



TRANSNET FREIGHT RAIL  
DIVISION of  
TRANSNET LIMITED  
(Registration No. 1990/000900/06)

**RFI: PeDB No. CRAC/JHB/6584 A**

**APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS  
TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT  
RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS**

**ISSUE DATE : 24 August 2010**

**CLOSING DATE : 10 September 2010**

**CLOSING TIME : 10H00**

**VALIDITY PERIOD : 07 December 2010**

**“PREVIEW COPY ONLY”**

**Please note that late responses and those delivered or posted  
to the incorrect address will be disqualified.**



**RFI: PeDB No. HOAC VAR 6553 A**

**APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS  
TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT  
RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS**

**SCHEDULE OF DOCUMENTS**

**Section**

- 1. Notice to Bidders**
- 2. Background, Overview and Scope of Requirements**
- 3. Proposal Form**
- 4. Resolution of Board of Directors (Respondent's Representative)**
- 5. Certificate of Acquaintance with RFI Documents**
- 6. Schedule of Rates**
- 7. Suppliers Declaration form**
- 8. Suppliers code of conduct**
- 9. Certificate of attendance at Briefing Session**



## SECTION 1

**RFI: PeDB No. HOAC VAR 6553 A**

### **APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS**

#### **NOTICE TO BIDDERS**

1. Transnet invites interested persons, companies, close corporations or enterprises (hereinafter referred to as the "Respondent(s)") for inclusion to the preferred list of service providers.

On or after 24 August 2010 the RFI documents may be inspected at, and are obtainable from the office of Transnet Freight Rail, Room 706 311 Edwin Swales Drive Durban during office hours 8H00 to 15H00, and a non-refundable tender fee R200.00 (including VAT) is applicable per tender. Payment is to be made to Transnet Freight Rail Standard Bank Account No 203158598 Branch code 004805. The deposit slip must reflect RFI: PeDB: HOAC/6553 A and the Company name. Receipt to be presented at collection of the tender document.

**NOTE 1.1** This amount is not refundable. RFI documents will only be available until 08:00 on 01 September 2010.

For specific queries before the closing of the RFI, the following Transnet employee(s) may be contacted

For commercial queries: Patrick Magwaza : 011 584 0600  
: patrick.magwaza2@transnet.net



**Compulsory clarification meeting for both Durban and Ladysmith areas will be conducted in Durban as follows:**

CONTACT PERSON:	TIME	VENUE	CLOSING TIME/DATE	CLOSING VENUE
<b>AP Marais</b> Tel: 041 507-2191 Cell: 083 283 7902 or  Contact Person: <b>Bobby Frankish</b> Tel: (031) 361 6045	10H00 – 12H00	<b>Boardroom,            50 Fish Eagle            RD            BAYHEAD            DURBAN</b>	<b>10H00</b>  <b>10 Sept 2010</b>	<b>Tender Box            7 Floor Foyer            311 Edwin Swales            Drive            DURBAN</b>

**The purpose of the briefing session is to discuss the aspects of the RFI and to gain a clear understanding of the requirements.**

- Responses IN TRIPLECATE must be addressed to The Chairman, Transnet Freight Rail, Acquisition Council, before the closing hour on the date shown above, and be enclosed in a sealed envelope which must have inscribed on the outside:

**RFI NO : PoDB: HOAC/VAR/6553 A**

**Description : APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE OF TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND IN LADYSMITH AS AND WHEN REQUIRED**

**Closing date and time : 10 SEPTEMBER 2010 AT 10H00**

**3. DELIVERY INSTRUCTIONS FOR THIS RFI**

4 Please note that this RFI closes punctually at 10:00 on Friday, 10 September 2010

5 If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."

6 NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.



7. The responses to this RFI will be opened as soon as practicable after the expiry of the time advertised for receiving them.
8. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
9. Envelopes must not contain documents relating to any RFI other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.
10. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (*Alterations made by the Respondent to Tendered Prices*) of the US7 General Tender Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFI documents.

#### 11. BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would 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 R30000 will be evaluated accordingly. All transactions below R30000 will as far as possible be earmarked for EME’s.

TRANSNET consequently urges Respondents (Large enterprises and QSE’s – see below) to have themselves duly accredited by any one of the Accreditation Agencies [approved](#) by SANAS (South African National Accreditation System, under the auspices of the DTI).

In terms of Government Gazette No. 32094, Notice No. 354 dated 23 March 2009, as from 1 August 2009, only BBBEE accreditation Certificates issued by SANAS approved verification agencies will be valid.

