



TRANSNET FREIGHT RAIL
a Division of
TRANSNET SOC LIMITED
(Registration No. 1990/000900/06)

REQUEST FOR PROPOSAL

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

ISSUE DATE : 13 March 2012
BRIEFING SESSION : 16 March 2012
BRIEFING TIME : 11H00
CLOSING DATE : 27 March 2012
CLOSING TIME : 10H00
OPTION DATE : 27 June 2012

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

Respondent's signature

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Date and company stamp



RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

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 RFP Documents**
- 6. Pricing and Delivery Schedule**
- 7. General Tender Conditions (CSS5 – Goods)**
- 8. Standard Terms and Conditions of Contract (US7)**
- 9. Specifications and Drawings**
- 10. Non-Disclosure Agreement**
- 11. Supplier Declaration**
- 12. Supplier Code of Conduct**
- 13. Attendance Certificate**

Respondent's signature

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Date and company stamp



SECTION 1

RFP NUMBER: CRAC-JHB-8444

PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

NOTICE TO BIDDERS

1. Tender are requested from interested / selected Respondents to supply the above-mentioned requirement to TRANSNET.

On or after **Tuesday, 13 March 2012**, RFP documents may be inspected at, and are obtainable from the Reception, Ground Floor, Transnet Tender Advice Centre, 21 Wellington Road, Inyanda House 1, Parktown, Johannesburg. During office hours 08h00 to 15h00.

A non-refundable tender fee of R500.00 (inclusive of Vat) is applicable per tender (listed below). Payment is to be made to Transnet Freight Rail, Standard Bank Account number **203158598**, Branch code **004805**. The deposit slip must reflect the RFP number and the Company Name.

NOTE 1.1 This amount is not refundable. RFP documents will only be available until 15h00 on Thursday 15 March 2012

1.2: No RFP documents will be sold after the 15/03/2012 deadline indicated above.

2. A **COMPULSORY** briefing session will be held but should Respondents have specific queries they should email these to the TRANSNET employee(s) indicated below:

Name : Lindi Khambule
Division : Supply Chain Services
Email : lindi.khambule@transnet.net

Respondent's signature

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Date and company stamp



Name : Kathy Jafta
Division : Transnet Freight Rail
Email : kathy.jaftha@transnet.net

Tenders in duplicate must reach the Chairperson, TRANSNET Freight Rail Acquisition Council before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

Tender No: RFP Number: CRAC-JHB-8444
Description : PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

Closing date and time : 27 March 2012 at 10H00

Briefing Venue: Bombela, Boardroom, Transnet Freight Rail, Inyanda House 2, 15 Girton Road, Parktown, Johannesburg at 11h00.

Closing address (refer options below):

DELIVERY INSTRUCTIONS FOR THIS RFP:

- 1 If posted**, the envelope must be addressed to the Chairperson, TRANSNET Freight Rail Acquisition Council, P.O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Chairperson before the closing time of the RFQ. In the event of the late receipt of a Proposal, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.
- 2 If delivered by hand**, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, Inyanda House, 21 Wellington Road, Parktown, Johannesburg and should be addressed as follows:

**THE CHAIRPERSON
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL
INYANDA HOUSE 1
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG
2001**

The measurements of the "tender slot" are 500mm wide x 100mm high, and Respondents must please Ensure that response documents or files are not larger than the above dimensions. Responses which are

Respondent's signature

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Date and company stamp



Too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate Envelopes.

It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.

- 3** **If dispatched by courier**, the envelope must be addressed as follows and delivered to the Office of The Chairperson, TRANSNET Freight Rail Acquisition Council and a signature obtained from that Office.
3. Please note that this RFP closes punctually at **10:00 on Tuesday 27 March 2011**.
4. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
5. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED
6. The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.
7. TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
8. Envelopes must not contain documents relating to any RFP other than that shown on the envelope.

No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

9 **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 R 30,000 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).

Respondent's signature

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Date and company stamp



In terms of Government Gazette No. 32467, Notice No. 810 dated 31 July 2009, as from 1 February 2010 only BBBEE certificates issued by Accredited Verification Agencies of Verification Agencies that are in possession of a valid pre-assessment letter from South African National Accreditation System will be valid.

However accreditation certificates issued by non-accredited verification agencies before 01 February 2010 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. 01 February 2010, by a Verification Agency not approved by SANAS, will NOT be acceptable as from 01 February 2010.

