

# **RT57 Bidding Manual and Guidelines**

**Version 1**

**Date: April 2026**

## **1. DEFINITIONS**

- 1.1. B-BBEE: Broad-Based Black Economic Empowerment
- 1.2. CIPC: Companies and Intellectual Property Commission
- 1.3. EME: Exempt Micro Enterprises
- 1.4. GCC: General Conditions of Contract
- 1.5. JV: Joint Venture
- 1.6. OEM: Original Equipment Manufacturer
- 1.7. SBD Documents: Standard Bidding Documents required for the submission of any bid.
- 1.8. SCC: Special Conditions of Contract
- 1.9. QSE: Qualifying Small Enterprises

## **2. INTRODUCTION AND BACKGROUND**

- 2.1. Contract RT57-2026 is utilized by the State for the procurement of Sedan, Light and Heavy Commercial vehicles, Busses, Motorcycles, Agricultural Tractors, Construction Plant and Equipment for a period of 36 Months.
- 2.2. Due to the constant changes in vehicle models and the factors that influences the vehicle pricing, contractors will be required to submit revised pricing for existing and new models annually.
- 2.3. This manual and guidelines are to be used during the initial bidding process and the annual resubmission of the revised vehicle pricing and new models.
- 2.4. This manual does not replace the GCC or SCC and needs to be interpreted in line with it. Where the manual is on conflict with the SCC, the SCC shall prevail.
- 2.5. For the purpose of this manual and guidelines, the submissions will be dealt with in three parts:
  - 2.5.1. Mandatory documents related to this bid, excluding the SBD documents required.
  - 2.5.2. Pricing Schedule
  - 2.5.3. Technical requirements

## **3. MANDATORY DOCUMENTS**

### **3.1. Specific Goals**

- 3.1.1. Bidders needs to ensure that the information required in the SCC for the specific goals are submitted.

### **3.2. Authorization letter**

- 3.2.1. A draft authorization letter has been included as part of the bid. Bidder should ensure that the draft authorization letter is completed and signed and that the requirement as set out in the SCC are met.
- 3.2.2. The authorization letter cannot be dated prior to the bid advertisement, as the letter needs to provide authorization for the specific requirements of the RT57/2026 contract.
- 3.2.3. The following reasons were identified in previous bids received that led to the authorization letters not being accepted:
  - 3.2.3.1. Letter provided was from a dealership or another party other than the Importer or OEM.

- 3.2.3.2. Letter provided from the OEM, importer or distributor relates to a different brand than those offered by the bidder or does not include all the brands.
  - 3.2.3.3. Letter from the OEM, importer or distributor, allows the supply to the bidder, but limits this supply through a specific third party or parties.
  - 3.2.3.4. Supporting documentation required from the OEM, importer or distributor is not supplied.
  - 3.2.3.5. OEM, importer or distributor submitted a draft letter, without a letter head or any signatures.
  - 3.2.3.6. Letters from OEM's or importers contained counter conditions to those specified in the Special Conditions of Contract.
  - 3.2.3.7. Letter confirming supply was not addressed to the bidder but to another party.
  - 3.2.3.8. No confirmation in the letter that the OEM will carry the warranties on the products sold to the State.
  - 3.2.3.9. No confirmation of national footprint or dealerships listed in the letter as required.
- 3.2.4. To ensure that the bid or resubmission of pricing complies to the Special Conditions of Contract, please verify the following:
- 3.2.4.1. Ensure that the letter is from the OEM or importer, is on their letter head, addressed to the bidder, is duly dated and signed and contains all the required information as set out in the SCC, even if such information may be provided elsewhere in the bid.
  - 3.2.4.2. The authorization letter needs cover all the brands or items that are submitted by the bidder, especially if additional brands are submitted for year two and three of the contract.
  - 3.2.4.3. Where a bidder is the importer of items offered, the bidder must provide a letter from the Manufacturer that verifies that the bidder or their suppliers is the importer.
  - 3.2.4.4. It is recommended that bidders utilize the template as provided.