However accreditation certificates issued before 23 March 2009 and which are still within their one (1) year validity period will still be acceptable, until their expiry date provided that the accreditation was done in accordance **with the latest codes (i.e. those promulgated on 9 February 2007)**.

BBBEE Accreditation Certificates issued after the published date i.e. 23 March 2009, by a Verification Agency not approved by SANAS, will **NOT** be acceptable as from 23 March 2009.

Enterprises will be rated by such Accreditation Agencies based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
  - Rating level based on all 7 (seven) elements of the BBBEE scorecard
  - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**



- Rating based on any 4 (four) of the elements of the BBBEE scorecard
  - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**
- Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition
  - Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
  - EME's should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers

In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage of the total contract value which would 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-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

**Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) as stipulated above to TRANSNET.**

<p><b>Turnover:</b> Indicate your company's most recent annual turnover:</p> <p>R.....</p>
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- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

Transnet supports this DTI initiative and will use the DTI Registry to verify prospective and existing suppliers' BBBEE credentials.



Kindly provide Transnet with your DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

<b>DTI BBEE UNIQUE PROFILE NUMBER:</b> .....
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Failure to submit your BBEE information in terms of 14.3 and/or 14.5 (above) will result in a score of zero being allocated for BBEE evaluation.

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](mailto:Transnet@tip-offs.com)**
  - **Fax number – 0800 007 788**
  - **Freepost DN 298, Umhlanga Rocks, 4320**
- Confidentiality is guaranteed.**

## 12. COMMUNICATION

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFI between the closing date and the date of the award of the business.



A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFI to the Transnet employee as indicated in clause 2 above, and may also at any time after the closing date of the RFI, communicate with the Secretary of the Transnet Freight Rail Acquisition Council, at telephone number 011 308 3868 or fax no. 011 308 3867 on any matter relating to its RFI response.

### 13. RFI SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with Transnet representatives at a location to be agreed.

### 14. INSTRUCTIONS FOR COMPLETING THE RFI

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. Two duplicate sets of documents are required. These sets can be a copy of the original signed Proposal.
- (ii) All three sets of documents are to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Proposals:
  - Respondent's latest audited financial statements;
  - Respondent's valid Tax Clearance Certificate.

### 15. COMPLIANCE

The successful Respondent (hereinafter referred to as the "Supplier") shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

### 16. ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Proposal must be legally authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf (if not the authorised signatories) must also be submitted along with the Proposal together with their contact details.
- All prices must be quoted in South African Rands
- Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent's place of manufacture (works) during this process.

**NB: Unless otherwise expressly stated, all documents furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. Transnet reserves the right to reject any or all offers.**

**FAILURE TO OBSERVE ANY OF THE AFOREMENTIONED REQUIREMENTS  
MAY RESULT IN A PROPOSAL BEING REJECTED**





**17. DISCLAIMERS**

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of a Proposal in response to it. In particular, please note that Transnet reserves the right to:

- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily consider a bidder for inclusion in the Preferred list because of lower rates
- reject all Proposals, if it so decides
- recommend for inclusion in the preferred list of suppliers a Proposal at any time after the RFI's closing date
- make no recommendation

Kindly note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with this Proposal, whether or not the Respondent is awarded a contract.

Respondents to complete this section:

NAME OF RESPONDENT .....

PHYSICAL ADDRESS .....

.....

Respondent's contact person:

Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

**Transnet urges its clients, suppliers and the general public**



**to report any fraud or corruption  
on the part of Transnet's employees to  
TIP-OFFS ANONYMOUS : 0800 003 056**

## **SECTION 2**

**RFI: PeDB No. HOAC VAR 6553 A**

### **APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS**

#### **BACKGROUND, CONDITIONS, SPECIFICATION AND SCOPE OF REQUIREMENTS**

##### **1. BACKGROUND**

Transnet Freight Rail is the custodian of a significant number of immovable properties that include land, buildings and service infrastructure. These properties are spread out country wide and managed through three regional offices (Central, Eastern and Western). Transnet Freight Rail, Property Management is the custodian of these assets owned by Transnet.

The entire RFI document will be presented at the briefing session as reference will be made to portions of the RFI document. It is required that all interested parties familiarise themselves with the RFI document PRIOR to the briefing session and formulate any questions that may not be addressed during the session.



