of any particular unit.
<b>“Clean”</b>	means free from dirt, spray residues, or other foreign matter.
<b>“Decay”</b>	means a state of fungus development, decomposition, or insect infestation that partly or wholly affects the fruit's quality, health, or edibility detrimentally.
<b>“Diameter”</b>	means the greatest distance through the middle of the fruit, measured at a right angle to a line running from the stem end to the apex.

- "Mature/maturity"** means that the fruit has reached a stage of development that will ensure ripening and a good eating quality.
- "Overripe"** means a soft, moist condition in which the fruit is not firm and can no longer withstand normal handling.
- "Well formed"** means that the form is characteristic of the cultivar.
- "Woolly"** means that the fruit's flesh is wholly or partly spongy, dry, and possibly floury with a bad taste or a taste not characteristic of the fruit in question.
- "Rough browning"** means browning that shows roughness, coarseness, or cracks, which detract from the appearance of the fruit.

#### **4.4.2 General**

- All fresh fruit should be free from:
  - Insects
  - Decay
  - Blemishes
  - Bruises
  - Foreign matter, including soil
  - Foreign odours
  - Insect damage and injury
  - Damage by any disease

#### **4.4.3 Packaging**

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The maize product must be packed in strong plastic, paper or sack or perforated boxes packaging that are light-resistant and can withstand transport in less-than-optimal conditions. Packaging the product in sacks must be clean, sturdy, and strongly sewn or sealed.

#### **4.4.4 Delivery**

The fresh product must be delivered three times a week.

#### 4.4.5 Storage

The product must be stored in clean, cool, and dry conditions, away from direct sunlight.

#### 4.4.6 Shelf-life

The product must have a shelf life of at least one week when stored at room temperature in clean and dry conditions.

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### 4.5 **BREAKFAST CEREALS**

#### 4.5.1 Creamy Sorghum Meal

This specification covers a creamy Sorghum Breakfast Meal (similar to Maltabela).

##### a) **Composition Requirements**

The product should have the following nutrient composition, as shown in the following table:

*Nutrient composition for creamy sorghum meal*

	per 100g (unprepared cereal)
Carbohydrate	72g
Protein	11g
Fat	3g
Dietary Fibre	3g
Energy	One 500Kj
Moisture	11%

##### b) **Physical Requirements**

- i) Mass Control. The product should be available in grams and kilograms.
- ii) Properties
  - Appearance: The product should be a chocolate brown colour when cooked.
  - Flavour: When cooked, the product should have a typical sorghum taste and be free from objectable, burnt, or foreign tastes.
  - Texture: When cooked, the product should have a smooth, thick texture.

**c) Packaging**

The product should be packed in pre-formed polyethylene bags, protecting the contents against moisture absorption, flavour loss, and insect and animal infestations.

**d) Labelling**

- The primary and secondary packaging should be marked and labelled in accordance with the relevant Acts and Regulations.

**e) Shelf-Life**

The product must have a shelf-life of 12 months on delivery date.

**4.5.2 Oats**

**a) Composition Requirements**

The product should have the following chemical requirements, as shown in the following table:

*Nutrient composition of Oats*

	per 100g (uncooked)
Carbohydrate	65g
Protein	13g
Fat	6g
Dietary Fibre	10g
Energy	One 680Kj
Moisture	9%

**b) Physical Requirements**

i) Mass Control: The product should be available grams and kilograms.

ii) Properties

- Appearance: The product should be creamy when cooked for 5 minutes.
- Flavour: The product should have a typical oatmeal porridge taste and flavour when cooked for 5 minutes and free from objectionable, burnt, or foreign tastes.

- Texture: The product should have a pearly texture when cooked for 5 minutes.

**c) Packaging**

- The product should be packed in a thin board box, sealed effectively, and bearing the label or pre-informed polyethylene bags, paper, plastic and sack packaging protecting the contents against moisture absorption, flavour loss, and insect and animal infestations.

**d) Labelling**

- The primary and secondary packaging should be marked and labelled in accordance with the relevant Acts and Regulations.

**c) Delivery**

The product must be delivered at times arranged by the RTMC.

**d) Shelf-Life**

The product must have a shelf-life of 12 months on delivery date.

