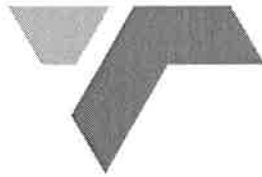


TRANSNET



NEC3 Engineering & Construction Contract (ECC3)

Transnet SOC Limited

(REGISTRATION NO.1990/000900/06)

trading as

Transnet Freight Rail

RFP No. S.I/PROP.12000 CIDB

**SALKOR BUILDING – REFURBISHMENT OF EXISTING
OFFICES AND ANCILLARY WORKS**

Issue Date: 23 July 2012

Closing Date: 28 August 2012

CONTENTS

Document reference	Title: SALKOR BUILDING – REFURBISHMENT OF EXISTING BUILDING INCLUDING ANCILLARY WORKS	Page Numbers
	THE TENDER	
Part T1	Tendering procedures	1
T1.1	Tender Notice and Invitation to Tender	2 – 7
	Suppliers Code of Conduct	8 – 11
T1.2	Tender Data	12 – 21
Part T2	Returnable documents	22
T2.1	List of Returnable Documents	23 – 24
T2.2	Returnable Schedules	25 - 74
	THE CONTRACT	
Part C1	Agreement and Contract Data	75
C1.1	Form of Offer and Acceptance and schedule of deviations	76 - 78
C1.2	Contract Data	79 - 90
C1.3	Form of Guarantee	91 - 94
C1.4	Adjudicator's Contract	95 - 96
Part C2	Pricing data	97 - 98
C2.1	Pricing Instructions	99
C2.2	Specific Preliminaries	100 - 111
C2.3	Bill of Quantities	112 - 143
Part C3	Scope of Work	
C3	Scope of Work	144 - 205
Part C4	Site Information	
C4	Site Information & Drawings	206 - 207
	Insurances	208 - 232

PART T 1: Tendering Procedures

“PREVIEW COPY ONLY”

PART T1: TENDERING PROCEDURES

T1.1 TENDER NOTICE AND INVITATION TO TENDER

RFP No. S.I/PROP. 12000 CIDB

Transnet Limited trading as Transnet Freight Rail (the employer) invites tenders for the Salkor Building – Refurbishment of existing offices and ancillary works.

Tenderers should have a CIDB contractor grading designation of 8GB or higher. Only tenderers, who are registered with the CIDB, are eligible to submit tenders.

The physical address for collection of tender documents is: Transnet Freight Rail, Tender Advice Centre, Ground Floor, Inyanda House 1, 21 Wellington Road, Parktown, Johannesburg.

Tender documents may be collected during working hours after 08:00 on Monday, 23 July 2012 and will only be available until Tuesday, 31 July 2012.

A non refundable tender deposit of R1000.00 (per set) is to be made to Transnet Freight Rail at the Standard Bank, account number 203158598, branch code 004805. The deposit slip must reflect the tender number S.I/PROP.12000CIDB and the Company name. The official Bank receipt(s) franked with the official Bank stamp to be provided with the collection of a tender document. No tenders will be sold after 15:00 on Tuesday, 31 July 2012.

Queries relating to the **administrative issues** and **technical issues** of these documents may be addressed to:

Ms. Caroline Moerane
Tel No. **011 584 0626**
E-mail: Caroline.moerane@transnet.net

or

Ms. Sarah Assegaai
E-mail: Sarah.Assegaai@transnet.net

A compulsory clarification meeting with representatives of the Employer will take place at Umjantshi B Boardroom, Ground Floor, Inyanda House 2, 15 Girton Road, Parktown on Wednesday, 01 August 2012. The Clarification meeting will be followed by a **compulsory site inspection at the Salkor Building, (GPS Coordinates: -32.949985^o, 18.044534^o), Saldanha Bay** on Wednesday, 08 August 2012, starting at 10:00. **Tenderers without a valid tender document in their possession will not be allowed to attend the compulsory clarification/site meeting.** (Mr. Johan Basson, tel no. (011) 584 0697 or cell no. 083-283 0508 can be contacted regarding directions to the offices).

Transnet reserves the right to accept the whole or any part of a tender. Transnet also reserves the right to negotiate terms and conditions with all, or a short-listed group of contenders, or the preferred Tenderer, should it be deemed necessary.

This tender closes punctually at 28 August 2012.

Tenders may only be submitted on the tender documentation that is issued. Telegraphic, telephonic, facsimile and late tenders will not be accepted.

Tenderers are warned that a tender will be liable to disqualification should any attempt be made by a Tenderer either directly or indirectly to canvass any officer(s) or employees of Transnet Limited in respect of a tender between the date the tender is submitted and the date of the award. A Tenderer may, however, at any time communicate with the Chairperson of the Transnet Freight Rail Acquisition Council, at telephone no. 011 584 9486 on any matter relating to his tender.

Envelopes must not contain documents relating to any tender other than that shown on the envelope. *No slips are to be attached to the tender documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Tenderer to the actual tender documents.* Tenders submitted by Tenderers must be neatly bound and the inclusion of loose documents must be avoided.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Compliance of tender(s) with Transnet's requirements is the sole responsibility of the Tenderer and any costs incurred in subsequent modifications to or replacement of equipment accepted by Transnet Limited in good faith on the grounds of certified compliance with specified standards by the contractor and in fact found to be inadequate in such respects, will be to the relevant Tenderer's account

BROAD-BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with local business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFP responses. Transnet will accordingly allow a "preference" in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended), to companies who provide a BBBEE Accreditation Certificate. All procurement and disposal transactions in excess of R30 000 will be evaluated accordingly. All transactions below R30 000 will as far as possible be earmarked for EMEs

Consequently, when Transnet invites prospective suppliers to submit Proposals for its goods and services, it urges Respondents (Large Enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies approved by SANAS (the South African National Accreditation Systems, under the auspices of the Dti)

In terms of Government Gazette No 32467, Notice No. 810 dated 31 July 2009, as from 1 February 2010 only BBBEE Accreditation Certificates issued by SANAS Approved verification agencies will be valid. However Accreditation Certificates issued before 1 February 2010, and which are still within their 1 year validity period, will still be acceptable, until its expiry date and provided the accreditation was done in accordance **with the latest Codes (i.e. those promulgated on 9 February 2007).**

No certificate issued after 1 February 2010, by a Verification Agency not approved by SANAS, will be acceptable as from that date.

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

Large Enterprises (i.e. annual turnover >R35million)

- Rating level based on all seven elements of the BBBEE scorecard

Qualifying Small Enterprises — OSE (i.e. annual turnover between R5million and R35million):

- Rating based on any four of the elements of the BBBEE scorecard

Exempted Micro Enterprises — EME (i.e. annual turnover <R5m):

- **EMEs are exempted from BBBEE accreditation**
- Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition
- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE, i.e. 110% BBBEE recognition
- EME's should only provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership is >50% or Black Women ownership >30%.

In addition to the above, Respondents who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their RFP5 the percentage, of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFP response to enable Transnet to evaluate / adjudicate all RFP5 received on a fair basis.

The Dti has also contracted with B1SA (Pty) Ltd to create a national database of BBBEE enterprises. It will therefore be in the best interest of BBBEE enterprises, and they are accordingly encouraged to register themselves with B1SA (Pty) Ltd, immediately their SANAS approved verification agency issues their verification certificate. Not only will their name and BBBEE recognition level be published on the National BBBEE Database but other potential clients in the private and public sector requiring a particular commodity! service may source them from this National Database for possible future business opportunities.

Respondents will be 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 proof of turnover in respect of EMEs). Failure to do so will result in a score of zero being allocated for BBBEE.

Turnover: Kindly indicate your company's annual turnover for the past year

R _____

- If annual turnover <R5m, please attach audited financials
- If annual turnover >R5m please attach an accreditation certificate issued by an Accreditation Agency, together with all the relevant score sheets pertaining thereto.

Suppliers and Tenderers are requested to duly complete the Supplier Declaration Form (SDF) and provide all the relevant supporting attachments as requested. Failure to provide the following may disqualify your tender submission:-

1. Duly completed SDF

2. Current tax clearance certificate

The Supplier and Tenderer shall furnish proof of the above to Transnet.

Transnet at its sole discretion may decide to allow certain price preferences in order to uplift the historically disadvantaged in terms of the PPPFA (Act 5 of 2000).

Transnet insists on honesty and integrity beyond reproach at all times and will not tolerate any form of improper influencing, bribery, corruption, fraud, or any other unethical conduct on the part of bidders/Transnet employees. If, in the opinion of Transnet's Chief Operating Officer, a tenderer/contractor/supplier has or has caused to be promised, offered or given to any Transnet employee, any bribe, commission, gift, loan, advantage or other consideration, Transnet shall be entitled to revoke the tender / contract by following its internal policies that govern the Exclusion process. In such an event Transnet will be entitled to place any Tenderer/Contractor/Supplier who has contravened the provisions of Transnet's business ethics on its List of Excluded Tenderers. This List will also be distributed to all other State Owned Enterprises and Government Departments.

Transnet invites its valued suppliers to report any allegations of fraud, corruption or other unethical activities to Transnet Tip-offs Anonymous, at any of the following addresses/contract numbers :-

- Toll free anonymous hotline – 0800 003 056
- Email – Transnet@tip-offs.com
- Fax number – 0800 007 788
- Freepost DN 298, Umhlanga Rocks, 4320

Confidentiality is guaranteed.