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) and ensure that the documentation is valid at the date of Tender Submission as stipulated above to TRANSNET.

Failure to submit your BBBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBBEE evaluation.

<p>Turnover: 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.

<p>DTI BBBEE UNIQUE PROFILE NUMBER:</p> <p>.....</p>

Failure to submit your BBBEE information in terms of the above-mentioned clauses will result in a score of zero being allocated for BBBEE evaluation.

10 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 an RFP 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 RFP to the TRANSNET employee as indicated in (2) above, and may also at any time after the closing date of the RFP, communicate with the Secretary of the TRANSNET Freight Rail Acquisition Council, at telephone no. 011 544 9486 or fax no. 011 774 9760 on any matter relating to its RFP response.

11 RFP 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. Respondents are to provide a list of persons who are mandated to negotiate on behalf of their company, together with their contact details.

12 NSTRUCTIONS FOR COMPLETING THE RFP

Respondent's signature

Date and company stamp



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

13 COMPLIANCE

The Respondent shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

14 ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Respondents are to note that Proposals in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment
- 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 must be submitted along with the Proposal
- All prices must be quoted in South African Rands
- TRANSNET reserves the right to undertake post-tender negotiations with the preferred Respondent or any number of short-listed Respondents

NB: Unless otherwise expressly stated, all Proposals 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 ABOVE-MENTIONED REQUIREMENTS
MAY RESULT IN THE PROPOSAL BEING REJECTED.**

15 DISCLAIMERS

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

Respondent's signature

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Date and company stamp



- modify the RFP's Goods or Services and request Respondents to re-bid on any changes
- 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 accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFP's closing date
- award only a portion of the proposed Goods or Services which are reflected in the scope of this RFP
- split the award of the contract between more than one Supplier
- make no award of a contract

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

16 Any PROPOSAL submitted by a Respondent is subject to negotiation and review of the proposed contract by TRANSNET's Legal Counsel.

NAME OF RESPONDENT: _____

PHYSICAL ADDRESS: _____

Respondent's contact person:	Name:	_____
	Designation:	_____
	Telephone:	_____
	Cellphone:	_____
	Facsimile:	_____
	Email:	_____

**TRANSNET urges its clients and suppliers to report
any fraud or corruption
on the part of TRANSNET's employees to
TIP-OFFS ANONYMOUS : 0800 003 056**

Respondent's signature

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Date and company stamp



SECTION 2

RFP NUMBER: CRAC-JHB-8444

PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. BACKGROUND

Transnet Freight Rail ("TFR") which is a business unit of Transnet, a State Owned Company (SOC).

2. EXECUTIVE OVERVIEW

Publishing, layout, design and printing of material for Transnet Freight Rail as and when required for a period of two years

Specifically, TRANSNET seeks to benefit from this partnership in the following ways:

- TRANSNET must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale.
- TRANSNET must achieve appropriate availability that meets user needs while reducing costs for both TRANSNET and the chosen Supplier(s).
- TRANSNET must receive proactive improvements from the Supplier with respect to Goods
- TRANSNET's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology.

Respondent's signature

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Date and company stamp



- TRANSNET end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.
- TRANSNET must reduce cost by streamlining its acquisition of Services or Goods, including managed service processes on a Group basis.

3. SCOPE OF REQUIREMENTS

SEE SECTION 9

4. GENERAL INFORMATION

- The supplier shall be fully responsible to TRANSNET for the acts and omissions of persons directly or indirectly employed by them.
- The supplier must provide the identified information requested and comply with the requirements stated in the RFP.
- The supplier must submit a sample of a telemeter on closing date. This sample shall be tested by our technology management department for approval.

5. EXCHANGE AND REMITTANCE

The attention of the Respondents is specially directed to clause 7 of the General Tender Conditions Form CSS5 (revised July 2008). The Respondent is also to note that the particulars of the exchange rate on which the Respondent has based its tendered price(s), is/are to be stipulated hereunder only if TRANSNET is requested by the Respondent to effect payment overseas direct to the Respondent's principal/Contractor.

- (a) R1.00 (South African currency) being equal to..... (foreign currency).
.....% in relation to tendered price(s) (.....) to
be remitted overseas by TRANSNET.
- (b) (Name of country to which payment is to be made).
- (c) Beneficiary details :
Name (Account holder)
.....
Bank (Name and branch code).....
Swift code
Country
- (d) (Applicable date of exchange rate).