## **4.6 CONDIMENTS**

### **4.6.1 Cooking oils**

These specifications cover cooking and salad oils derived from vegetable or marine oils (or blends of these oils) without the addition of antioxidants permitted by the regulations under the Foodstuffs, Cosmetics, and Disinfectants Act.

**a) Physical requirements**

- The product must be available in milliliters and litres quantities.
- The product must have an acceptable taste, a pleasant odour, and sparkling transparent appearance. No rancid, foreign, or objectionable flavour or odour must be present.

**b) Packaging**

The oil must be packed in clean bottles or clean drums.

**c) Labelling**

The bottle can or drum must be labeled in accordance with the requirements of the regulations promulgated under the Foodstuffs, Cosmetics, and Disinfectants Act, 1972 (Act 54 of 1972).

**d) Delivery**

The product must be delivered at specified times arranged by the RTMC.

**e) Storage**

The product must be stored in a cool, dry, well-ventilated location and handled appropriately.

**f) Shelf-life**

The product must have a minimum shelf-life of 6 months on the delivery date.

---

**4.6.2 Salt**

**a) Scope**

This specification covers food-grade salt, including table salt.

**b) Definition**

Food-grade salt means salt containing not less than 97% crystalline sodium on a dry matter basis, including table salt.

**c) Physical Requirements**

(i) Portion control and mass:

Table salt and coarse salt shall be available in grams and kilograms.

(ii) Physical properties:

(a) Table salt shall be free-flowing, and all salt shall be free from foreign material.

(b) Food salt shall be soluble in cold water.

(iii) Texture, colour, and appearance

Food salt shall be white, dry and odourless.

**d) Packaging**

- Packaging should be in grams and kilograms.
- The bags shall be sealed to protect the contents against microbial, insect, and rodent infestation and mechanical damage.

**e) Labelling**

- Labelling shall be in accordance with R908/1977 of Foodstuffs Cosmetics and Disinfectant Act No 54 of 1972.

**f) Transport, delivery, storage and handling**

The product shall be stored in a cool, dry, well-ventilated location and handled appropriately.

**g) Shelf Life**

The product shall have an indefinite shelf life provided it is appropriately packed and stored under cool, dry conditions.

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**4.6.3 Spices:**

**a) Scope**

This specification covers herbs and spices under the following categories

- Pepper, white
- Pepper, black
- Curry powder
- Turmeric

- Paprika
- Coriander
- Ginger (ground)
- Mixed herbs
- Nutmeg
- Breyani mix,
- Barbeque spice
- Chicken spice
- Related Seasoning

#### **b) Requirements**

- The product shall be a fine powder, except for the mixed herbs, free from objectionable odour, insects, and fungus infestation. Any caking shall be easily broken.
- Physical requirements:
  1. Portion control and mass: Herbs and spices shall be available in grams and kilograms
  2. Texture and appearance: The product shall be clean and free from objectionable flavours.
  3. Flavour: The product shall have a flavour characteristic of the specific herb/spice variety.

#### **c) Packaging and**

The packages shall be made of polyethylene-coated cellophane, be sealed to be 100% effective, and shall also serve to protect against deterioration, mechanical damage, contamination, and insect infestations.

#### **d) Labelling**

The packages shall be labelled in accordance with the Foodstuffs, Cosmetics and Disinfectants Act 54 of 1972 R908/1977.

#### **e) Transport, delivery, storage and handling**

It should be transported and stored in a cool, dark, dry environment and not in direct contact with floor surfaces or near strong-smelling and hazardous materials.



**f) Shelf Life**

All the products shall show no significant degree of deterioration in either flavour or textural properties within 12 months of the date of manufacture.

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**4.6.4 Instant Dry Yeast**

**a) Description**

- Rapid fermenting, purely natural, and high nutrition make the bread soft and taste good and does not contain preservatives.
- Used for fermenting all kinds of pasta, such as bread, pastry, biscuits, and cakes.

**b) Packaging**

Vacuum bag or nitrogen packaging.

**c) Shelf-Life**

The product must have a minimum shelf life two years on the date of delivery.

**d) Storage Conditions**

Keep in a cool and dry place.

