

RFQ / TENDER

Tender No: JW00400

Vendor No: 110C1386

BOARD LIST  
BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT  
2000

Purchaser : Joseph Webber  
Telephone : 021 9403829  
Fax Number: 021 9403883

Please quote reference:  
A14/6000608129

Closing Date :21.10.2014  
Validity Date :21.12.2014  
RFQ No :6000608129

"PREVIEW COPY ONLY"

Prices in South African currency  
including the cost of packing and packing  
materials for delivery as follows:

A: DIRECT by rail to destination point (Railage a/c point .....)  
B: DIRECT by other means to destination point  
C: EX OVERSEAS WORKS

Item	Qty	Material	Description
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00010	50	37200361	ENVELOPE STATIONERY;DL, BANKER,SELF SEAL
		R.....	R.....
		Pack	Pack

Delivery Date: 25.11.2014

FULL DETAILS OF DESCRIPTION

ENVELOPE, STATIONERY  
COMMERCIAL SIZE DL  
STYLE BANKER  
CLOSURE METHOD SELF SEAL  
LENGTH 220 MM  
WIDTH 110 MM  
MATERIAL PAPER  
COLOR WHITE  
PACKAGE TYPE PACKET 50

DATE: .....  
SIGNATURE OF TENDERER(S): .....  
CONTACT PERSON: ..... TEL No: .....

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Date : 14.10.2014      2

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

Prices in South African currency  
including the cost of packing and packing  
materials for delivery as follows:

A:	B:	C:
DIRECT	DIRECT	EX OVERSEAS
by rail to	by other	WORKS
destination	means to	
point	destination	
(Railage a/c	point	
.....)		

Item	Qty	Material	Description
------	-----	----------	-------------

TRANSNET 33; INTERNAL LETTER MAILING; VENDOR: PROMAT  
SPECIFICATION: CSS 37/200361/LATES

FULL DETAILS OF DESCRIPTION  
SUPPLY OF STATIONERY REQUIRED AT WAREHOUSE 53, BELLVILLE

1. Transnet indemnifies itself from any claims which may arise as a result of a bidder not being able to transmit his / her quote to Transnet for any reason whatsoever before the closing time.
2. Server issues outside of the Transnet electronic environment will not be considered as a reason for acceptance of late RFQ's
3. In the closing details paragraph of the RFQ:- RFQ's submitted via email must be addressed to both: carol.swan@transnet.net ; AND Johanna.kotze@transnet.net - the subject of the email must indicate only the RFQ number and closing date. No other details must appear in the subject column.

4. I/We \_\_\_\_\_ hereby confirm we have read the specifications and clearly understand the requirements and offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

5. Lastly, restrict the return of email documents to the Pricing Schedule and compulsory returnable documents HOWEVER include the above phrase in yellow in the Quote section 2

Lastly, restrict the return of email documents to the Pricing Schedule and compulsory returnable documents.

DATE: ..... SIGNATURE OF TENDERER(S): .....

RFQ / TENDER

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Date : 14.10.2014      3

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

Prices in South African currency including the cost of packing and packing materials for delivery as follows:		
Item	Qty	Description

"PREVIEW COPY ONLY"

Deliver to:  
Bellville  
Bellville

00020	46	37202663	BOOK RECORD;TRAVEL CONCESSION,A4,PAPER	R.....	Book	R.....	Book
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Delivery Date: 25.11.2014

FULL DETAILS OF DESCRIPTION  
BOOK, RECORD  
TYPE TRAVEL CONCESSION  
INSIGNIA DESIGNATION TRANSNET 242  
SIZE DESIGNATOR A4  
PAGE QUANTITY 150  
MATERIAL PAPER  
COVER TYPE CARDBOARD  
P/N: UNKNOWN PROMAT DURBAN  
SPECIFICATION: CSS 37/202663/LATEST

Deliver to:  
Bellville  
Bellville

00030	242	37267949	FORM PRINTED;WHITE,A4,PG QTY 100	R.....	Pad	R.....	Pad
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Delivery Date: 25.11.2014

DATE: .....      SIGNATURE OF TENDERER(S): .....      .....