#### **4. PRICING SCHEDULE**

##### **4.1. General**

- 4.1.1. The pricing schedule is divided into ten categories. The pricing schedule for each category differs due to the technical requirements that need to be considered in each category. The information contained in the pricing schedule forms the basis for the technical evaluation of each item submitted.
- 4.1.2. In order for the bids to be compared during the evaluation process, each category is evaluated separately. This requires members of the Bid Evaluation Committee to consolidate the submissions of all the bidders in a specific category, such as RT57-00, RT57-01 etc.
- 4.1.3. In preparation for the bid or the annual resubmission of pricing, the Bid Specification Committee agrees on the various pricing schedules and the technical fields that needs to be contained in each category.
- 4.1.4. The Excel spreadsheets is then prepared with the required fields. Where possible, it is done in such a manner that the responses received are uniform. This is done by formatting certain columns and adding drop down menus.
- 4.1.5. Preparing the pricing schedules in such a manner assists in the process when all the responses received per category needs to be consolidated into one master spreadsheet to use in the evaluation process.

## 4.2. Special Conditions

In terms of the Special Conditions of Contract (6.2.3):

- 4.2.1.1. It is a requirement of this bid that bidder fill out and submit the pricing schedule issued with the bid at the closing date and time of the bid.
- 4.2.1.2. In addition to the pricing schedule
- 4.2.1.3. The pricing schedule provided in this bid forms an integral part of the bid document and bidders must ensure that it is completed without changing the structure thereof.
- 4.2.1.4. The prices quoted must be inclusive of all applicable taxes.
- 4.2.1.5. All prices must be furnished in South African currency (Rand).
- 4.2.1.6. Bidders are required to submit responsive bids by completing all the prices as contained in the pricing schedule, mandatory response fields and item questionnaires on the provided pricing schedule for the individual items
- 4.2.1.7. Bidders must ensure that it completes in full and submits the EXCEL PRICING SPREAD SHEET attached in this bid in a soft copy format, failing which the bid will be deemed non-responsive and shall therefore be disqualified.
- 4.2.1.8. The EXCEL PRICING SPREAD SHEET must be converted into a Portable Document Format (PDF) and submitted with the bid at the closing date and time. This PDF document must be exact to the EXCEL PRICING SPREAD SHEET submitted.
- 4.2.1.9. The prices as requested in the Pricing Schedule must not include any settlement discounts for early payments. The State will not pay any amounts to the appointed service provider that is not reflected on the pricing Schedule at the time of bid submission or that is provided for as an optional extra or accessories.
- 4.2.1.10. Prices submitted for this bid must be completed on the fields provided on the pricing schedule supplied with the bid.
- 4.2.1.11. Pricing structures that do not comply with this requirement will invalidate the bid.
- 4.2.1.12. Where any item or part thereof is imported, the rate of exchange issued by the Reserve Bank on the base date as indicated in the SCC must be used to convert the imported portion of the price to RSA currency.
- 4.2.1.13. Bid prices must include the following:
  - a. Pre-Delivery Inspection (PDI)/Pre-delivery Service (PDS),
  - b. Emission Tax
  - c. Micro Dotting as per SANS specifications
- 4.2.1.14. All vehicles must be delivered to the end user with fuel to a minimum value of R800 on all sedans, MPV, SUV and LDV's. R1400 for trucks and busses (25-seater and up), R3000 on all motorcycles, R1500 for equipment and R400 for small equipment
- 4.2.1.15. Where an item is available in different model variations, and the bidder wishes to offer all the model variations in the same category, the bidder is requested to complete a separate line in the 'Pricing Schedule and Item Questionnaire' for each model variation. These models should correspond to the offers within the market or a specified government specification and should not be a combination of accessories to increase the number of offerings.