**4.7 Other Dry Groceries**

**a) Description**

Specifications for the following products are as follows:

**(i) Fruit Juice**

Fruit juice from concentrate made from mostly fresh fruits.

**(ii) Sugar**

A sweet substance obtained from various plant, especially sugar cane and sugar beet consisting of mainly of sucrose and used as a sweetener in foods..

**(iii) Coffee and Tea Bags**

This means pre-packed, ready-to-drink beverage obtained from brewing or dissolving in water.

**(iv) Margarine, Jam, Peanut Butter**

Spreads for bread and crackers.

**b) Packaging**

Packaging shall be in accordance with R908/1977 of Foodstuffs Cosmetics and Disinfectant Act No 54 of 1972.

**c) Labelling**

Labelling shall be in accordance with R908/1977 of Foodstuffs Cosmetics and Disinfectant Act No 54 of 1972.

**d) Shelf-Life**

The product must have a minimum shelf life two years on the date of delivery.

**e) Storage Conditions**

Keep in a cool and dry place.

**Annexure A – Primary List of Dry Groceries and Fresh Fruits and Vegetables**

Alternative - Proteins	(estimate 100 people)		
Soya	280	kg	weekly
Beans	280	kg	weekly
Lentils	280	kg	weekly

### Breakfast cereal

All Bran	2800	kg	
Maltabela/Sorghum	2800	kg	

### Starch

Maize meal	2280	kg	weekly
Samp	640	kg	weekly
Rice	2560	kg	weekly
Flour	2000	kg	weekly
Bread	933	loaves	weekly
Potatoes	720	kg	weekly
Sweet Potato	240	kg	weekly

### \*Vegetables

Carrots	840	kg	weekly
Green Beans	840	kg	weekly
Pumpkin	840	kg	weekly
Spinach	840	kg	weekly
Onions	840	kg	weekly
Tomato	700	kg	weekly
Beetroot	448	kg	weekly
Cucumber	448	kg	weekly
Lettuce	448	kg	weekly
Green pepper	448	kg	weekly
Cabbage	449	kg	weekly

\*NB: to consider three times a week delivery for freshness

## Fruits

Apples	960	kg	weekly
Banana	960	kg	weekly
Citrus (Oranges/Naartjies)	960	kg	weekly
Pears	960	kg	weekly
Peaches	960	kg	weekly

Consider alternative in season fruits

## Spices

Salt (coarse & curry powder)	120	kg	weekly
Chicken spices	120	kg	weekly
Pepper (black/white)	120	kg	weekly
Curry powder	120	kg	weekly
Powder soups	120	kg	weekly
Various herb spices	120	kg	weekly
Barbecue spice	120	kg	weekly

## Condiments

Tomato	100	L	weekly
Mustard	100	L	weekly
Cooking oil	500	L	every second week
Vinegar	100	L	weekly
Worcster Sauce	500	L	weekly
Meat marinade	500	L	weekly
Mayonnaise	560	kg	weekly
Salad dressing	560	L	weekly

## Other

Long life Milk Full Cream	2800	L	weekly
Margarine (Quality equivalent to Rama)	560	kg	weekly
Sugar (brown)	400	kg	weekly
Yeast	80	kg	weekly
Salt	120	kg	weekly
Jam	168	kg	weekly
Peanut butter	168	kg	weekly
Tea bags	35	box	weekly
Coffee (Quality equivalent to Ricoffy)	80	tin	weekly
Apple concentrate, 25l	20	L	weekly
Cranberry concentrate, 25l	20	L	weekly
Guava concentrate, 25l	20	L	weekly
Orange concentrate, 25l	20	L	weekly
Fruit Punch concentrate, 25l	20	L	weekly
Mango & Orange concertrate, 25l	20	L	weekly

**Annexure B: Secondary List of Dry Groceries and Fresh Fruits and Vegetables**

Secondary List (as and when required)
<b>Starch</b>
White Bread, Sliced
Brown Bread, Sliced
Hot Dog Buns
Hamburger Buns
Oats
Rice Krispies
Muesli
Breakfast cornflakes
Breakfast All Bran Flakes
Breakfast cereal biscuit (quality equivalent to Weetbix)
Pronutro
Mabela Porridge
<b>Grains, starch &amp; canned goods</b>
Kidney beans
Butter beans
Green beans
Baked beans in Tomato Sauce
Tomato Puree
Olives Seedles
Black Olives
Macaroni
Spaghetti
White Rice
Maize Meal
Samp (equivalent to Invincta)