• SUPPLIER DEVELOPMENT (SD) / ENTERPRISE DEVELOPMENT (ED):

Transnet's SD/ED Objective

- Transnet's short-term Supplier Development and Enterprise Development objective is to align their SD/ED initiatives with their B-BBEE Strategy in order to achieve the maximum score on the B-BBEE Scorecard.
- Transnet's long-term objective as defined by the Enterprise Development vision, is to leverage medium to large suppliers, as external agents, to influence downstream ED opportunities within the greater Transnet supply chain, focusing on Rolling stock, Port Equipment and Infrastructure etc.

Focus SD/ED Area's

- A focus will be on providing small businesses with opportunities and preferential trading terms.
- Empowering HDI's to create their own business resulting in quality job creation.
- Consider SD/ED strategy which should include financial and non financial assistance to downstream suppliers as well as skills development.

Respondents are requested to provide TFR with their Supplier Development (SD) / Enterprise Development strategy as well as providing details of:

- Job Preservation
- Job Creation

- Skills Development
- Small Business Promotion
- Localisation / Industrialisation
- Sustainability
- Rural Development

should they be successful with this tender. As part of the proposal, the respondent will need to include a high level SD/ED proposal which will be subject to evaluation as per the ED evaluation criteria. The successful respondent/tenderer must submit a more detailed SD/ED plan within 60 days of award of contract.

• **SOCIO-ECONOMIC OBLIGATIONS FOR FOREIGN RESPONDENTS**

Foreign Respondents' socio-economic obligations under this procurement programme will fall under the associated Government initiative, namely, the Competitive Supplier Development Programme ("CSDP") as developed by the Department of Public Enterprises.

• **Competitive Supplier Development Programme (CSDP):**

Transnet's CSDP Objective

- **Transnet's CSDP objective is to influence Multinational organisations toward initiatives that lead to the development of local downstream suppliers through large-scale SOE procurement in order to develop a competitive local supplier base focusing on Rolling stock and Infrastructure.**

Focus CSDP Area's

- **Applies to procurement event/s totaling greater than R70m (\$10m) with foreign companies**
- **Leveraging expanded maintenance and manufacturing initiatives.**
- **Skills development of scarce resources increasing the quality of jobs.**
- **Transfer of technology and innovation to local suppliers from foreign OEM's/companies**
- **Consider CSDP strategy which should include localization, sustainability and skills development as initiatives as a submission by tenderer.**

CSDP Triggers:

CSDP transactions are triggered when:

- **There is a single contract of which the total value is equal to or exceeds USD10 million (~R70 million)**
- **There is a contract with a renewable option clause, should the option be exercised, the total value of the opportunity is equal to or exceeds USD10 million (~R70 million)**

Furthermore, there is a CSDP obligation if the total value of the contract is less than USD10 million (~R70 million) but one of the following apply:

- **There is an opportunity to develop a local industry within Transnet's supply chain;**
- **When a limited local supply base exists and the potential to develop existing suppliers is evident;**
- **When there is a strong opportunity for IP and skills transfer to local suppliers and/or Transnet.**

Respondents are requested to provide TFR with their CSDP strategy as well as providing details of:

- Localisation / Industrialisation
- Sustainability
- Skills Development

should they be successful with this tender. As part of the proposal, the respondent will need to include a high level CSDP proposal to include localization, sustainability and skills transfer which will be subject to evaluation as per the CSDP evaluation criteria. The successful respondent/tenderer must submit a more detailed CSDP plan within 60 days of award of contract.

“PREVIEW COPY ONLY”



Suppliers Code of Conduct

“PREVIEW COPY ONLY”



Suppliers Code of Conduct

Transnet aims to achieve the best value for money when buying or selling goods and obtaining services. This, however, must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support.

These are:

- >> Transnet Procurement Policy - A guide for tenderers;
- >> Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive and cost effective;
- >> The Public Finance Management Act (PFMA);
- >> The Broad Based Black Economic Empowerment Act (BBBEE); and
- >> The Anti-Corruption Act.

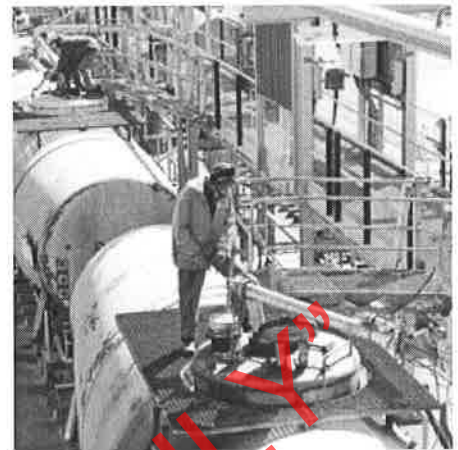
This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

Transnet will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.

- >> Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.



- >> Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
 - Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.
- >> There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056.

Transnet is firmly committed to free and competitive enterprise.

- >> Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices
- >> Transnet does not engage non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

Transnet's relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.

- >> Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.



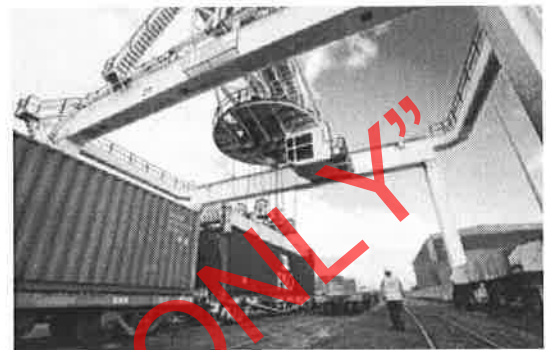
These include, but are not limited to:

- Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
 - Collusion;
 - Failure to disclose accurate information required during the sourcing activity (ownership financial situation, BBBEE status, etc.);
 - Corrupt activities listed above; and harassment, intimidation or other aggressive actions towards Transnet employees.
- >> Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence must be conducted and the supplier is expected to participate in an honest and straight forward manner.
- >> Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

Conflict of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet. Examples are:

- >> Doing business with family members.
- >> Having a financial interest in another company in our industry.



Show that you support good business practice by logging onto www.transnet-suppliers.net and completing the form.

This will allow us to confirm that you have received, and agree to, the terms and conditions set out in our Suppliers Code of Conduct.

**TIP-OFFS ANONYMOUS HOTLINE
0800 003 056**

PART T1: TENDERING PROCEDURES

T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement. (See www.cidb.org.za).

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of tender. Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

F.1.1 The employer is Transnet Limited trading as Transnet Freight Rail

F.1.2 The tender documents issued by the employer comprise:

Part T1: Tendering procedures

T1.1 Tender notice and invitation to tender

T1.2 Tender data

Part T2: Returnable documents

T2.1 List of returnable documents

T2.2 Returnable schedules

Part C1: Agreements and contract data

C1.1 Form of offer and acceptance

C1.2 Contract data

C1.3 Forms of Security

C1.4 Adjudicator's Appointment

Part C2: Pricing data

C2.1 Pricing instructions

C2.2 Specific Preliminaries

C2.2 Bill of Quantities

Part C3: Scope of work

C3 Scope of work

Part C4: Site information

C4 Site information & Drawings, Insurances

F.1.3 The employer's agent is:

Name : Mr. Johan Basson

Address : 3rd Floor, Table 7

: Inyanda House 2

: 15 Girton Road

: Parktown, 2193

Tel : 011 584 0697

Cell : 083-283-0508

Fax : 011 774 9669

E-mail : Johan.Basson@transnet.net

- F.2.1.1 The following Tenderers who are registered with the CIDB, or are capable of being so registered prior to the evaluation of submissions, are eligible to submit tenders:
- a) contractors who have a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **8GB** class of construction work; and

Joint ventures are eligible to submit tenders provided that:

1. every member of the joint venture is registered with the CIDB;
2. the lead partner has a contractor grading designation in the **GB** class of construction work; and
3. the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **8GB** class of construction work.

- F.2.7 The arrangements for a compulsory clarification meeting are: **as stated in the Tender Notice and Invitation to Tender**

Confirmation of attendance to be notified at least one full working day in advance to:

Name : **Johan Basson**

Tel : **011 584 0697 / 083-283-0508**

Fax : **011 774-9669**

E-mail : **Johan.Basson@transnet.net**

Tenderers must sign the attendance list in the name of the tendering entity. Addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.

- F.2.1.2 If a Tenderer wishes to submit an alternative tender offer, the only criteria permitted for such alternative tender offer is that it demonstrably satisfies the Employer's standards and requirements, the details of which may be obtained from the Employer's Agent.

Calculations, drawings and all other pertinent technical information and characteristics as well as modified or proposed Pricing Data must be submitted with the alternative tender offer to enable the Employer to evaluate the efficacy of the alternative and its principal elements, to take a view on the degree to which the alternative complies with the Employer's standards and requirements and to evaluate the acceptability of the pricing proposals. Calculations must be set out in a clear and logical sequence and must clearly reflect all design assumptions.

Pricing Data must reflect all assumptions in the development of the pricing proposal.

Acceptance of an alternative tender offer will mean acceptance in principle of the offer. It will be an obligation of the contract for the Tenderer, in the event that the alternative is accepted, to accept full responsibility and liability that the alternative offer complies in all respects with the Employer's standards and requirements.