**SECTION 2 (CONTINUED)**

**SPECIAL CONDITIONS OF CONTRACT AND SPECIFICATION for ELECTRICAL WORK**

**Part A**

**1. EXTENT OF WORK:**

The following conditions shall apply:

This shall cover Electrical work that is required in conjunction with the Civil maintenance to various assets. Electrical repairs or replacement of plugs, lights, distribution boards, various electrical circuits (geysers, stoves, aircon. etc.), wire-ways & related equipment.

The Contractor must be competent in all the following:

Electrical light & Power - SANS 10142 – 1 & 2 Regulations

Electrical Certificates of Compliance – Wiremans Licence

**2. REGULATIONS AND STANDARDS**

In so far as they can be applied and where they are not inconsistent with the terms of the specification, the following specifications, which shall be obtained by the tenderer, and shall be regarded as being embodied in this specification and all subsequent specifications submitted during this entire contract period.

**The Installation, maintenance, replacement and repair of fixed electric water heating systems  
SABS 0254**

**3. COMPLIANCE WITH STATUTES AND SAFETY RULES:**

The Contractor must at his cost comply with all such laws, Provincial Ordinances, Local Authority Bylaws and all relevant regulations framed there under which are applicable to the work to be undertaken. All electrical work carried out by the contractor must comply fully with **the new Electrical Code of Practice SANS 10142-1 including all regulations referred to in SANS 10142-1 and any amendments thereof**. Contractor must supply the Transnet Freight Rail's Technical Officer with a "Electrical Certificate of Compliance" for all new and / or altered electrical circuits upon completion of electrical works.

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**RFI: PeDB No. HOAC VAR 6553 A**

**GENERAL BUILDING MAINTENANCE WORK TO TRANSNET FREIGHT RAIL ASSETS IN**

**PART B**  
**SPECIAL CONDITIONS**

1. **Scope of work**  
The work shall comprises the performance of general building maintenance and alteration work as necessary in the Civil building and Electrical trades to Transnet assets in Durban and in Ladysmith.
2. **Site Location:**  
Locations shall be Durban and Ladysmith Areas(Schedule of Rates)
3. **Schedule of Rates**  
Part C, Civil schedule of rates and part E Electrical schedule of rates for this tender must be completed by the contractor; this schedule of rates is only indicative for the purpose of evaluating the RFI.
4. **Individual pricing of project**  
For each individual project the preferred supplier shall be issued with a specification and a Bill of Quantities. The preferred supplier shall submit a quote pricing each item on the Bill  
The supplier is responsible to CHECK all measurements and quantities before ordering any materials and to allow for the normal accepted off cuts and wastage..  
Labour and material must be quoted separately where the
  - a. **Labour**  
Labour item, as per Schedule of rates, shall be used. Should an item be required that is not on RFQ item price list, contractor shall quote market related price for item. (This item will be subject to negotiation if price is not acceptable to Transnet.  
The works will be based on Standard Building practices and if no agreement can be reached then the price as specified in” **Build Aid, Building and Construction Price Guide, 2010/11 edition WILL BE USED**
  - b. **Material**  
The **material** Value, of the materials required for the proper completion of the works will be base on standard market values plus the percentage “Mark Up Fee” as per the schedule of rates. Transnet reserves the right to query the price of materials required and to request that the contractor justifies the prices with actual quotes from reputable suppliers.



All material shall be SABS approved  
Actual Invoices for the material used may also be required and shall be supply to Transnet freight rail project manager at time of payments by the contractor  
The Project Manager reserves the right to query the quantities of materials required and to request that the contractor justifies the quantities with actual measurements taken on site and with the relevant calculations.

**5. Competency and Qualifications**

Interested parties must provide the following documents:

- a. A List of employees and their qualifications.  
Acceptable proof of qualifications shall be:
  - i. A trade test diploma from the Department of Manpower issued at a test centre;
  - ii. A completed contract of apprenticeship;
  - iii. Proof of qualification acceptable to the Department of Manpower in the case of qualified artisans from a foreign country
  - iv. A license for water connections, if applicable;
  - v. Plumbing work shall be done by a trained/registered plumber or under the supervision of a register plumber as require by law in the national building regulations, regulation A18 CONTROL OF PLUMBERS AND PLUMBING WORK. A certificate of Compliance must be issued as per IOPSA and the Government Notice R 1875, 31<sup>st</sup> August 1979
  - vi. Any competency as needed and recognized by the Department of Labour.
  - vii. Proof that he is able to perform all kinds of general repair work:
- b. CIDB Certificate.(Rating 2GB)
- c. A list of references (previous work)
- d. Availability (how soon can the contractor be available)
- e. List tools necessary to carry maintenance work

**6. EVALUATION CRITERIA**

Transnet will utilize the following criteria (not necessarily in this order) in choosing a Supplier, if so required:

- Pricing - Whilst not the sole factor for consideration, competitive pricing will be critical in the evaluation and selection to be included in the preferred list of Suppliers.