Respondent's signature

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Date and company stamp



6. AS AND WHEN CONTRACTS

Purchase orders will be placed on the successful Respondents from time to time as and when supplies are required.

TRANSNET reserves the right to place purchase orders until the last day of the contract for deliveries to be effected within the delivery period/lead time specified beyond the expiry date of the contract under the same terms and conditions as agreed upon.

The Respondents must indicate hereunder the combined manufacturing and delivery lead time for delivery of the Goods /products/material to end destination in the Republic of South Africa, calculated as from the seventh day after the date of the relevant purchase order:

RFP ITEM NO.

- 1. (weeks/months)
- 2. (weeks/months)

- (i) Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements.
- (ii) Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by TRANSNET. Material supplied earlier than specified may not be paid for or may be returned with the Contractor being held liable for all expenses incurred, eg. railage charges, handling charges, etc., both ways.

If the delivery period(s) offered by the Respondents is/are subject to a maximum monthly production capacity, full particulars must be indicated hereunder:

RFP ITEM NO.	MAXIMUM MONTHLY PRODUCTION CAPACITY
0767730185	

- 1. (weeks/months)
- 2. (weeks/months)

(If there is insufficient space above to accommodate all the items concerned, a separate statement containing the details must be submitted).

The Respondents must state hereunder the annual holiday closedown period and also if this period has been included in the delivery period offered

.....



.....

The Respondent is to furnish the following information:

What action does the Respondent propose to take to ensure continuity of supply during non-working days or holidays and periods occupied in stocktaking or in effecting repairs to plant or in overhaul of plant which would ordinarily occur within the stated delivery period:

.....
.....

7 RESPONDENT’S SAMPLES

Only in cases when the Respondent submits a sample(s) of the Goods/products/material tendered for by it, the sample(s) must be forwarded on or before the deadline date to the addressee hereunder:

**TRANSNET FREIGHT RAIL ACQUISITION COUNCIL
INYANDA HOUSE 1
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG
2001**

If submitted to be submitted before closing date contact Lindi Khambule telephone 011-584 0634/ 083 252 4960

The sample(s) must be clearly marked with the reference number of this RFP and the names and addresses of both the Respondent and the manufacturer.

FAILURE TO SUBMIT THE SAMPLE(S) IN DUE TIME MAY RESULT IN A PROPOSAL BEING REJECTED. PROPOSALS MUST UNDER NO CIRCUMSTANCES BE INCLUDED IN THE PACKAGE CONTAINING A SAMPLE(S).

The Respondents must state the following:

- (i) Has/have a sample(s) been submitted?

.....

- (ii) How and to whom forwarded?

Respondent’s signature

Date and company stamp



.....
(iii) Date of dispatch
.....

8. RE-PRODUCTION SAMPLES/PROTOTYPES

Only in cases when a pre-production sample(s) / prototype(s) is/are called for, the Respondent should state here the date required to deliver the necessary pre-production samples(s)/prototype(s) calculated as from the date of notification of acceptance of the Proposal

.....
NB : Purchase orders will be placed on the successful Respondent(s) only after the date of approval of the pre-production sample(s).

The date on which delivery will commence after the pre-production sample(s)/prototype(s)/ has/have been approved, calculated as from the date of such approval
.....

9. MANUFACTURERS

The Respondents must state hereunder the actual manufacturer(s) of the Goods tendered for:

(i) LOCAL:

TENDER ITEM NO.	NAME	ADDRESS (IN FULL)
.....
.....

(ii) OVERSEAS :

TENDER ITEM NO.	NAME	ADDRESS (IN FULL)
.....
.....

10. CONTRACTORS

The Respondents must state the actual name(s) and address/addresses of the Contractors of the Goods for inspection purposes only:

(i) LOCAL :

Respondent's signature

Date and company stamp



TENDER ITEM NO.	NAME	ADDRESS (IN FULL)
.....

(ii) OVERSEAS :

TENDER ITEM NO.	NAME	ADDRESS (IN FULL)
.....

The Respondents must state hereunder the value of the imported content as well as the country of origin in respect of each item tendered for:

TENDER ITEM NO.	PORTION OF THE PRICE	COUNTRY REPRESENTING THE IMPORTED CONTENT
.....

Note: Where more than one country is applicable to one item, the Respondents must furnish this information separately.