The modified Pricing Data must include an amount equal to 5% of the amount tendered for the alternative offer to cover the Employer's costs of confirming the acceptability of the detailed design before it is constructed.

- F.2.13.3 Parts of each tender offer communicated on paper shall be submitted as an original, plus **one** copy.

F.2.13.5 The employer's address for delivery of tender offers and identification details to be shown on each tender offer package are:

- i) If delivered by hand, to be deposited in the Transnet Freight Rail Acquisition Council tender box which is located in the foyer on the ground floor, Inyanda House 1, 21 Wellington Road, Parktown, Johannesburg and addressed as follows:

The Chairperson
Transnet Freight Rail Acquisition Council
Inyanda House 1
21 Wellington Road
Parktown
Johannesburg
2001

It should also be noted that the above tender box is accessible to the public 24 hours per day, 7 days a week. The measurements of the "tender slot" are 500mm wide x 100mm high, and Tenderers must please ensure that tender documents/files are not larger than the above dimensions. Tenders, which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

- ii) If posted, the envelope must be addressed to:

The Chairperson
Transnet Freight Rail Acquisition Council
P O Box 4244
Johannesburg
2000

and must be despatched in time for sorting by the Post Office to reach the Post Office Box indicated above, before the closing time of the tender. In the event of the late receipt of a tender, the Tenderer's franking machine impression will not be accepted as proof that the tender was posted in time.

- iii) **Identification details**

Tenders must be submitted before the closing hour on the date and time listed in the 'Notice and Invitation to Tender' and must be enclosed in a sealed envelope which must have inscribed on the outside:

- (a) Tender No
(b) Description of work
(c) Closing date of tender

F.2.13.6 **A two-envelope procedure will not be followed.**

F.2.15 The closing time for submission of tender offers is **as stated in the Tender Notice and Invitation to Tender.**

F.2.15 Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.

F.2.16 The tender offer validity period is **12 weeks**

F.2.19 Access shall be provided for inspections, tests and analysis:
All sites as stated in the Scope of Work (Description of the Work)

F.2.23 The Tenderer is required to submit the following certificates with his tender:

- 1.) An original valid Tax Clearance Certificate issued by the South African Revenue Services.
- 2.) BBBEE evaluation certificate done by an accredited company.
- 3.) Where a Tenderer satisfies CIDB contractor grading designation requirements through joint venture formation, such Tenderers must submit the Certificates of Contractor Registration in respect of each partner.

F.3.4 The time and location for opening of the tender offers are:

Time **10:15 on the closing date of tender.**

Location: Table G66 & 69, West Wing, Ground Floor, Inyanda House 1, 21 Wellington Road, Parktown, Johannesburg

F.3.11.1 The procedure for the evaluation of responsive tenders is **Method 4**

The score for financial offer is calculated using Formula 2 (option 1) of table 4 of SANS 294,

Where W_1 is the percentage score given to financial offer and equals 100 minus W_2 .

The score for quality is to be calculated using the following formula:

$$W_Q = W_2 \times S_O / M_S$$

Where W_2 is the percentage score given to quality and equals **60**

S_O is the score for quality allocated to the submission under consideration

M_S is the maximum possible score for quality in respect of a submission

The score for quality and financial offer is to be combined, before the addition of the score for preference, as follows:

$$W_C = W_3 \times \left(1 + \frac{S - S_m}{S_m}\right)$$

Where W_3 is the number of tender evaluation points for quality and financial offer and equals:

90 where the financial value, VAT inclusive, of all responsive tenders received.

S is the sum of score for quality and financial offer of the submission under consideration

S_m is sum of the score for quality and financial offer of the submission scoring the highest number of points

F.3.11.5 Method 4: Financial offer, quality and preferences

In the case of a financial offer, quality and preferences:

- a) Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the tender data, if any.

- b) Calculate the total number of tender evaluation points (T_{EV}) in accordance with the following formula :

$$T_{EV} = N_{FO} + N_p + N_o$$

where : N_{FO} is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

N_p is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

N_o is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points and recommend the Tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub-clause is repeated.

F.3.11.6 Decimal places

Score financial offers, preferences and quality, as relevant, to two decimal places.

F.3.11.7 Scoring Financial Offers

Score the financial offers of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

Where: N_{FO} is the number of tender evaluation points awarded for the financial offer.

W_1 is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

A is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Table F.1: Formula for calculating the value of A

Formula	Comparison aimed at achieving	Option 1	Option 2
1	Highest price or discount	$A = (1 + \frac{(P - P_m)}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{(P - P_m)}{P_m})$	$A = P_m / P$
3	P_m P	P_m is the comparative offer of the most favourable tender offer. P is the comparative offer of tender offer under consideration.	

F.3.11.8 Scoring preferences

Confirm that Tenderers are eligible for the preferences claimed in accordance with the provisions of the tender data and reject all claims for preferences where Tenderers are not eligible for such preferences.

Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the tender data.

F.3.11.9 Scoring quality

Score each of the criteria and sub-criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_o = W_2 \times S_o / M_s$$

where : S_o is the score for quality allocated to the submission under consideration;

M_s is the maximum possible score for quality in respect of a submission;
and

W_2 is the maximum possible number of tender evaluation points awarded for the quality as stated in the tender data.

EVALUATION CRITERIA

1. TECHNICAL DESCRIPTION (BY EXAMPLE)	WEIGHT
CATEGORY: TECHNICAL / PRACTICAL (SCORING MATRIX)	
<ul style="list-style-type: none"> Compliance to all Specification/s as required 	30
<ul style="list-style-type: none"> Experience in refurbishment projects: CIDB Rating of 8GB 	10
<ul style="list-style-type: none"> Organization and Staffing (Organogram and Curriculum Vitae) 	10
<ul style="list-style-type: none"> Safety Plan (Part T2.2 TFR Tender Safety clauses and Questionnaire of tender document) 	10
<ul style="list-style-type: none"> Comprehensive Environmental Management Plan, Risk Register and Business Continuity Plan. Risk register to cover identified risks associated with this project and accompanying risk mitigation measures 	10
<ul style="list-style-type: none"> Approach paper which responds to the scope of works and outlines proposed methodology and work plan complete with time frames. 	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Technical approach (Method Statement) 	10
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Work plan with time frames(schedule) (Gantt Chart / Level 2 Program) 	10
<ul style="list-style-type: none"> Comparable projects (References / Track Record) 	10
TOTAL	100

2	COMMERCIAL DESCRIPTION (BY EXAMPLE)	WEIGHT
CATEGORY: COMMERCIAL (SCORING MATRIX)		
	• Competitive Pricing	100
TOTAL		100
3	BBBEE DESCRIPTION	WEIGHT
CATEGORY: B-BBEE (SCORING MATRIX)		
	• B-BBEE Certificate and Scorecard	100
TOTAL		100
4	SD/ED DESCRIPTION (BY EXAMPLE)	WEIGHT
CATEGORY: SUPPLIER / ENTERPRISE DEVELOPMENT / (SCORING MATRIX)		
	• Submission of SD / ED Strategy	5
	• Quality of SD / ED Strategy	5
	• Skills Development	20
	• Rural Development	25
	• Job Creation	10
	• Job Preservation	10
	• Small Business Promotion	25
TOTAL		100
FURTHER RECOGNITION		
	• Business with >50% Black Ownership	35
	• Business with >30% Black Woman Ownership	35
	• Business with >5% Disabled Owned company	30
TOTAL		100

Criteria to be evaluated on the following scales:

a) Compliance		
A detrimental response/answer/solution	=	20
Less than acceptable	=	40
Acceptable response/answer/solution	=	60
Above acceptable	=	80
Excellent	=	100

F.3.13.1 Tender offers will only be accepted if:

- The Tenderer has completed and returned all returnable documents and schedules.
- The Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation;
- The Tenderer is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges;
- The Tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

- e) The Tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
- f) has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.

F.3.18 The number of paper copies of the signed contract to be provided by the employer is **one**.

The additional conditions of tender are:

- 1 The Tenderer is deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the *Works* and of the rates and prices stated in the priced Bill of Quantities in the *Pricing Data*. The rates and prices (except in so far as otherwise provided in the Tender) collectively cover full payment for the discharge of all his obligations under the Contract and all matters and things necessary for the proper completion of the *works*.
- 2 Notwithstanding what is stated in Pricing Data, Tenderers are required to tender for all the areas quoted in the Bill of Quantities, if possible.

Transnet Freight Rail may conclude one or more contracts as a result of this tender.
- 3 Time value of money" methodology and principles will be used in evaluation of tenders.
- 4 Tenderers are advised that it is compulsory to submit offers for all Tender Options as set - out below and where indicated by a tick.

Option 1 – Subject To Escalation Price Offer

X

Tenderers are advised that this offer, shall **be subject to Contract Price Adjustment Formulae based on the Haylett Formulae.**

Option 2 – Fixed Price Offer

√

Tenderers are advised that all rates, amounts, overhead and profit percentages and amounts, profit and attendance amounts, prices, etc. submitted, shall **not be subject to any form of Contract Price Adjustment Formulae e.g. Haylett Formulae.** In this regard, it is deemed that the Tenderer has allowed for any potential increases (except any variation in the rate of Value Added Tax) in cost of labour, materials, transport, etc. in the Tender amounts, rates, etc. submitted.