RFQ / TENDER

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Date : 14.10.2014      4

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

Prices in South African currency including the cost of packing and packing materials for delivery as follows:		
A: DIRECT		
by rail to destination point (Railage a/c .....)		
B: DIRECT by other means to destination point		
C: EX OVERSEAS WORKS		
Item	Qty	Description

FULL DETAILS OF DESCRIPTION		
FORM, PRINTED		
TYPE LOCOMOTIVE PERSONNEL JOURNAL		
COLOR WHITE		
DIMENSIONS A4		
PAGE QUANTITY 100		
P/N: UNKNOWN PROMAT DURBAN		
APPROVED ITEM NAME FORM,PRINTED EQUIPMENT USED ON FREIGHT RAIL		
SPECIFICATION NUMBER CSS 37/267949/LATEST STORES DESCRIPTION		
FORM,PRINTED FREIGHT RAIL 178		
Deliver to:		
Bellville		
Bellville		
00040	11	37270540 FOFM PRINTED;CONSIGNMENT NOTE,WHITE
R..... R..... R.....		
Carton Carton Carton		

Delivery Date: 03.12.2014

FULL DETAILS OF DESCRIPTION

FORM, PRINTED

TYPE CONSIGNMENT NOTE

DOCUMENT TITLE GENERAL GOODS

COLOR WHITE

DIMENSIONS WD 240 X LG 452.5 MM

PAGE QUANTITY 1000 SETS

P/N: UNKNOWN PROMAT PRETORIA

APPROVED ITEM NAME FORM,PRINTED EQUIPMENT USED ON FREIGHT RAIL

FREIGHT RAIL 416 COMBINED CONSIGNMENT NOTE AND TRUCK

LABEL-GENERAL GOODS

SPECIFICATION: CSS 37/270540/LATEST

Deliver to:

DATE: ..... SIGNATURE OF TENDERER(S): ..... R.....

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Date : 14.10.2014      5

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

Prices in South African currency including the cost of packing and packing materials for delivery as follows:			A: DIRECT by rail to destination point (Railage a/c .....)			B: DIRECT by other means to destination point			C: EX OVERSEAS WORKS		
Item	Qty	Material	Description	R.....	Each	R.....	Each	R.....	Each	R.....	Pack
Bellville Bellville											
00050	134	3700580	BINDER LOOSE LEAF;3 D-RING,WHITE,RING								

Delivery Date: 25.11.2014

## FULL DETAILS OF DESCRIPTION

BINDER, LOOSE LEAF  
TYPE 3 D-RING  
COLOR WHITE  
COVER MATERIAL POLYVINYL CHLORIDE  
HOLDING DEVICE RING  
STORAGE CAPACITY 72 PG  
SPECIAL FEATURES WELDED  
PACKAGE TYPE BOX  
P/N: UNKNOWN SUPPLY CHAIN SERVICES JHB  
STORES DESCRIPTION; SS 361; WELDED PVC BINDER ,DIMENSIONS D/A  
32 MM ,INSIGNIA DESIGNATION TRANSNET; CARTONS NOT EXCEEDING 36  
KG

SPECIFICATION: CSS 37/5805/LATEST

Deliver to:

Bellville  
Bellville

00060      7      37200033

ENVELOPE MESSENGER;INTERNAL,WHITE

Delivery Date: 20.12.2014

## FULL DETAILS OF DESCRIPTION

ENVELOPE, MESSENGER SERVICE

DATE: .....      SIGNATURE OF TENDERER(S): .....      R.....      R.....      R.....

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Date : 14.10.2014      6

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

Prices in South African currency  
including the cost of packing and packing  
materials for delivery as follows:

A:	DIRECT	B:	DIRECT	C:	EX OVERSEAS
	by rail to		by other		WORKS
	destination		means to		
	point		destination		
	(Railage a/c		point		
	.....)				

Item	Qty	Material	Description
------	-----	----------	-------------

TYPE INTERNAL			
DIMENSIONS WD 250 X LG 350 MM			
COLOR WHITE			
ENVELOPE MATERIAL PAPER			
SPECIAL FEATURES UNGUMMED			
PACKAGE TYPE PACK 50			
P/N: UNKNOWN SUPPLY CHAIN SERVICES JHB			
EQUIPMENT USED ON TRANSNET; 3 INTERNAL POCKET SHAPE			
SPECIFICATION: CSS 37/200033/LATEST			

Deliver to:

Bellville  
Bellville

00070	145	37001225	BOX FILING:LEVER ARCH,WD 380 MM
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Delivery Date: 25.11.2014