- 4.2.1.16. Discounts must be offered in the final price offered and must not be conditional; any conditional price offered will not be taken into consideration for evaluation purposes.
- 4.2.1.17. Bid prices must include all items that are compulsory with the procurement of the vehicle such as a compulsory maintenance or service plan. This must be indicated in the prescribed column in the pricing schedule.
- 4.2.1.18. Bid prices must exclude “Delivery Charges”.
- 4.2.1.19. For the second and third years of the contract, contractors will be allowed to revisit/renew their original offers and provide new offers which will be re-evaluated.

#### **4.3. Non-award of items**

The following challenges were identified in the consolidation of the pricing schedules or on the pricing schedules during the technical and pricing evaluation process:

- 4.3.1. Only the PDF version of the pricing schedule is submitted, without the Excel version.
- 4.3.2. One bidder, more than one pricing schedule submission.
- 4.3.3. Pricing schedules submitted in Excel is password protected.
- 4.3.4. The pricing schedule is amended by the bidder. This is either done by adding or removing columns, or hiding rows and/or columns.
- 4.3.5. Bidders changing the item number and/or item descriptions.
- 4.3.6. Information being incorrectly copied and pasted. Copy and paste information or drag and drop – information not verified or changed according to the required specification.
- 4.3.7. Formulas being used in the pricing.
- 4.3.8. Information supplied does not correspond to the heading of that column or are incomplete.
- 4.3.9. Not submitting the make and model of a vehicle the columns provided and the non-submission of the OEM Unique reference and model code.
- 4.3.10. Not submitting any technical or incomplete technical information e.g. engine capacity, weight, transmission, fuel type etc.
- 4.3.11. The exact same vehicle being offered under multiple items and multiple categories.
- 4.3.12. Items submitted without the conversion cost being included, where an item requires the full cost of the item. As an example, the price of the Chassis Cab is submitted for a water tanker conversion, but it excludes the cost of the conversion. If a conversion needs to be done, the offered pricing must include the cost of such conversion (Categories RT57-03, RT57-05 and RT57-06)
- 4.3.13. Incorrect rounding-off of information provided or rounded of information submitted instead of the actual information. Rounding of is to be used to identify the correct item/category to be used.
- 4.3.14. Incorrect units of measure or incorrect conversion of units.
- 4.3.15. Incorrect seating capacity being supplied.
- 4.3.16. Formatting the cells on the spreadsheet where inputs are made or using additional commas and spaces when the pricing is supplied.
- 4.3.17. Award Conditons

The following clauses in the Special condition of Contract refer to the multi award or non-award of item offered.

7.2.1.22 The State reserves the right to only award the first of an identical vehicle make and model per category, if there is more than one of the same vehicles make and model offered by more than one bidder in the same category.

8.8. The State will not award the exact same vehicle make and model to more than one bidder/Contractor.

8.8.3 The state reserves the right to award the exact same vehicle make and model to more than one bidder/Service provider where different converters are offered/used (this is only applicable to trucks and buses).

#### 17.1 ALL TRUCKS AND BUSES – CATEGORIES RT57/03 (ALL) AND RT57/05/50/23 ONWARDS

17.1.1 In the submission of pricing for all trucks and busses, the bidder is required to submit the price of the full conversion. Failure to submit the full pricing will invalidate the offer from the bidder.

17.1.2 The bidder is required to submit the full price of the base vehicle and the conversion for each converter as a separate item for all truck and bus submissions, there must therefore be separate pricing for each different type of conversion plus the base price for each item offered. Failure to do so, will disqualify the item offered.

17.1.3 As an example: If the base vehicle is an Atlanta truck, and the converters are, Converter X, Converter Y and Converter Z. The bidder will be required to submit three items Atlanta truck Conversion X, Atlanta truck Conversion Y, Atlanta truck Conversion Z.