This will only be applicable to the measured work priced by the main contractor and will not apply to the provisional sums or budgetary allowances.

Key: √ - Tender Option Applicable
X - Not Required For This Tender

5 Market Related Wage Rates

When pricing this document, respondents are to allow for wages, which are not less than the lesser of:

- The statutory wage rates in any labour category in the project locality; and,
- The SAFCEC recommended minimum rates applicable at any time during the duration of the contract.

In this regard, a Tenderer may be called upon to demonstrate the wage rates utilised in calculating its Tender prices, etc.

The employer reserves the right to reject responses to the Tender that do not comply with this condition.

6 Letter of Intent

For contracts with an anticipated value for R500 000.00 and above, Tenderers are required to furnish with their tender documents, a letter of intent from a Bank or approved Insurance Company, to indicate that in the event of their tender being successful that a performance bond as required will be provided when asked to do so.

7 Change in the Scope of Work

Tenderers are advised that whilst preliminary space planning drawings have been prepared for this project and an estimated project value has been provided, the scope of work and value of the contract may be substantially altered. In this regard, Tenderers are advised that no claims for loss and expense shall be entertained for the employer implementing any changes that may become necessary. It shall be deemed that the Tenderer has allowed for any costs that may arise due to compliance with this clause in the Tender amounts offered.

8 Interviews

All Tenderers are advised that they may be required to attend interviews and / or submit further information; including making their premises, plant, equipment and details of works in progress, available for inspection after the receipt of all Tender submissions.

9 Indicative Programme

Tenderers are advised that should an indicative programme be included in the set of Tender documents it is not intended to be prescriptive. It should be used as a guide only.

Part T2: Returnable documents

“PREVIEW COPY ONLY”

PART T2: RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

The tenderer must complete the following returnable documents:

1. Returnable Schedules required for tender evaluation purposes

No.	Returnable schedules	To be incorporated into the contract	
		Yes	No
1	Certificate of Attendance at Clarification Meeting		No
2	Schedule of Tenderer's Experience		No
3	Schedule of Subcontractors	Yes	
4	Schedule of Plant and Equipment		No
5	Labour payment schedule	Yes	
6	Record of Addenda to Tender Documents	Yes	
7	Compulsory Enterprise Questionnaire	Yes	
8	Curriculum vitae of key personnel		No
9	Proposed amendments and qualification	Yes	
10	Certificate of authority for joint ventures (where applicable)	Yes	
11	Supplier Declaration Form V7.4		No
12	RFP Declaration Form	Yes	
13	Supplier Code of Conduct Declaration	Yes	

2. Other documents required for tender evaluation purposes

No.	Returnable Documents	To be incorporated into the contract	
		Yes	No
1	Safety Plan and Fall protection plan in accordance with the Construction Regulations of 2003 and Transnet's E4E	Yes	

Tender
Part T2: Returnable documents

T2.1
List of Returnable Documents

TRANSNET



2	Comprehensive Environmental Management Plan, Risk Register and Business Continuity Plan. Risk register to cover identified risks associated with this project and accompanying risk mitigation measures	Yes	
3	Form of Intent to provide performance bond	Yes	
4	Certificate of Authority for Signatory (Resolution by Board)	Yes	
5	Letter of Good Standing with the Compensation Commissioner		No
6	Quality Assurance Plan		No
7	Approach paper and work plan	Yes	
8	Proposed organisation and staffing		No
9	Statement of compliance with requirements of the Scope of work	Yes	
10	Certified Copy of Financial Statements (for the past 3years) including Balance sheets	Yes	
11	Certified Copy of Share Certificates CK1 & CK2	Yes	
12	Certified Copy of Certificate of Incorporation and CM29 and CM9	Yes	
13	Certified Copies of Identity Documents of Shareholders/Directors/Members (where applicable)	Yes	
14	Cancelled Cheque	Yes	
15	Original current Tax Clearance Certificate (Certified if it's a copy)	Yes	
16	Original VAT Registration Certificate	Yes	
17	BBBEE evaluation Certificate	Yes	
18	CIDB Registration Certificate	Yes	
19	Detailed Construction Program	Yes	
20	Respondents to provide TFR with their Supplier Development (SD) / Enterprise Development (ED) strategy as well as providing details of job retention and creation should they be successful with this tender. As part of the proposal, the respondent must include a high level SD/ED proposal which will be subject to evaluation as per the ED evaluation criteria (Questionnaire attached)	Yes	
21	Transnet SOC Ltd:Contractual Safety clauses which will form part of any resulting contract and Questionnaire	Yes	

- 3 Other documents that will be incorporated into the contract**
- 3.1 C1.1 Form of Offer and Acceptance**
- 3.2 C1.2 Contract Data (Part 1 and 2)**
- 3.3 C2.3 Bill of Quantities**

T2.2 RETURNABLE SCHEDULES

	Page Numbers
1. Certificate of Attendance at Clarification meeting	26
2. Schedule of the Tenderer's Experience	27
3. Schedule of Subcontractors	28
4. Schedule of Plant and Equipment (Tools)	29
5. Labour Payment Schedule	30
6. Record of addenda to Tender Document	31
7. Compulsory Enterprise Questionnaire	32-33
8. CV of key personnel.	34
9. Proposed Amendments and Qualifications	35
10. Certificate of Authority for joint ventures	36
11. Supplier Declaration form (version 7.4)	37-42
12. RFP Declaration Form	43-44
13. Supplier Code of Conduct Declaration	45
14. Safety Plan and Fall protection plan in accordance with the Construction Regulations of 2003 and Transnet's E4E	46
15. Comprehensive Environmental Management Plan, Risk Register and Business Continuity Plan. Risk Register to cover identified risks associated with this project and accompanying risk mitigation measures	47
16. Form of Intent to provide performance bond	48
17. Certificate of Authority for Signatory (Resolution by Board)	49
18. Letter of Good Standing with the Compensation Commissioner	50
19. Quality Assurance Plan	51
20. Approach paper and work plan	52
21. Proposed organisation and staffing	53
22. Statement of compliance with requirements of the Scope of work	54
23. Certified Copy of Financial Statements (for the past 3years) including Balance sheets	55
24. Certified Copy of Share Certificates CK1 & CK2	56
25. Certified Copy of Certificate of Incorporation and CM29 and CM9	57
26. Certified Copies of Identity Documents of Shareholders/Directors/Members (where applicable)	58
27. Cancelled Cheque	59
28. Original current Tax Clearance Certificate (Certified if it's a copy)	60-61
29. Original VAT Registration Certificate	62
30. BBBEE evaluation Certificate	63
31. CIDB Registration Certificate	64
32. Detailed Construction Program	65
33. Supplier Development (SD) / Enterprise Development Plan	66-69
34. Transnet SOC Ltd Contractual Safety clauses which will form part of any resulting contract and Questionnaire	70-74

Certificate of Attendance at Clarification Meeting

This is to certify that

_____ (Tenderer)
of _____ (address)

was represented by the person(s) named below at the compulsory meeting held for all tenderers at _____ (location) on _____ (date), starting at _____. We acknowledge that the purpose of the meeting was to acquaint ourselves with the Site of the Works and/or matters incidental to doing the work specified in the tender documents in order for us to take account of everything necessary when compiling our rates and prices included in the tender.

Particulars of Company representative(s) attending the **clarification meeting**:

Name: _____ Signature _____
Capacity: _____

Attendance of the above persons at the **clarification meeting** is confirmed by the Employer's representative:

Name: _____ Signature _____
Capacity: _____ Date and time _____

Particulars of Company representative(s) attending the **Salkor Building site meeting**:

Name: _____ Signature _____
Capacity: _____

Attendance of the above persons at the **clarification meeting** is confirmed by the Employer's representative:

Name: _____ Signature _____
Capacity: _____ Date and time _____

Schedule of the Tenderer's Experience

The following is a statement of similar work successfully executed by myself/ourselves:

Employer, contact person and telephone number	Description of contract	Value of work Inclusive of VAT (Rand)	Date Completed
<p style="color: red; font-size: 2em; transform: rotate(-30deg); opacity: 0.5;">"PREVIEW COPY ONLY"</p>			

Signed _____ Date _____

Name _____ Position _____

Tenderer _____



Schedule of Proposed Subcontractors

We notify you that it is our intention to employ the following Subcontractors for work in this contract.
If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed Subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

	Name and address of proposed Subcontractor	Nature and extent of work	Previous experience with Subcontractor.
1.			
2.			
3.			
4.			
5.			

"PREVIEW COPY ONLY"

Signed _____

Date _____

Name _____

Position _____

Tenderer _____

Schedule of Plant and Equipment

The following are lists of major items of relevant Equipment that I/we presently own or lease and will have available for this contract or will acquire or hire for this contract if my/our tender is accepted.

(a) Details of major Equipment that is owned by and immediately available for this contract.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

(b) Details of major Equipment that will be hired, or acquired for this contract if my/our tender is acceptable.

Quantity	Description, size, capacity, etc.