**Vegetables**

Potatoes (Grade 1)t, Large 10kg

Sweet Potato

Broccoli

Cauliflower

Spinach

Baby Marrow

Patty Pans

Fresh tomatoes

Green beans

Garlic crushed

Crushed ginger

Parsely

Thyme

Mint Leaves

Fresh onions

Fresh Red Onion

Fresh pumpkin

Butternut fresh

Cabbage

Red Cabbage

Fresh carrots

Lettuce fresh

Mixed lettuce

Fresh beetroot

Fresh gem squash

Fresh cucumber

Fresh mushrooms button

Fresh Green pepper

Fresh Red pepper

Fresh Yellow pepper

**Frozen vegetables**

Broccoli frozen

Carrots diced frozen

Carrots julienne frozen

Green beans sliced frozen

Green peas frozen

Corn Cut Frozen

Spinach Frozen

Hawaiian mix Frozen

Mixed vegetables frozen

Peas and baby carrots frozen

Country Mix Frozen

French Style Mix Frozen

Potato chips frozen 10mm



<b>Fruit</b>
Fresh Grapes
Fresh Apples
Fresh Pears
Fresh Oranges
Fresh Bananas
Fresh Naartjies
Fresh Strawberry
Fresh Lemons
<b>Spices</b>
Salt (coarse & curry powder)
Variety of other spices
Pepper (black/white)
Curry powder
Powder soups
Various herb spices
<b>Condiments</b>
Tomato
Mustard
Cooking oil
Vinegar
Variety of other sauces
<b>Other</b>
Long life Milk Full Cream
Long Life Milk 2% Fat
Yoghurt
Sour milk (quality equivalent to Amasi)
Feta cheese Plain
Fresh Cream
Margarine (Quality equivalent to Rama)
Fruit Cocktail
Guava Halves
Peach Halves
Pear Halves
<b>Beverages</b>
Apple concertrate, 25l
Cranberry concertrate, 25l
Guava concertrate, 25l
Orange concertrate, 25l
Fruit Punch concertrate, 25l
Mango & Orange concertrate, 25l
Assorted Fruit Juice (quality equivalent to Liquifruit or Fruitree), 330ml
Apple juice similar to Appletizer
Grape juice similar to Grapetizer
Assorted flavours soda drinks; 330ml
Still Water, 500ml
Sparkling Water, 500ml

# **SECTION: 3**

## **EVALUATION CRITERIA**

## 1. EVALUATION CRITERIA

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The bid will be evaluated in the following stages:

### (a) Stage 1 - Standard Compliance Requirements

Bidders are expected to submit and comply with all the required Standard Compliance Requirements. Failure to comply with these requirements will invalidate the bid. Below are the Standard Mandatory requirements.

- Bidders are required to submit bid documents as follows:
  - one original,
  - one hard copy
- PDF electronic copy in a marked/ labelled memory stick. Documents submitted electronically must be the same as the hard copy (original).
- In case of a Joint Venture (JV), Consortium, Teaming Agreement, or similar relationship/agreement, bidders must submit standard bidding documents (SBD 1, SBD 4, and SBD 6.1) for each of the entities in an agreed business relationship accompanied by an agreement.
- Bidder(s) must be registered with National Treasury Centralised Supplier Database (CSD) – CSD report or CSD MAAA Reference Number.
- Compulsory briefing session certificate

### (b) Stage 2 – Mandatory Requirement

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

### (c) Stage 3 - Functionality Evaluation

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

**NB:** Bidders will be required to score a minimum of **70 points** to qualify for stage 4.

### (d) Stage 4 – Price and Specific Goals Evaluation

Bidders will be evaluated on a 90/10 scale (i.e., 90 points for price and 10 points for specific goals).