#### **4.4. Pricing Schedule vs Special Conditions of Contract.**

To ensure that the submission of the Pricing schedule complies to the Special Conditions of Contract, please verify following:

- 4.4.1. Ensure that both the Excel and PDF documents are submitted, without any password protection and exact copies. The PDF document will be referred to in case of any dispute.
- 4.4.2. Every bidder needs to ensure that their entire offer over the ten categories are consolidated into one pricing schedule (one Excel workbook). This reduces the risk of inaccurate information being carried over to the master evaluation documents.
- 4.4.3. Do not add or remove any columns or hide lines or columns. Where no item is submitted in a specific category, the line with the item number can be deleted or left blank. Adding or deleting columns creates challenges when the submission needs to be consolidated into the master evaluation sheet and the information supplied may misalign and reflect incorrectly.
- 4.4.4. Do not change any category number and/or item description as it will result in the item being evaluated in an incorrect category or not considered should the item description be changed.
- 4.4.5. When information is copied, make sure that the information aligns to the headings and that the format did not change, such as import percentage changing to 300% instead of 30%
- 4.4.6. When item numbers are “dragged” in Excel, it will not duplicate the exiting number, but will create the next number in the series. Use the copy function when submitting more than one item per category.

- 4.4.7. Where formulas in the pricing is used, the price can change when it is copied into the master document as the cell reference change. Use the function of “Paste Special”, “Values”
- 4.4.8. Members of the Bid Evaluation Committee cannot correct information that was supplied in the incorrect column or move it to the correct columns, nor can they assume that the submission meets the requirements where no information was provided. The Bid Evaluation Committee will not refer to outside sources to ensure that the submission meets the requirements. Where the information is not supplied or where the information is incorrect, the item will not be awarded.
- 4.4.9. The BEC retains the right to verify or confirm any information submitted.
- 4.4.10. The submission of the OEM unique reference and model code is requested to differentiate between items where the descriptions may not indicate the difference in the items. The make and model of the vehicle as well as the OEM unique reference number are used to prevent duplicate awards. This information also ensures that the end user can verify the exact vehicle details and technical specifications at the time of the order being placed. The reference number must be that of the OEM and not uniquely created and should be verifiable with the OEM.
- 4.4.11. Vehicles must be offered in the correct category based on the requirements of the category. As an example, a vehicle cannot be a Sedan and a Hatch. The contract does not make provision for duplicate awards of the same item. Vehicles to be offered in the category as homologated with NRCS.
- 4.4.12. Figures should not be rounded-off, the exact figures need to be submitted.
- 4.4.13. Ensure that the units of measure are in the correct format e.g. Weight – 180kg instead of 180,000kg. Verify the unit of measurement within the heading of that specific column.
- 4.4.14. Seating capacity submitted must be after the conversion has been done and the correct seating capacity of the bus should be submitted and not the capacity of a Chassis
- 4.4.15. The format of the cells in the Excel spreadsheets must not be changed. When inserting an amount, no abbreviations such as “R” for Rand or additional commas and spaces must be entered. The format of the spreadsheet will automatically insert the “R” for Rand and the commas and spaces. Correcting this is a manual process and may lead to errors and the incorrect pricing being used during the evaluation process.
- 4.4.16. Information regarding the Make and Model offered must be separated – Manufacturer or Brand Name must be complete in the column identified for Make where-as the model must be completed in the next column identified for Model, no combination of the two in one column.
- 4.4.1. Any Hyperlinks must be removed from the pricing Schedule.
- 4.4.2. Bidders name vary on the Pricing Schedule – in cases the suppliers/bidders name is not captured the same, various spelling.

## **5. Technical requirements**

### **5.1. General**

- 5.1.1. Bidders must ensure that they submit fully completed Item Questionnaires for new items offered in year two and three for categories RT57-03, RT57-05 and RT57-09
- 5.1.2. Bidders must submit pricing for optional extras (attachments) where applicable
- 5.1.3. Bidders must submit fully completed technical specifications for new items offered in year two and three