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

Tender
Part T2: Returnable documents

T2.2
Returnable Schedules



TRANSNET SOC LTD
(REGISTRATION No. 1990/000900/06)
TRADING AS TRANSNET FREIGHT RAIL

LABOUR PAYMENT SCHEDULE

TENDERERS ARE REQUIRED TO COMPLETE THE FOLLOWING SCHEDULE:

DAY LABOUR (IF REQUIRED)

Skilled Hour _____
 Unskilled Hour _____
 Labourer Hour _____
 Driver/Operator Hour _____
 % Profit on Material _____

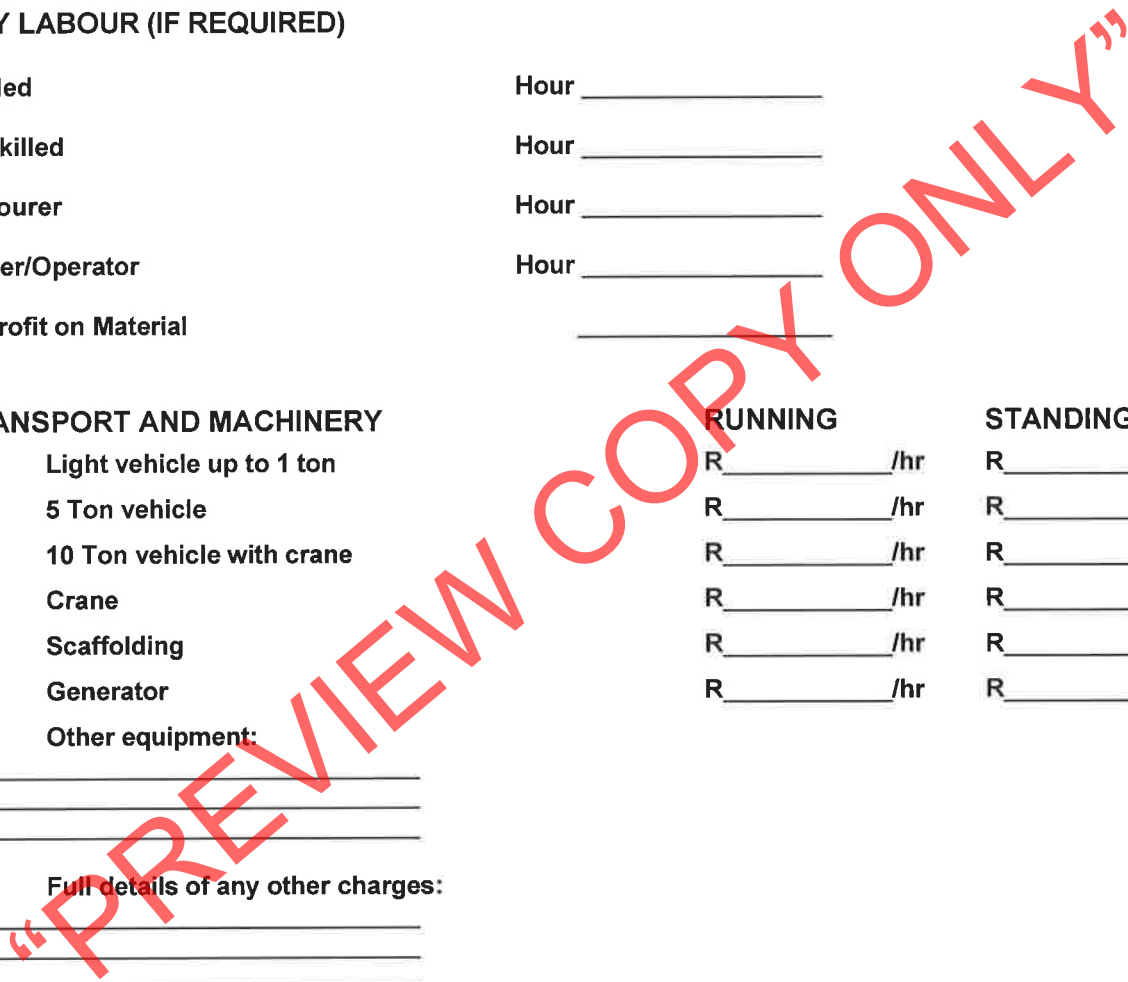
TRANSPORT AND MACHINERY

	RUNNING	STANDING
1. Light vehicle up to 1 ton	R _____ /hr	R _____ /hr
2. 5 Ton vehicle	R _____ /hr	R _____ /hr
3. 10 Ton vehicle with crane	R _____ /hr	R _____ /hr
4. Crane	R _____ /hr	R _____ /hr
5. Scaffolding	R _____ /hr	R _____ /hr
6. Generator	R _____ /hr	R _____ /hr
7. Other equipment:		

8. Full details of any other charges:

TENDERER: _____

DATE: _____



Record of Addenda to Tender Documents

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed _____ Date _____
 Name _____ Position _____
 Tenderer _____



Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT registration number, if any:

Section 3: CIDB registration number, if any:

Section 4: Particulars of sole proprietors and partners in partnerships

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|---|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Provinces | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary



Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|--|---|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____

Date _____

Name _____

Position _____

Enterprise name _____

Curriculum Vitae of Key Personnel

Name:	Date of birth:
Profession:	Nationality:
Qualifications:	
Professional registration number:	
Name of employer (firm):	
Current Position:	Years with the firm:
Employment record: (list in chronological order starting with earliest work experience)	
A. Experience record pertinent to required service	
Certification:	
I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes me, my qualifications and my experience.	
_____	_____
<i>[Signature of person named in schedule]</i>	Date

Proposed amendments and qualifications

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a Tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

Page	Clause or item	Proposal
<p style="color: red; font-size: 2em; transform: rotate(-30deg); opacity: 0.5;">"PREVIEW COPY ONLY"</p>		

Signed

Date

Name

Position

Tenderer



Transnet Supplier Declaration/Application

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
2. **Original** cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (SANAS member).

NB: **Failure to submit the above documentation will delay the vendor creation process.**
 • Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company AND/OR BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
 NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
 NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,

Transnet Vendor/Supplier Management [please substitute this with your relevant Transnet department before sending this document out]



Supplier Declaration Form

Company Trading Name							
Company Registered Name							
Company Registration Number Or ID Number If A Sole Proprietor							
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number (if registered)							
Company Telephone Number							
Company Fax Number							
Company E-Mail Address							
Company Website Address							
Bank Name					Bank Account Number		
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million	R5-35 million			> R35 million		
Does Your Company Provide	Products	Services			Both		
Area Of Delivery	National	Provincial			Local		
Is Your Company A Public Or Private Entity	Public				Private		
Does Your Company Have A Tax Directive Or IRP30 Certificate	Yes				No		
Main Product Or Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership	% Black women ownership				% Disabled person/s ownership		
Does your company have a BEE certificate	Yes				No		
What is your broad based BEE status (Level 1 to 9 / Unknown)							
How many personnel does the firm employ	Permanent				Part time		
Transnet Contact Person							
Contact number							
Transnet operating division							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							
Name					Designation		
Signature					Date		
Stamp And Signature Of Commissioner Of Oath							
Name					Date		
Signature					Telephone No.		

NB: Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products.



2. VENDOR TYPE OF BUSINESS

(Please tick as applicable)

(* - Minimum requirements)

2.1 Indicate the business sector in which your company is involved/operating:

Agriculture		Mining and Quarrying	
Manufacturing		Construction	
Electricity, Gas and Water		Finance and Business Services	
Retail, Motor Trade and Repair Services		Wholesale Trade, Commercial Agents and Allied Services	
Catering, accommodation and Other Trade		Transport, Storage and Communications	
Community, Social and Personal Services		Other (Specify)	
Principal Business Activity *			
Types of Services Provided			
Since when has the firm been in business?			

2.2 What is your company's annual turnover (excluding VAT)? *

<R20k	>R20k <R0.3m	>R0.3m <R1m	>R1m <R5m	>R6m <R10m	>R11m <R15m	>R16m <R25m	>R26m <R30m	>R31m <R34m	>R35m

2.3 Where are your operating/distribution centres situated *

3. VENDOR OWNERSHIP DETAIL

(Please tick as applicable)

(* - Minimum requirements)

3.1 Did the firm previously operate under another name? *

YES		NO	
-----	--	----	--

3.2 If Yes state its previous name:*

Registered Name	
Trading Name	



3.3	Who were its previous owners / partners / directors?*	
SURNAME & INITIALS		ID NUMBERS

3.4	List Details of current partners, proprietors and shareholders by name, identity number, citizenship, status and ownership as relevant:*							
SURNAME & INITIALS	IDENTITY NUMBER	CITI-ZENSHIP	HDI	DIS - ABLED	GENDER	DATE OF OWNERSHIP	% OWNED	% VOTING

3.5	List details of current directors, officers, chairman, secretary etc. of the firm: *						
SURNAME & INITIALS	IDENTITY NUMBER	TITLE	DIS - ABLED	GENDER	% OF TIME DEVOTED TO THE FIRM	CONTACT NUMBER	

3.6	List details of firms personnel who have an ownership interest in another firm: *					
SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM	

4. VENDOR DETAIL

(Please tick as applicable) (* - Minimum requirements)

4.1	How many personnel does the firm employ? *					
	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						



4.1.1 In terms of above kindly provide numbers on women and disabled personnel? *

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

4.2 Provide Details of Contact Person/s Responsible for Broad Based Black Economic Empowerment (BBBEE) in the Company *

SURNAME	INITIALS	DESIGNATION	TELEPHONE NO.