FULL DETAILS OF DESCRIPTION

BOX, FILING

TYPE LEVER ARCH

WIDTH 380 MM

P/N: UNKNOWN PHAMBHILI PRINT & STATIONERS

SS 89; WITH NON-COLLAPSIBLE FILE JACKET; 250 MM HIGH SPINE

WIDTH 80 MM ,BOX MATERIAL BOARD

SPECIFICATION: CKS 368 LATEST, CSS 37/1225/LATEST

Deliver to:

DATE: .....      SIGNATURE OF TENDERER(S): .....      R.....      Each      R.....      Each

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Date : 14.10.2014      7

BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT

Prices in South African currency including the cost of packing and packing materials for delivery as follows:		
A:	B:	C:
DIRECT	DIRECT	EX OVERSEAS
by rail to	by other	WORKS
destination	means to	
point	destination	
(Railage a/c	point	
.....)		

SERVICE DELIVERY MANAGER  
TRANSNET FREIGHT RAIL, SCS  
BELLVILLE  
160172  
CALEDON WEST STREET, BELLVILLE  
BELLVILLE  
00080      300      37266147  
LAPL PRINTER;VEHICLE REPAIR CARD

Delivery Date: 25.11.2014

## FULL DETAILS OF DESCRIPTION

LABEL, PRINTER  
TYPE VEHICLE REPAIR CARD  
MATERIAL LITHO BOARD  
LABEL SIZE WD 210 X HT 127 MM  
COLOR WHITE  
CORE DIAMETER NO CORE  
ROLL WIDTH NO ROLL  
QUANTITY PACK 50  
P/N: UNKNOWN THEMIBISO BUSINESS FORMS CC  
MATERIAL NUMBER 37266147; EQUIPMENT USED ON; SPCORNET WAGON 14  
SPECIFICATION: CSS 37/266147/LATEST

### Deliver to:

SERVICE DELIVERY MANAGER  
TRANSNET FREIGHT RAIL, SCS  
BELLVILLE  
160172  
CALEDON WEST STREET, BELLVILLE  
BELLVILLE

DATE: .....      SIGNATURE OF TENDERER(S): .....      .....



## 1 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. Transnet will accordingly allow a "preference" to companies who provide a B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

### 1.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note the following:

- Proposals will be evaluated on price which will be allocated 80 points and preference which will be allocated 20 points, dependent on the value of the Services
- The 80/20 preference point system applies where the acquisition of the Services will be less than R1 000 000.00
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFP will be cancelled

In compliance with the Government Gazette No. 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

- a) Verification Agencies accredited by the South African National Accreditation System [SANAS]; or
- b) Registered Auditors approved by the Independent Regulatory Board of Auditors [IRBA], in accordance with the approval granted by the Department of Trade and Industry.

Enterprises will be rated by such agencies based on the following:

- c) **Large Enterprises** [i.e. annual turnover greater than R35 million]:
  - Rating level based on all seven elements of the B-BBEE scorecard
- d) **Qualifying Small Enterprises – QSE** [i.e. annual turnover between R5 million and R35 million]:
  - Rating based on any four of the elements of the B-BBEE scorecard
- e) **Exempted Micro Enterprises – EME** [i.e. annual turnover less than R5 million]:

In accordance with B-BBEE Codes of Good Practice [Statement 000, Section 4], any enterprise with an annual total revenue of R 5 million or less qualifies as an EME.

- Automatic rating of B-BBEE Level 4 irrespective of race or ownership
- Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as B-BBEE Level 3

Sufficient evidence to qualify as an EME would be a certificate (which may be in the form of a letter) from an auditor or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership and B-BBEE status level.





Respondents are required to furnish proof of the above to Transnet. [i.e. a detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or a certificate in respect of EMEs].

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating.

N.B. Failure to submit a B-BBEE certificate, which is valid as at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

2 Evaluation Criteria

Transnet will utilise the following criteria in choosing a Supplier/Service Provider:-

- Weighted evaluation based on 80/20 preference point system:

Transnet will utilise the following formula in its evaluation of Price:

•  $PS = 80 \left( \frac{Pt - Pmin}{Pmin} \right)$

Where:

$Ps$  = Score for the Bid under consideration

$Pt$  = Price of Bid under consideration

$Pmin$  = Price of lowest acceptable Bid

- B-BBEE status of company

Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0