## 1.1 STAGE 1 – STANDARD COMPLIANCE REQUIREMENTS

STANDARD COMPLIANCE REQUIREMENTS	COMPLY (YES / NO)
<b>ENVELOPE ONE (1)</b>	
Total number of copies submitted – Two (2) (1 original and one copy)  All the documentation under the bid proposal is to be converted and submitted in a PDF within a memory stick	
Proof of CSD Registration. (CSD number or report) Registration on CSD (available on <a href="http://www.csd.gov.za">www.csd.gov.za</a> )	
Compulsory Briefing Session Certificate	
SBD 1: Invitation to bid and company information	
SBD 4: Declaration of interest	
<b>ENVELOPE TWO (2) – FINANCIAL PROPOSAL</b>	
Total number of copies submitted – Two (2) (1 original and one copy)  All the documentation under the financial proposal is to be converted and submitted in a PDF within a memory stick	
SBD 3.1: Pricing Schedule  <b>NB. Bidders are required to complete the SBD 3.1 and the attached provided price schedule – Annexure “A” (either as issued or on the company letterhead)</b>	
SBD 6.1: Preference points claim form	

**NB: Failure to comply with the above requirements will lead to a bid disqualification.**

## 1.2 STAGE 2 – MANDATORY REQUIREMENTS

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

Item	Description	Comply Yes/No
1.	<p>The bidder must provide a copy of Certificate of Acceptability of Food Premises for Vehicles in accordance with the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No. 54 of 1972), Government Notice No. R638 of 22 June 2018, as amended from time to time or the most recent one.</p> <p style="text-align: center;"><b>OR</b></p> <p>In case where the bidder make use of a third party, a letter of support or intent to support the bidder must be supplied (it must be signed and on the letterhead of the third party). The letter of support must be from a third party that is in possession of a Certificate of Acceptability of Food Premises for Vehicles in accordance with the Foodstuffs, Cosmetics and Disinfectant Act, 1972 (Act No. 54 of 1972), Government Notice No. R638 of 22 June 2018, as amended from time to time or the most recent one.</p>	

### 1.3 STAGE 3 - FUNCTIONALITY CRITERIA

This stage will be based on written proposals and shall be evaluated based on the following parameters for functionality:

DESCRIPTION	POINTS
<p><b>A. Experience and Reference Letters</b></p>	<b>30</b>
<p><b>Bidders to demonstrate experience and similar work done in supply and delivery of perishable and non-perishable goods = 30 points</b></p> <ul style="list-style-type: none"> <li>▪ 1 reference letter = <b>5 points</b></li> <li>▪ 2 reference letters = <b>10 points</b></li> <li>▪ 3 reference letters = <b>15 points</b></li> <li>▪ 4 reference letters = <b>20 points</b></li> <li>▪ 5 reference letters = <b>25 points</b></li> <li>▪ 6 reference letters = <b>30 points</b></li> </ul> <p><b>Compliance requirement:</b></p> <p>The bidder <b>must</b> submit clearly visible reference letters in clients' <b>letterhead</b> indicating all the below-mentioned details, viz.</p> <ul style="list-style-type: none"> <li>• Name of the institution/entity where services were rendered,</li> <li>• Address of the institution/entity where work was rendered,</li> <li>• Detailed work/services rendered outlining the duration/period thereof,</li> <li>• Contact details, and</li> <li>• Reference letters must be signed by the authorized person/s with dates (in the last five years or not older than 2018).</li> </ul> <p><b>NB: Bidders are required to ensure that information provided is accurate and correct as the RTMC reserves the right to conduct reference checks.</b></p>	