4.2.1 Is your company a value adding supplier (i.e. registered as a vendor under the VAT Act of 1991, where NPAT + total labour cost > 25% of total revenue)?

YES		NO	
-----	--	----	--

4.2.2 Is your company a recipient of Enterprise Development Contributions?*

YES		NO	
-----	--	----	--

4.2.3 May the above mentioned information be shared and included in Transnet Supplier Database for future reference? *

YES		NO	
-----	--	----	--

4.2.4 If you are successful in the tender/contract (where applicable) and this is awarded to your company / organisation, will this have a positive impact on your employment plans? *

YES		NO	
-----	--	----	--

4.2.5 If yes (above) kindly provide the following information:

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Permanent						
Part Time						

4.2.6 In terms of above kindly provide numbers on woman and disabled personnel:

	BLACK	WHITE	COLOURED	INDIAN	OTHER	TOTAL
Women						
Disabled						

4.2.7 Are any of your members/shareholders/directors ex employees of Transnet?

YES		NO	
-----	--	----	--

4.2.8 Are any of your family members employees of Transnet?

YES		NO	
-----	--	----	--

4.2.9 If Yes to points 4.2.7 & 4.2.8, list details of employees/ex-employees

SURNAME & INITIALS	IDENTITY NUMBER	NAME & ADDRESS OF OTHER FIRM	TITLE IN OTHER FIRM	% OWNED	TYPE OF BUSINESS OF OTHER FIRM



Internal Transnet Departmental Questionnaire (for office use only)

Section 1: To be completed by the Transnet Requesting / Sourcing Department										
TFR		TRE		TPT		TPL		TNPA		TRN
Create		Amend		Block		Unblock		Once-Off / Emergency		
Extend		Delete		Undele						

Supplier's trading name										
Supplier's registered name										
Please indicate if the Supplier has a contract with sourcing Transnet OD								Yes	No	
If yes please submit a copy of the letter of award										

a) What is being procured from the supplier?

i. Products only	Yes	No
ii. Services only	Yes	No
iii. Labour only	Yes	No
iv. Mix of services and products	Yes	No
v. Mix of services and labour	Yes	No

b) If your answer is **YES** to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes	No
-----	----

c) If your reply to (b) is "NO", please furnish reasons:

d) Certification and Approval of proposed Vendor Creation/Unblocking/Other Changes by Transnet Official with Appropriate Delegated Authority :

I HEREBY CERTIFY THAT THE TRANSNET DETAILED PROCUREMENT PROCESS (DPP) / PROCUREMENT MECHANISM HAS IN ALL RESPECTS BEEN ADHERED TO AND I THEREFORE APPROVE THE PROPOSED VENDOR CREATION/APPROVAL/OTHER CHANGES TO BE EFFECTED ON THE VENDOR MASTER

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
		Y	Y	Y	Y	M	M	D	D	

Tel No:		Fax	
---------	--	-----	--

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of BEE Status)

NARROW BASED (NB)				BROADBASED (BBBEE)				VALIDITY DATE				
BEE O/S	BWBE	DPBE	MR	CONTR. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m					
Name		Grade		Date				Signature				
				Y	Y	Y	Y	M	M	D	D	
				Y	Y	Y	Y	M	M	D	D	

RFP DECLARATION FORM

RFP for the Salkor Building : Refurbishment of existing offices and ancillary works.

NAME OF COMPANY: _____

We _____ do hereby certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions (as applicable) which were submitted by ourselves for bid clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Proposal (RFP);
3. at no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
4. we are satisfied, insofar as our company is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from bidders in responding to this RFP have been conducted in a fair and transparent manner; and
5. furthermore, we acknowledge that a direct relationship exists between a family member and/or an owner / member / director / partner / shareholder (unlisted companies) of our company and an employee or board member of the Transnet Group as indicated below: *[Respondent to indicate if this section is not applicable]*

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER:

ADDRESS:

Indicate nature of relationship with Transnet:

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of your response and may preclude a Respondent from doing future business with Transnet]

6. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet (other than any existing and appropriate business relationship with Transnet) which could unfairly advantage our company in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.
7. We accept that any dispute pertaining to this bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought. (Refer "Important Notice to Respondents" overleaf).
8. We further accept that Transnet reserves the right to reverse a tender award or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

SIGNED at _____ on this _____ day of _____ 20_____

For and on behalf of duly authorised thereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	
Place:	

IMPORTANT NOTICE TO RESPONDENTS

- Transnet has appointed a Procurement Ombudsman to investigate any **material complaint** in respect of RFP's exceeding R 5,000,000.00 (five million S.A. Rands) in value. Should a Respondent have any material concern regarding an RFP process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.
- It is incumbent on the Respondent to familiarise himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website www.transnet.net.
- An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to procurement.ombud@transnet.net
- For transactions below the R 5,000,000.00 (five million S.A. Rand) threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.
- All Respondents should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a bidder on its List of Excluded Bidders.

Supplier Code of Conduct Declaration

I, _____ (insert name of Director or as per Authority Resolution from Board of Directors)

of _____ (insert name of Company)

hereby acknowledge having read, understood and agree to the terms and conditions set out in "Transnet Supplier Code of Conduct."

Signed this on day _____ at _____

Signature

“PREVIEW COPY ONLY”

Safety Plan and Fall Protection Plan

The tenderer shall attach to this page the tenderer's Safety Plan and Fall protection plan in accordance with the Construction Regulations of 2003 and Transnet's E4E specifications attached to this tender document.

“PREVIEW COPY ONLY”

Comprehensive Environmental Management Plan

The tenderer shall attach to this page the tenderer's Environmental Management plan in accordance with the Construction Regulations of 2003, National Environment Management Act, 107/1998, Environmental Conservation Act, 73/1998 and National Water Act, 36/1998.

The Environmental Management plan shall be inclusive of a Risk Register and Business Continuity Plan. Risk Register shall cover identified risks associated with this project and accompanying risk mitigation measures.

“PREVIEW COPY ONLY”

FORM OF INTENT TO PROVIDE PERFORMANCE BOND

(To be typed on Bank letterhead)

TRANSNET FREIGHT RAIL

DATE:

LETTER OF INTENT

PROJECT REFERENCE: _____

Dear Sir/Madam,

It is hereby agreed that in the event of the tenderer's offers being accepted, a Deed of Surety or Bond, as defined in the tender document and in a form acceptable to the Bank and always limited to the amount set out below, will be provided by the Bank named hereunder, on or before signing of the Contract.

This letter of intent is valid for **90 (Ninety) days** until _____ **(DATE)** ("Expiry") and after expiry will become null and void unless the Bank agrees in writing to extend the period of validity of this letter, prior to such date of expiry.

NAME OF TENDERER : _____

SIGNATURE OF TENDERER : _____

VALUE OF SURETY OR BOND : _____

NAME OF BANK : _____

ADDRESS OF BANK : _____

SIGNATURES OF BANK : _____

(For and on behalf of Bank)

(NAME)
(DESIGNATION)

(NAME)
(DESIGNATION)



RESOLUTION

Project Reference:

Resolution of the Board of Directors of

Held at on the day of 20_____.

THAT in his capacity as a Director of the

Company, is hereby authorised to sign contract

and other documents on behalf of the Company in all matters relating to this application.

Certified a True Copy

Signed:

Director

*(who by his signature warrants that he is
authorised hereto on behalf of the company)*

NOTE:

Should this not be applicable, then the applicant will be required to submit a resolution similar to the above authorising the signatory to bind the response to the tender document.

LETTER OF GOOD STANDING

The tenderer shall attach to this page a valid letter of good standing from the Compensation Commissioner.

“PREVIEW COPY ONLY”

QUALITY ASSURANCE PLAN

The tenderer shall attach to this page the tenderer's quality management plan required to execute and complete the contract to an acceptable Quality Standards. The tenderer's quality plan should include but not limited to the following to demonstrate the ability to manage the quality of work on site:

1. Project Quality Plan for the contract
2. The Contractor's Quality Policy
3. Index procedures to be used during the contract
4. Audit Schedule for internal and external audits during the contract
5. Typical Quality Manual
6. Typical Quality Control Plan
7. Typical data book index

“PREVIEW COPY ONLY”

APPROACH PAPER AND WORK PLAN

The tenderer, in addition to the general methodology for the project, shall attach to this page the tenderer's detailed method statement for the project which responds to the scope of work and outlines the proposed methodology including that related to the programme, technical approach and construction sequence, plant and equipment schedule, understanding of the project objective and Cashflow, Health and Safety, Quality and Environmental.

“PREVIEW COPY ONLY”

PROPOSED PROJECT ORGANOGRAM AND STAFFING

The tenderer shall attach to this page the tenderer's proposed project organogram indicating the resource allocation hierarchy for all stages of the construction project. The organogram should consist of resources allocated specifically to the project and not general company organogram.

“PREVIEW COPY ONLY”

STATEMENT OF COMPLIANCE WITH THE REQUIREMENTS OF THE SCOPE OF WORK

I, _____ (insert name of Director or as per Authority Resolution from
Board of Directors)

of _____ (insert name of Company)

hereby acknowledges having read, understood and agree to the requirements of the
scope of work described in this tender document and at the compulsory tender briefing
meeting.