12. SERVICE LEVELS

- Experienced national account representative/s to work with Transnet's sourcing/procurement department (no sales representatives are needed for individual department/locations). Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- Transnet will have quarterly reviews with the Contractor's account representative on an ongoing basis.
- Transnet reserves the right to request that any member of the Contractor's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet
- Contractor guarantees that it will achieve a 95% service level on the following measures. If the Contractor does not achieve this level as an average over each quarter, Transnet will receive a 1.5% rebate on quarterly sales payable in the next quarter:
 - Pick perfect rate/quantity/specifications
 - On-time delivery
- Contractor must provide a toll-free number or alternative number for customer service calls.
- Contractor will pay all costs for returns (shipping, restocking, etc.) as long as materials are in resalable condition. Time limitation on returns will be 14 working days from date of delivery unless the product needs to be shipped back to original manufacturer either for repair or replacement, and then another future reasonable date shall be determined.

Respondent's signature

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Date and company stamp



- Failure of the Contractor to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty, giving 30 days notice to Contractor.

Accepted YES NO

13. CONTINUOUS IMPROVEMENT INITIATIVES AND VALUE ADD

Respondents shall indicate whether they are committed to participate in the continuous improvement initiatives of TRANSNET to reduce the cost of transportation within South Africa during the duration of the contract.

Accepted YES NO

If "yes", please specify.

Respondents must briefly describe their commitment to the continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be made. Specific areas and proposed possible savings percentages should be included. Additional information can be appended to the Respondent's Proposal if there is insufficient space available.

.....

14. RISK

Respondents must elaborate on the control measures put in place by their company, which mitigate the risk to TRANSNET, pertaining to potential non-performance by a Contractor in relation to -

(i) quality and specification of Goods delivered:

.....

(ii) continuity of supply:

.....

(iii) compliance with the Occupational Health and Safety Act, 85 of 1993

Respondent's signature

Date and company stamp



15. REFERENCES

Please indicate below the company names and contact details of existing customers whom TRANSNET may contact to seek third party evaluations of your current service levels:

Name of Company	Contact Person	Telephone number

16. EVALUATION CRITERIA

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

<u>CRITERIA</u>	<u>REQUIREMENTS</u>
COMMERCIAL CRITERIA	
<ul style="list-style-type: none"> • Competitive Pricing 	<ul style="list-style-type: none"> • Your Quoted Price per item
<ul style="list-style-type: none"> • Financial Capacity 	<ul style="list-style-type: none"> • Supply latest Financial Statement
<u>TECHNICAL CRITERIA</u>	
<ul style="list-style-type: none"> • Compliance to specification 	<ul style="list-style-type: none"> • Respond to specification
<ul style="list-style-type: none"> • References (at least 3 references) 	<ul style="list-style-type: none"> • Nature and size of previous work
<ul style="list-style-type: none"> • Resources (Equipment /Manpower) 	<ul style="list-style-type: none"> • Equipment (Litho Printing & Digital) and personnel
<ul style="list-style-type: none"> • Delivery Schedule 	<ul style="list-style-type: none"> • Lead time to deliver
<u>BBBEE</u>	
<u>Proof of contribution to Broad Based Black Economic Empowerment</u>	Provide the Accreditation Certificate and/or letter from Certified Accountant and Auditors if an Exempted Micro Enterprise
<u>SUPPLIER DEVELOPMENT</u>	Bidders to provide a supplier development Plan <ul style="list-style-type: none"> • Further Recognition- Black Individuals • Skills Development and Preservation

Respondent's signature

Date and company stamp



SECTION 3

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

PROPOSAL FORM

I/We _____
(name of company, close corporation or partnership)

_____ of (full address)

carrying on business under style or title of

represented by _____

in my capacity as _____

being duly authorised 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 Services 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 tender documents.

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

- (i) Conditions of Contract, Form No. US7 (revised June 2008);
- (ii) General Tender Conditions, Form CSS5 (revised July 2008); and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Proposal form; and;-

Respondent's signature

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, 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 service, within 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 1 year 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 service 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 RFP. 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. Respondents from abroad 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 RFP

As soon as possible after approval to award the contract/s, the successful Respondent 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 or any other reason.

Respondent's signature

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Date and company stamp



VALIDITY PERIOD

TRANSNET desires a validity period of 3 (three) months (from closing date) against this RFP. 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 tender 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 tender 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
.....
.....

