ROYAL BAFOKENG ADMINISTRATION

P.O Box 1, Phokeng, 0335, Republic of South Africa
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Telephone: +27 (14) 566 1200
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RBA/ Tree Cutting and Trimming Services/2025/RFQ04 - 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**
a) The Service Provider must provide at least one reference letter demonstrating previously completed work of a similar nature.	The bidder is required to submit at least one reference letter of similar nature. Should the bidder not submit such a reference letter. The bidder will be disqualified.
b) 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.	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.,4th December 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.

c) Bidders must have Public Liability Insurance with a minimum cover of One Million Rand (R1,000,000.00) per incident. Proof of this insurance must be provided in the form of a valid certificate or letter from the bidder's insurance provider. **Note:** - 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. **Alternatively;** The bidder must submit a formal commitment letter on their official company letterhead confirming that, if awarded the contract, they will obtain the required public liability insurance coverage. Please note that no award letter will be issued unless proof of public liability insurance with a minimum cover of R1,000,000.00 is provided to RBA by the deadline specified by RBA.	1. Bidders must submit proof of Public Liability Insurance with a minimum cover of One Million Rand (R1,000,000.00) 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. **Alternatively;** If you choose this option, the bidder must submit a commitment letter on their official company letterhead confirming that, if awarded the contract, they will obtain public liability insurance with a minimum cover of R1,000,000.00. Failure to submit this commitment letter will result in the bidder being disqualified.
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	
a) Company profile.	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 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.

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	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. The bidder must provide rates for all tree size categories

Submission and Closing Date

Bidders to note that the bid will close on the 4th December 2025 @ 11h00. All bid submissions should be send/forwarded to Thuto.Makgahlela@bafokeng.com

Late bid submissions will not be accepted.