Signed this on day _____ at _____

Signature

FINANCIAL STATEMENTS

The tenderer is required to attach a set of abridged audited financial statements for the last 3 (three) years under this section.

In the event that the financial statements for the last financial year only has not been audited, the tenderer is required to submit the management accounts of the last financial year and the current financial year to date records.

“PREVIEW COPY ONLY”

SHARE CERTIFICATES

The tenderer is required to attach certified copy of the tenderer's share certificates (CK1 & CK2), if applicable, under this section.

“PREVIEW COPY ONLY”

CERTIFICATE OF INCORPORATION

The tenderer is required to attach certified copy of the applicant's Certificate of Incorporation (CM29 & CM9), if applicable, under this section.

“PREVIEW COPY ONLY”

IDENTITY DOCUMENTS

The tenderer is required to attach legible certified copies of the Identity Documents of the tenderer's Shareholders, Directors and Members, where applicable, under this section.

“PREVIEW COPY ONLY”

CANCELLED CHEQUE

The tenderer is required to attach a copy of the tenderer's cancelled cheque, under this section.

“PREVIEW COPY ONLY”

ORIGINAL TAX CLEARANCE CERTIFICATE

IT IS A CONDITION OF BIDDING THAT:

1. The taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
2. The attached form "Application for Tax Clearance Certificate (in respect of bidders)", must be completed in all respects and submitted to the Receiver of Revenue where the bidder is registered for tax purposes. The Receiver of Revenue will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of six to twelve (6 - 12) months from date of issue. This Tax Clearance Certificate must be submitted in the original together with the bid. Failure to submit the original and valid Tax Clearance Certificate may invalidate the bid.
3. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
4. In case of Foreign Bidders, they can contact South African Receiver of Revenue (SARS) to obtain the Tax Clearance Certificate. Copies of the Application for Tax Clearance Certificates are available at Receiver's office

VAT REGISTRATION CERTIFICATE

The tenderer is required to attach a valid original copy of the tenderer's VAT registration Certificate, under this section.

“PREVIEW COPY ONLY”

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) CERTIFICATE

The tenderer shall attach to this page a copy of the tenderer's BBBEE evaluation certificate. Only certificates issued by an Accreditation Agency approved by SANAS (the South African National Accreditation Systems) will be valid.

“PREVIEW COPY ONLY”

CIDB REGISTRATION

A valid copy of the Certificate of Contractor Registration issued by the Construction Industry Development Board (CIDB) must be submitted. Where an applicant satisfies CIDB contractor grading designation requirements through joint venture formation, such tenderers must submit the certificates of Contractor Registration in respect of each partner. Failure to submit the CIDB registration document may lead to the disqualification of the tenderer.

“PREVIEW COPY ONLY”

DETAILED CONSTRUCTION PROGRAM

The tenderer is required to provide a detailed construction program, under this section, which provides the detail that would indicate the order and timing of activities required to execute the works in terms of the Works Information and within the required timeframe as per the indicative program included in this tender document. The program may take into account, but not limited to, the following:

- Start Dates, access dates, key dates, completion dates
- Provision for float, risk allowances, health and safety requirements
- Provide a resource histogram
- Demonstrate how the contractor will meet the above dates
- Written method statement backing up the program.

“PREVIEW COPY ONLY”

SUPPLIER DEVELOPMENT PLAN

Transnet fully endorses and supports Government's New Growth Path Policy which aims to create 5 Million jobs by the year 2020.

Accordingly, Transnet requests applicants to submit a Proposed Supplier Development Plan demonstrating their commitment and support to the New Growth Path Policy.

The supplier development table, included as a returnable, further indicates the detailed areas which need to be completed for each of the evaluation criteria listed above. The applicant is required to address each aspect detailed in this document and indicated in the Supplier Development Table, as a minimum in their submission. This list is not exhaustive and the applicant must not be limited to these areas when completing each section. The applicant must provide supported calculations on how the Estimated Rand Values (ZAR) are derived.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

SUPPLIER DEVELOPMENT PLAN TABLE

SD Category Tender Requirement	Tender Requirement Criteria	Description	Estimated National Value Add (ZAR)
Job Creation / Preservation	No. of Jobs created with emphasis on black youth and people with disabilities (focus area: jobs created in local community)	<p>The increase in the number of jobs, as a result of the award of business from Transnet</p> <p>The number of jobs that are preserved as a result of the award of business is also taken into consideration</p>	
Skills Development	Number of Employees trained to be evaluated on basis of man hours of training	<p>Future Skills transfer within the industry, with an emphasis on the accumulation of the knowledge and experience, which will occur as a result of the transaction</p>	
Small Business Promotion	Percentage Procurement from <ul style="list-style-type: none"> • QSE's • EME's • Start-ups Non-Financial Support provided to small business	<p>The encouragement of growth and expansion of emerging microenterprises, qualifying small enterprises and start-ups through procurement and support mechanisms provided by the potential Consultant.</p> <p>Service Providers will be credited for each non-financial ED support that they are planning to give to small business e.g Professional support; employee time allocated to assisting small business</p>	

SUPPLIER DEVELOPMENT - BIDDERS RESPONSE

This section must be duly completed in terms of this procurement event/tender/RFP (over the contract period) being awarded to you.

3.4	SD CATEGORY	SD MEASUREMENT	SD VALUE INDICATORS			
			NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
3.4.1.		How many (Number) TRANSNET / SA Technical Engineers will be trained				
3.4.2.		What is the Proposed Monetary value of TRANSNET / SA Technical Engineers trained (in terms of 3.4.1 above)				
3.4.3.		How many (Number) of Graduate SA Technical Engineers will be trained How many (Number & Percentage) of Graduate SA Technical Engineers to be trained will be to Historically Disadvantaged Individuals/Contractors How many (Number & Percentage) of Graduate SA Technical Engineers to be trained will be to Black women How many (Number & Percentage) of Graduate SA Technical Engineers to be trained will be to persons with disabilities				
3.4.4.		What is the Proposed Monetary value of Graduate SA Technical Engineers to be trained				
3.4.5.		How many (Number) BURSARIES/SCOLARSHIPS to be offered to Graduate SA Technical Engineers How many (Number & Percentage) BURSARIES/SCOLARSHIPS to be offered to Graduate SA Technical Engineers will be to Historically Disadvantaged Individuals/Contractors How many (Number & Percentage) BURSARIES/SCOLARSHIPS to be offered to Graduate SA Technical Engineers will be to Black women How many (Number & Percentage) BURSARIES/SCOLARSHIPS to be offered to Graduate SA Technical Engineers will be to persons with disabilities				
3.4.6.		What is the VALUE of BURSARIES/SCOLARSHIPS to be offered to Graduate SA Technical Engineers				
3.4.7.		What is the bidders Contribution towards SA APPRENTICESHIPS programme - Number How many (Number & Percentage) APPRENTICESHIPS to be offered to Historically Disadvantaged Individuals/Contractors How many (Number & Percentage) APPRENTICESHIPS to be offered to Black women				
3.4.8.		What is the bidders Contribution towards SA APPRENTICESHIPS programme - Value				
3.4.9.		Are any of the training interventions recognised qualifications in terms of NQF, SETA or other? Please specify.				

3.5	SD CATEGORY	SD MEASUREMENT	SD VALUE INDICATORS			
			NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
3.5.1.	Job Creation	How many (Number) of New Skilled jobs will be created How many (Number) of New Skilled jobs will be created in the RURAL areas How many (Number & Percentage) of NEW SKILLED JOBS will be to Historically Disadvantaged Individuals/Contractors How many (Number & Percentage) of NEW SKILLED JOBS will be to Black women How many (Number & Percentage) of NEW SKILLED JOBS will be to persons with disabilities How many (Number & Percentage) of NEW SKILLED JOBS will be to the youth				
3.5.2.		How many (Number) of New Unskilled jobs will be created How many (Number) of New Unskilled jobs will be created in the RURAL areas How many (Number & Percentage) of NEW UNSKILLED JOBS will be to Historically Disadvantaged Individuals/Contractors How many (Number & Percentage) of NEW UNSKILLED JOBS will be to Black women How many (Number & Percentage) of NEW UNSKILLED JOBS will be to persons with disabilities How many (Number & Percentage) of NEW UNSKILLED JOBS will be to the youth				

3.6	SD CATEGORY	SD MEASUREMENT	SD VALUE INDICATORS			
			NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
3.6.1.	Job Maintenance / Preservation	How many (Number) Jobs will be Maintained/Preserved - By the Bidder/Tenderer - By Sub-Contractors - By the Suppliers - By Other				

3.7	SD CATEGORY	SD MEASUREMENT	SD VALUE INDICATORS			
			NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
3.7.1.	Rural Development and Regional Integration	How many (Number) of RURAL Employees will be EMPLOYED				
3.7.2.		How many (Number) of Rural businesses will be Developed				
3.7.3.		What is the proposed procurement (VALUE) to be awarded to the Rural businesses in terms of 3.7.2				