Respondent's signature

Date and company stamp



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 (revised July 2007).

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 or service, 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 Respondents:

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	
-----	--	----	--

Respondent’s signature

Date and company stamp



If YES, please indicate below:
 FULL NAME OF OWNER/MEMBER/DIRECTOR/
 PARTNER/SHAREHOLDER

ADDRESS

Indicate nature of relationship (if any):

(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)

PRICE REVIEW

The successful Respondent(s) will be obliged to submit to an annual price review. TRANSNET will be benchmarking this price offering(s) against the lowest price received as per the benchmarking exercise. If the Respondent's price(s) is/are found to be higher than the benchmarked price(s), then the Respondent shall match or better such price(s) within 30 days - failing which the Contract may be terminated at TRANSNET's discretion or the particular item(s) or service(s) purchased outside the contract.

RETURNABLE DOCUMENTS

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

Notice to Bidders – Section 1	√
Background overview – Section 2	√
Proposal Form – Section 3	√
Resolution of Board of Directors (Respondent's Representative) - Section 4	√
Certificate of Acquaintance with RFP Documents – Section 5	√
Pricing & Delivery Schedule - Section 6	√
General Tender Conditions - Form CSS5 – Section 7	√
Conditions of Contract - Form US7 – Section 8	√
Audited Financials for previous year	√
Valid Tax Clearance Certificate	√
VAT Registration Certificate	√
BBBEE Accreditation Certificate	√
Specifications and Drawings – Section 10	√
Non-Disclosure Agreement – Section 11	√

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

By signing the RFP documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFP, including those contained in any printed form stated to

 Respondent's signature

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 Date and company stamp



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 _____ this _____ day of _____ 2011.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1. _____

1. _____

2. _____

2. _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____

Respondent's signature

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Date and company stamp



SECTION 4

RFP NUMBER: CRAC-JHB-8444

PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

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 Goods and Services.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETARY



SECTION 5

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

CERTIFICATE OF ACQUAINTANCE WITH RFP DOCUMENTS

NAME OF COMPANY: _____

I/We _____ do

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFP 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 RFP/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 _____ 2011.

WITNESS : _____

SIGNATURE OF RESPONDENT

Respondent's signature

Date and company stamp



SECTION 6

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

PRICING & DELIVERY SCHEDULE

**PLEASE REFER TO SCOPE TENDER DOCUMENT UNDER THE HEADING
SCHEDULE OF REQUIREMENTS**

Respondent's signature

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Date and company stamp



SECTION 7

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

GENERAL TENDER CONDITIONS

(Revised July 2008)

Refer Form CSS5 attached hereto.

Respondent's signature

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Date and company stamp



SECTION 8

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

STANDARD TERMS AND CONDITIONS OF CONTRACT

FOR THE PROVISION OF GOODS TO TRANSNET

(Revised October 2007)

Refer Form US7 attached hereto.

Respondent's signature

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Date and company stamp



SECTION 9 (if applicable)

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

SPECIFICATIONS

SCOPE OF WORK

Publishing, layout & design and printing of material as per request specifications (i.e. brochures, books, flyers, posters, training and other manuals, internal magazines, newsletters, etc)

ITEM DESCRIPTI ON	SPECIFICATIONS	PRICE PER ITEM	TOTAL PRICE
Manuals:	Print: Laser printed Material : 80 gsm Bond (inside) (160 gsm for front and back covers) Size : A4 Colour : 1 colour Bind : Staple bound Quantity : _5000		

Respondent's signature

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Date and company stamp



Notepads – A4	<p>Print: 4 spot Colours on l side</p> <p>Size: 297mm X 210mm</p> <p>Material : 80gsm Bond</p> <p>Other : Padded at the head on 210mm edge plus backing board 25 Leaves per pad</p> <p>Quantity : 20 000,</p>		
Notepads – A5	<p>Print: 4 spot Colours on l side</p> <p>Size: 148mm x 210mm</p> <p>Material : 80gsm Bond</p> <p>Other : Padded at the head on 210mm edge plus backing board 25 Leaves per pad</p> <p>Quantity : 20 000,</p>		
Certificates	<p>Print : Full colour on 1 side</p> <p>Size: 297mm x 210mm</p> <p>Material : 160gsm Eltoro Board</p> <p>Other : 8 Different</p> <p>Quantity : 20 000</p>		
Freight Rail 30 – folders	<p>Print : 2 Colour 1 side (with solid green coverage – 1 spot colour on reverse with solid green coverage</p> <p>Size: 340mm x 470mm (Score and fold to 340mm x 235mm)</p> <p>Material : 250gsm Matt Board,</p>		