**“EVALUATION CRITERIA**

**Commercial:**

**Sub-Criteria**

- **Competitive pricing**
- **Credit Record**

**Technical: Compliance to Specification**

- **Technical Capacity: Relevent CIDB rating**
- **Qualifications**
- **References / Previous Experience and/or Performance record**
- **Preparedness to commence**
- **Location**

**BBBEE**

**Sub-Criteria**

- **BBBEE Certificate & Detailed Scorecard**

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### SECTION 3

RFI: PeDB No. HOAC VAR 6553 A

#### APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS

#### PROPOSAL FORM

I/We \_\_\_\_\_

(name of company, close corporation or partnership)

of (full address) \_\_\_\_\_

carrying on business under style or title of (trading as)

represented by \_\_\_\_\_

in my capacity as \_\_\_\_\_

being duly authorized thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as the case may be, dated \_\_\_\_\_ a certified copy of which is annexed hereto, hereby offer to supply the above-mentioned Goods at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference \_\_\_\_\_ and dated \_\_\_\_\_ (if any) and the documents listed in the accompanying schedule of RFI documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Standard Terms and Conditions of Contract Form No. US7 - Goods;
- (ii) General Tender Conditions, Form CSS5 – Goods; and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Proposal form; and;-

\_\_\_\_\_  
Respondent's Signature

15

\_\_\_\_\_  
Date and Company Stamp



I/We accept that unless Transnet should otherwise decide and so inform me/us in the facsimile or letter of acceptance, this Proposal (and, if any, its covering letter and any subsequent exchange of correspondence), together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

Should Transnet decide that a formal contract should be signed and so inform me/us in the facsimile or letter of acceptance, this Proposal (and, if any, its covering letter and any subsequent exchange of correspondence) together with Transnet's letter of acceptance/intent, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Goods within 4 (four) weeks, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period of .....only; and agree to a penalty clause to be negotiated with Transnet, which will allow Transnet to invoke a penalty (details to be negotiated) against us should the delivery of the Goods be delayed due to non-performance by us.

The law of the Republic of South Africa shall govern the contract created by the acceptance of this RFI. The *domicillium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate *domicillium citandi et executandi* hereunder:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTIFICATION OF AWARD OF RFI**

As soon as possible after approval to award the contract/s, the successful Respondent (the Supplier) will be informed of the acceptance of its Proposal. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, BBBEE status or for any other reason.

**VALIDITY PERIOD**

Transnet desires a validity period of 3 (three) months (from closing date) against this RFI. It should be noted that Respondents may offer an earlier validity period, but that their Proposals may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:





This RFI is valid until \_\_\_\_\_ (State alternative validity period/date).

**TAX (VAT) REGISTRATION NUMBER**

The Respondent must state hereunder the tax registration number which is applicable to Value-Added Tax:

\_\_\_\_\_

**TAX CLEARANCE CERTIFICATE**

Respondents are required to forward a valid copy of their company’s Tax Clearance Certificate with their Proposal.

Indicate tax clearance certificate expiry date: \_\_\_\_\_

**BANKING DETAILS**

BANK: \_\_\_\_\_

BRANCH NAME / CODE: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)**

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation (C.C.) on whose behalf the RFI is submitted.

(i) Registration number of company / C.C. ....

(ii) Registered name of company / C.C. ....

(iii) Full name(s) of director/member(s)      Address/Addresses      ID Number/s

Full name(s) of director/member(s)	Address/Addresses	ID Number/s
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

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**REGISTRATION CERTIFICATE**

Respondents must submit a certified copy of their company’s Registration Certificate with their Proposal.

**NAME AND ADDRESS OF ACCREDITED AGENT**

Provide hereunder, if applicable, details of the accredited agent in the Republic of South Africa appointed as local representative by foreign Respondents and whose address shall be regarded as the Respondent’s domicilium citandi et executandi in terms of the Standard Terms and Conditions of Contract, US7 – Goods.

Name	.....
Address	.....
	.....

**CONFIDENTIALITY**

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Goods, which is either directly or indirectly related to Transnet’s business, written approval to divulge such information will have to be obtained from Transnet.