3.7.4.	What is the proposed Value of Development to Local Community (Sustainable)				
--------	--	--	--	--	--

SD CATEGORY		SD VALUE INDICATORS				
3.8	Small Business Promotion	SD MEASUREMENT	NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
3.8.1.		What is the Planned Percentage procurement from QSE's within the town/city of operation				
3.8.2.		What is the Planned Percentage procurement from EME's within the town/city of operation				
3.8.3.		What is the Planned Percentage procurement from Start-Up Enterprises within the town/city of operation				
3.8.4.		What and how do you Plan to provide Financial support to small businesses. (Shorter payment terms, interest free loans, etc). Please Specify				
3.8.5.		What and how do you Plan to provide Non-Financial support to small businesses (Professional support, employee time allocated to assisting small business, etc.). Please Specify				
3.8.6.		What and how do you Plan to provide implement Joint ED initiatives with Transnet (That are aligned to Transnet's objectives and that are not financial in nature). Please Specify				

SD CATEGORY		SD VALUE INDICATORS				
3.9	Further Recognition	SD MEASUREMENT	NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
3.9.1.		In terms of Ownership of the entity, what percentage of exercisable voting rights is in the hands of Black Persons				
3.9.2.		In terms of Ownership of the entity, what percentage of exercisable voting rights is in the hands of Black Women				
3.9.3.		In terms of Ownership of the entity, what percentage of exercisable voting rights is in the hands of Black Youth				
3.9.4.		In terms of Ownership of the entity, what percentage of exercisable voting rights is in the hands of Employment Schemes/Co-Operatives				
3.9.5.		What is the VALUE OF Business with the local community/rural areas				
3.9.6.		What is the Number and Value of projects / initiatives in the Involvement of black people with disabilities through ED or Other Initiatives				
3.9.7.		What is the Number and Value of projects / initiatives in the Involvement of black youth through ED or Other Initiatives				

SD CATEGORY		SD VALUE INDICATORS				
3.10	Other SD Initiatives / Interventions	SD MEASUREMENT	NUMBER	PERCENTAGE	RAND VALUE	BID REFERENCE
		Detail / Specify numbers, percentages, and rand values of other SD initiatives/interventions				

ESTIMATED RAND VALUE OF TOTAL SD COMMITMENT	0
SD COMMITMENT EXPRESSED AS A PERCENTAGE OF ESTIMATED CONTRACT VALUE	%

TRANSNET LIMITED / CONTRACTORS / SUB-CONTRACTORS

CONTRACTUAL SAFETY CLAUSES WHICH WILL FORM PART OF ANY RESULTING CONTRACT

The parties agree on the following arrangements according to section 37 (2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) to ensure compliance by the mandatory with provisions of the Act.

- 1) That the Contractor is an “employer” in his own right as defined in section 1 of Act 85 of 1993 and that he must fulfil all his obligations as an employer in terms of the Act.
- 2) The Contractor shall comply with the requirements of Act 85 of 1993 in its entirety.
- 3) Where special permits are required, such as electrical switching, hot work permits, etc. the Contractor shall obtain them from a person designated by Transnet Limited for this purpose, and all requirements of the Contractor must rigidly comply with the permit.
- 4) The Contractor shall conduct a risk assessment of the work to be performed by a competent person prior to the commencement of work, to identify risks and hazards that persons may be exposed to, analyse and evaluate identified hazards.
- 5) The Contractor shall have a documented Health and Safety Plan based on the risks and hazards identified before commencement of work.
- 6) The Health and Safety Plan shall include the following:
 - 6.1 The safety management structure to be instituted with all appointments in terms of the Act and Regulations
 - 6.2 The safe working methods and procedures to be implemented to ensure work are performed in compliance to the Act.
 - 6.3 The safety equipment, devices and clothing to be made available by the Contractor to his employees.
 - 6.4 The site access control measures pertaining to health and safety to be implemented.
 - 6.5 Control measures for ensuring that the Health and Safety Plan is maintained and monitored for the duration of the contract.
- 7) The Contractor shall ensure that all work is performed under the close supervision of a person trained to understand the hazards associated with the work performed and who has authority to ensure that the necessary precautionary measures are implemented.
- 8) The Contractor must appoint a Health and Safety Co-ordinator to liaise with Transnet Limited on matters pertaining to occupational health and safety.
- 9) The appointed Safety Co-ordinator must liaise at least once a week with the* Health and Safety Section / Risk Manager /Occupational Risk Manager of Transnet Limited.
- 10) The Contractor shall furnish the* Health and Safety Section/ Risk Manager/ Occupational Risk Manager of Transnet Limited immediately with full particulars of any sub-Contractor which he may involve in the contract in order that the sub-Contractor himself can be made aware of all the clauses in this contract pertaining to health and safety.

- 11) The Contractor shall stop any sub-contractor from executing work which is not in accordance with the Health and Safety Plan or which poses a threat to health and safety of persons.
- 12) The Contractor shall ensure that all his employees and visitors undergoes health and safety induction pertaining to the hazards prevalent, proof of such training must be kept on file.
- 13) In the event where the risk assessment reveals the risk relating to working from an elevated position the Contractor shall cause the designation of a competent person, responsible for the preparation of a Fall Protection Plan.
- 14) The Fall Protection Plan shall include:
 - 14.1 A risk assessment of all work carried out from an elevated position
 - 14.2 Procedures and methods to address all the identified risks per location
 - 14.3 Evaluation of employee's physical and psychological fitness necessary to work at elevated position.
 - 14.4 The training of employees working from an elevated position.
 - 14.5 Procedure addressing the inspection, testing and maintenance of all fall protection equipment.
- 15) The Contractor shall advise the * Health and Safety Section / Risk Manager/ Occupational Risk Manager of Transnet Limited of any hazardous situations which may arise from work being performed either by the Contractor or his sub-Contractor.
- 16) Copies of all appointments required by the act must be given to * Health and Safety Section / Risk Manager / Occupational Risk Manager of Transnet Limited.
- 17) The Contractor shall ensure that a Health and Safety File is available which shall include all documentation as required by the Act, copy of his and his Sub Contractors Risk Assessment and Health and Safety Plan.
- 18) All incidents referred to in Section 24 of the Act involving the Contractor and his Sub Contractor on Transnet Ltd premises, shall be reported as prescribed. Transnet Ltd hereby obtains an interest in the issue of any investigation, formal inquiry conducted in terms of Section 31 and 32 of the Act into any incident involving the Contractor, his Sub Contractor, any person or machinery under his control on Transnet Ltd premises.
- 19) No alcohol or any other intoxicating substance shall be allowed on Transnet Ltd premises. The Contractor shall not allow anyone under or suspected to be under the influence of alcohol or any other intoxicating substance on Transnet Ltd premises.
- 20) Contractor to ensure its employees undergo medical surveillance as required by legislation
- 21) Contractor will be required to provide monthly safety performance reports and statistics
- 22) A letter of good standing in terms of Section 80 (Employer to register with the Compensation Commissioner) of the Compensation for Occupational Injuries and Disease Act 1993 (Act 130 of 1993) must also be furnished.
- 23) All clauses in the contract pertaining health and safety form an integral part of the contract and if not complied with may be construed as breach of contract.

*As applicable

Tenderer OH & S Management System Questionnaire

This questionnaire forms part of TFR tender evaluation process and is to be completed by all Tenderer's and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderer's OH&S management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. **TFR will verify accuracy of this information during the physical visit as part of the tender evaluation.**

The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.		
Company Name:		
Signed:	Name:	
Position:	Date:	
Tender Description:		
Tender Number:		
Tenderer OH&S Management System Questionnaire	Yes	No
1. OH&S Policy and Management		
- Is there a written company health and safety policy? - If yes provide a copy of the policy		
- Does the company have an OH&S Management system e.g NOSA, OHSAS, IRCA System etc - If yes provide details		
- Is there a company OH&S Management System, procedures manual or plan? - If yes provide a copy of the content page(s)		
- Are health and safety responsibilities clearly identified for all levels of Management and employees? - If yes provide details		
2. Safe Work Practices and Procedures		
- Are safe operating procedures or specific safety instructions relevant to its operations available? - If yes provide a summary listing of procedures or instructions		
- Is there a register of injury document? If yes provide a copy		
- Are Risk Assessments conducted and appropriate techniques used? - If yes provide details		

REVIEW COPY ONLY



3. OH&S Training		
Describe briefly how health and safety training is conducted in your company:		
- Is a record maintained of all training and induction programs undertaken for employees in your company? - If yes provide examples of safety training records		
4. Health and Safety Workplace Inspection		
- Are regular health and safety inspections at worksites undertaken? -If yes provide details		
- Is there a procedure by which employees can report hazards at workplaces? - If yes provide details		
5. Health and Safety Consultation		
- Is there a workplace health and safety committee?		
- Are employees involved in decision making over OH&S matters? - If yes provide details		
- Are there employee elected health and safety representatives? - Comments		
6. OH&S Performance Monitoring		
- Is there a system for recording and analysing health and safety performance statistics including injuries and incidents? - If yes provide details		
- Are employees regularly provided with information on company health and safety performance? - If yes provide details		
Is company registered with workmen's compensation and up to date? - If yes provide proof of letter of good standing		
- Has the company ever been convicted of an occupational health and safety offence? - If yes provide details		

Safety Performance Report

Monthly DIFR for previous months

Previous Year	No of Disabling Injuries	Total Number of employees	DIFR per month
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

DIFR = Number of Disabling injuries x 200000 divided by number of man hours worked for the period

Signed
(Tenderer)

"PREVIEW COPY ONLY"