<p><b>B. Financial Capacity</b></p> <p>Bidders must provide proof of financial capacity with a <b>minimum of R300 000</b> positive cash balance, <b>not a turnover</b>, at the time of bid closure and / or access to credit <b>through a single or various sources, considered as one/combined</b> from the following:</p> <ul style="list-style-type: none"> <li>• Bank statement stating a positive balance available in the bank account (signed or bank stamped) as at the time of bid closure.</li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• Provide proof of access to bank credit facilities, as at the time of bid closure.</li> </ul> <p>(Loan Agreement/ Overdraft Facility/ Revolving Credit – on the bank letter head with bank stamp not older than a month at the time of the bid closure) and also <b>provide proof of the available bank balance.</b> (Not a conditional assessment of Credit Rating or Bank Rating)</p> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• A signed letter of commitment from a registered financial service provider (FSP registered with NCR) indicating a commitment to fund the bidder should they be successful.</li> </ul> <p style="text-align: center;"><b>AND / OR</b></p> <ul style="list-style-type: none"> <li>• Signed letter of commitment from any third party other than the aforementioned indicating a commitment to fund the bidder in relation to this bid should they be successful. Submitted with the letter of commitment, the third party must provide a signed (or stamped) confirmation from their bank indicating a required positive cash balance as at the time of the bid closure.</li> </ul>	<b>20</b>
<p><b>C. CAPACITY TO TRANSPORT / DELIVER</b></p> <p>Bidders must show the capability to transport/deliver the required perishable and non-perishable goods with the underneath type of vehicles:</p> <ol style="list-style-type: none"> <li>1 X Insulated Closed Dust Proof goods vehicle – <b>15 points.</b></li> <li>1 X Refrigerated goods vehicle – <b>15 points.</b></li> </ol> <p><b>Compliance requirements:</b></p> <p>Bidders must provide the following:</p> <ul style="list-style-type: none"> <li>• proof of ownership if owned, or</li> <li>• an existing Lease Agreement (if any), or</li> <li>• an undertaking by the leasing entity if intend leasing, or</li> </ul>	<b>30</b>

- a letter of intent signed by the lessee.

**NB: All the above must be supported by a proof of either of the following:**

- Vehicle Registration Certificate in the name of the company or a director of the same company for both of the vehicles indicated above.

**OR**

- The letter of intent to rent a vehicle from the title holder of the vehicle or the owner of the vehicle. A letter must be accompanied or submitted with a Vehicle Registration Certificate for both of the vehicles indicated above.

**D. Risk Plan**

**20**

Bidders should provide a risk plan with preventative measures and how to mitigate against the following risks:

To obtain full marks, bidders need to comply with the below criteria:

1. A comprehensive demonstration of how suppliers are going to overcome any shortages of perishable and non-perishable goods from the source of supply **(10)**.

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

2. A comprehensive demonstration of how suppliers are going to prevent and deal with vehicle breakdowns **(10)**

VALUE	DESCRIPTION
5- Excellent	Meets and exceeds the functionality requirements
4- Very Good	Above average compliance to the requirements
3- Good	Satisfactory and should be adequate for stated element
2- Average	Compliance to the requirements
1- Below Average	Below average of the requirements



0- Non-Compliant	Does not comply to the requirements	
<b>STEP ONE SUB TOTAL</b>		<b>100</b>

**NB: BIDDERS ARE EXPECTED TO SCORE MINIMUM OF SEVENTY (70) POINTS TO QUALIFY FOR STAGE 4.**

**1.5 STAGE 4 – PRICE AND SPECIFIC GOAL EVALUATION**

**Bidder/s who qualify for this stage will be evaluated using the PPPFA, and the bidders who scored the highest points will be awarded a bid:**

**Pricing will be negotiated to a flat / standard rate once the panel has been put in place to the appointed service providers.**

CRITERIA	MAXIMUM POINTS
Price	90
Black Owned Company	2
Women Owned Company	2
Youth Owned Company	2
*Company owned by people living with disabilities	4
<b>Grand Total</b>	<b>100</b>

**\* Medical Practitioners certificate/letter must be attached.**

**SECTION: 4  
ANNEXURE AND  
STANDARD BIDDING  
DOCUMENTS**

**See the attached SBD  
forms.**

**(All SBD forms must be  
signed)**

## BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be provided in the enclosed questionnaire(s) or a separate annexure.
2. The bidding forms should not be retyped or redrafted; photocopies may be prepared and used. Additional offers may be made for any item, but only on a page photocopy. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that all are included and duplicated. No liability shall be accepted regarding claims arising from the fact that pages are missing or duplicated.
5. If attached, the forms regarding the Preference Points Claim shall be completed and submitted with the completed bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract.
7. If non-firm prices are submitted, the bidding documents should clearly state this.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether or not the items offered are to specification.
9. Regarding the paragraphs where the items offered are strict to specification, bidders shall insert the words "as specified."

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.