**DISCLOSURE OF PRICES TENDERED**

Respondents must indicate here whether Transnet may disclose their tendered prices and conditions to other bidders:

YES	
-----	--

NO	
----	--

**DECLARATION**

Respondents to declare hereunder whether any family and/or direct relationship exists between any of the owners / members / directors / partners / shareholders (unlisted companies) of the responding company and any employee or board member of the Transnet Group:

YES	
-----	--

NO	
----	--



If YES, please indicate below:

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

ADDRESS

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Indicate nature of relationship (if any):

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

**RETURNABLE DOCUMENTS**

Respondents are required to submit the following returnable documents with their responses (see tick):

<b>Notice to Bidders – Section 1</b>	√
<b>Background overview – Section 2</b>	√
<b>Proposal Form – Section 3</b>	√
<b>Resolution of Board of Directors (Respondent’s Representative) – Section 4</b>	√
<b>Certificate of Acquaintance with RFQ Documents – Section 5</b>	√
<b>Pricing &amp; Delivery Schedule – Section 6</b>	√
<b>Audited Financials for previous year</b>	√
<b>Valid Tax Clearance Certificate</b>	√
<b>VAT Registration Certificate</b>	√
<b>BBBEE Accreditation Certificate</b>	√
<b>Scope of the requirement / specification – Section 09</b>	√
<b>Non-Disclosure Agreement – Section 10</b>	√
<b>Suppliers code of conduct-Section 11</b>	√
<b>CIDB certificate</b>	√

**NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 as indicated in the footer of each page, must be signed and dated.**



**By signing the RFI documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFI, including those contained in any printed form stated to form part hereof and Transnet Limited will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.**

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

“PREVIEW COPY ONLY”

DESIGNATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## SECTION 4

RFI: PeDB No. HOAC VAR 6553 A

### APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS

#### SIGNING POWER: RESOLUTION OF BOARD OF DIRECTORS

NAME OF COMPANY: \_\_\_\_\_

It was resolved at a meeting of the Board of Directors held on \_\_\_\_\_ that

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

in his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to Tenders, Proposals and/or Contracts for the supply of Services.

FULL NAME \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE CHAIRMAN

FULL NAME \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE SECRETARY



## SECTION 5

RFI: PeDB No. HOAC VAR 6553 A

### APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS

#### CERTIFICATE OF ACQUAINTANCE WITH RFI DOCUMENTS

NAME OF COMPANY: \_\_\_\_\_

I/We \_\_\_\_\_ do

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFI and all conditions contained therein, as laid down by Transnet Limited for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet Limited shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any RFI/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2009

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF RESPONDENT



## SECTION 6

RFI: PeDB No. HOAC VAR 6553 A

### APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS

#### PRICING

Description	Durban	Ladysmith
<b>Pricing (indicative)</b>		
<b>Normal working hours Monday to Friday 07H-16H30</b>		
<b>Labour rate for Electrician</b>		
<b>Daily rate for General Helper</b>		
<b>Outside working hours (Monday to Friday 7H00 to 16H30 ) Weekends and public holidays</b>		
<b>Labour rate for Artisan</b>		
<b>Daily Labour rate for a general helper</b>		



## SECTION 7

RFI: PeDB No. HOAC VAR 6553 A

### APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS

#### 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.**

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		Unbloc		Once-Off / Emergency		
Exten		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	

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

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

NARROW BASED (NB)				BROADBASED (BBBEE)				
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE

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



## SECTION 8

RFI: PeDB No. HOAC VAR 6553 A

**APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS  
TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT  
RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS**

**SUPPLIERS CODE OF CONDUCT**

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## SECTION 9

RFI: PeDB No. HOAC VAR 6553 A

### APPOINTMENT FOR INCLUSION TO THE LIST OF PREFERRED SERVICE PROVIDERS TO DO CIVIL AND ELECTRICAL MAINTENANCE AT VARIOUS TRANSNET FREIGHT RAIL PROPERTIES IN DURBAN AND LADYSMITH AREAS

#### CERTIFICATE OF ATTENDANCE AT BRIEFING SESSION

It is hereby certified that -

1. ....

2. ....

Representative(s) of .....  
(name of company)

attended the briefing session, in respect of the proposed RFI, on \_\_\_\_\_ at  
\_\_\_\_\_

.....  
**TRANSNET REPRESENTATIVE**

.....  
**RESPONDENT'S REPRESENTATIVE**

DATE: .....

DATE: .....