

RBA/Provision of Transportation Services/2025/RFQ03| Bid Guide

The overall intention of this bid guide is as follows;

1. Clarify the bidding process
2. Outlines:
 - How to prepare a bid
 - What documents are required
 - Where and how to submit the tender
3. Ensure compliance
 - It helps bidders meet all legal, regulatory, and procedural requirements to avoid disqualification.
4. Improve bid quality
 - By offering tips and best practices, it helps bidders create more competitive and compelling proposals.
5. Promote fair competition
 - It ensures all potential bidders have equal access to information, promoting transparency and fairness.

Phase 1: Pre-qualification.	
Requirement	Comments
6.1.1 Only bidders registered with Royal Bafokeng Enterprise Development (RBED) will be eligible for consideration. Proof of registration on the RBED database must be included/submitted with the bid. A letter not older than two months from the closing date of this bid will be acceptable.	<ol style="list-style-type: none"> 1. If no proof of registration (i.e., letter from RBED), the bidder will be disqualified. 2. If the letter is 2 months old from the closing date of this bid (i.e., 20th November 2025). The bidder will be disqualified. 3. Letters can be requested from Keolebogile.Letsatsi@bafokeng.com at RBED. 4. The bidder is responsible for initiating timely communication with RBED regarding the letter. RBN/A will not be held liable for any bidder's failure to request the letter within the required timeframe.
6.1.2 Bidders are required to submit a certified copy of a valid operating license permit issued by the relevant Provincial Regulatory Entity (PRE).	<ol style="list-style-type: none"> 1. If not proof certified copy of the operating license permit submitted. The bidder will be disqualified. 2. Submission of an expired operating licence will lead to a disqualification.



<p>6.1.3 Bidders must have Public Liability Insurance with a minimum cover of Five Hundred Thousand Rand (R500 000.00) per incident. Proof of this insurance must be provided in the form of a valid certificate or letter from the bidder's insurance provider.</p> <p>Note:</p> <ul style="list-style-type: none"> - If the bidder does not currently hold this insurance, they must submit a formal letter from their insurance provider (on their insurers official letterhead) confirming their intent to insure the bidder for the specified amount per incident. - The submitted proof of insurance or confirmation letter must be dated within one (1) month of the bid closing date. - A quote from the insurer will not suffice nor accepted by RBN/A. 	<ol style="list-style-type: none"> 1. Bidders must submit proof of Public Liability Insurance with a minimum cover of Five Hundred Thousand Rand (R500 000.00) per incident. 2. If the bidder does not have such a cover in place, they must submit a formal letter from their insurer (i.e., on their insurers official letterhead) confirming their intent to insure for the specified amount. 3. The proof of insurance or letter must not be older than a month from the bid closing date. 4. Should it be older than one month, the bidder will be disqualified. 5. The bidder must not submit a quote as this will render their bid non-responsive. Consequently, they will be disqualified.
<p>6.1.4 Bidders must hold a Passenger Liability Insurance with a minimum cover of Ten Million Rand (R10 000 000.00) per incident. Proof of this insurance must be provided/submitted in the form of a valid certificate or letter from the bidder's insurance provider.</p> <p>Note:</p> <ul style="list-style-type: none"> - If the bidder does not currently hold this insurance, they must submit a formal letter from their insurance provider (on their insurers official letterhead) confirming their intent to insure the bidder for the specified amount per incident. - The submitted proof of insurance or confirmation letter must be dated within one (1) month of the bid closing date. - A quote from the insurer will not suffice nor accepted by RBN/A. 	<ol style="list-style-type: none"> 1. Bidders must submit proof of Passenger Liability Insurance with a minimum cover of Ten Million Rand (R10 000 000.00) per incident. 2. If the bidder does not have such a cover in place, they must submit a formal letter from their insurer (i.e., on their insurers official letterhead) confirming their intent to insure for the specified amount. 3. The proof of insurance or letter must not be older than a month from the bid closing date. 4. Should it be older than one month, the bidder will be disqualified. 5. The bidder must not submit a quote as this will render their bid non-responsive. Consequently, they will be disqualified.
<p>Phase 2: Administrative compliance (Mandatory) – You will only be evaluated further if all the pre-qualifications documents are submitted, if none or only one is submitted you will be disqualified</p>	
<p>a) Company profile.</p>	<ol style="list-style-type: none"> 1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document. The



ROYAL BAFOKENG NATION

ROYAL BAFOKENG ADMINISTRATION

P.O Box 1, Phokeng, 0335, Republic of South Africa
1 Direpotsane Street, Phokeng, 0335
Telephone: +27 (14) 566 1200
Email: info@bafokeng.com
Website: www.bafokeng.com

	company profile may be requested during the evaluation process, and its absence could affect the overall assessment of the bid.
b) CIPC confirmation of Company registration and Directors.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document. The company CIPC documents may be requested during the evaluation process, and its absence could affect the overall assessment of the bid.
c) Valid SARS Tax Compliance PIN.	1. Although it does not result in immediate disqualification the bidder is required to submit their company profile. 2. Bidder to note that RBN/A cannot engage with a service provider that is not tax compliant.
d) Original and valid and / or certified copy of B-BBEE status level certificate or sworn affidavits must be valid at the time of the closing of the RFP.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document.
e) Original Bidder Resolution or Letter of authority or Letter of appointment authorizing the signatory of the Entity to sign the contract with RBA.	1. While failure to submit a company profile at the time of bid closing will not result in immediate disqualification, bidders are still required to provide this document.
f) Bank confirmation letter	1. Although it does not result in immediate disqualification the bidder is required to submit their Bank confirmation letters. 2. Bidders must ensure their bank confirmation letter is not older than 3 months from bid closing date.
Phase 4: Commercial - Price (80)	
Price	1. Bidders may submit proposals for any vehicle type and route of their choice.

Submission and Closing Date

Bidders to note that the bid will close on the 20th November 2025 @ 11h00. All bid submissions should be send/forwarded to Thuto.Makgahlela@bafokeng.com

Late bid submissions will not be accepted.