	<p>scored once</p> <p>Finishing : Padded at the head on 210mm edge plus backing board 25 Leaves per pad</p> <p>Quantity : 20 000</p>		
Platform Magazine	<p>Print : 4 Colours throughout</p> <p>Size: 273mm x 210mm</p> <p>Material : 100gsm Gloss Art</p> <p>Finish : 28 page self cover magazine , Folded, collated , trimmed and saddle stitched with 2 wires ,</p> <p>Packaging: Packed in 100's</p> <p>Quantity : 22 000 per month</p>		
Brochure	<p>Print : 4 Page cover Printed in full colour both sides</p> <p>Size: 297mm x 210mm</p> <p>Material : 150 gsm Magno matt</p> <p>Finish : 16 page, Fold stitch and trim</p> <p>Quantity : 2500</p>		
Corporate Folders	<p>Print : Full colour both sides</p> <p>Size: 450mm x 445mm</p> <p>Material : 350gsm Matt</p> <p>Finish : Die cut to shape, with business card slits and gusset, glue up pocket</p>		



	<p>Quantity : 20 000,</p>		
Cards	<p>Print : Full colour throughout</p> <p>Size: 210mm x 148mm</p> <p>Material : 280gsm, ivory Brushstroke Embossed, white</p> <p>Finish : Creased and folded</p> <p>Quantity : 5000</p>		
Cards DL	<p>Print : Full colour print – both sides</p> <p>Size: 1908mm x 210mm (folded to 99mm x 210mm)</p> <p>Material : 300gsm , gloss</p> <p>Finish : Folded</p> <p>Other : 4 different</p> <p>Quantity : 50 000</p>		
Desk pad Calendar	<p>Print : Full colour 1 side only</p> <p>Size: 420mm x 594mm</p> <p>Material : 360gsm, De Halm Board, Grey (Leaves 115gsm matt white)</p> <p>Finish : Each 12 leaves plus backing board – padded at head with 2 plastic corners affixed</p> <p>Quantity : 15 000</p>		



Wall Calendar	<p>Print : Full colour 1 side only</p> <p>Size: 594mm x 420mm</p> <p>Material : 170gsm, , gloss, white</p> <p>Finish : Trimmed to size, Rimmed top and bottom along 420mm</p> <p>Quantity : 50 000,</p>		
Class Time Table	<p>Print : Full colour 1 side only</p> <p>Size: 840mm x 594mm</p> <p>Material : 200gsm, , gloss, white</p> <p>Finish : Trimmed to size, Rimmed top and bottom along 420mm</p> <p>Quantity : 50 000,</p>		
Z Fold Card	<p>Print : Full colour both sides</p> <p>Size: 148mm x 99mm</p> <p>Material : 250gsm, , matt, white</p> <p>Finish : Folded , trimmed to size</p> <p>Quantity : 50 000,</p>		
Brochures	<p>Print : Full colour both sides</p> <p>Size: 297mm x 210mm</p> <p>Material : 170gsm, gloss</p> <p>Finish : Folded , trimmed to size</p> <p>Quantity : 50 000,</p>		



Posters –A0	<p>Print : Full colour, 1 side</p> <p>Size: 840mm x 594mm</p> <p>Material : 170gsm, , gloss, white</p> <p>Other : 40 Different</p> <p>Packaging :</p> <p>Quantity : 25 000,</p>		
Posters –A1	<p>Print : Full colour, 1 side</p> <p>Size: 594mm x 420mm</p> <p>Material : 170gsm, , gloss, white</p> <p>Other : 40 Different</p> <p>Quantity : 25 000,</p>		
Posters –A3	<p>Print : Full colour, 1 side</p> <p>Size: 420mm x 297mm</p> <p>Material : 170gsm, , gloss, white</p> <p>Other : 40 Different</p> <p>Packaging : Sets of 10</p> <p>Quantity : 25 000,</p>		
Posters –A4	<p>Print : Full colour, 1 side</p> <p>Size: 297mm x 210mm</p> <p>Material : 135gsm, , gloss, white</p> <p>Other : 40 Different</p>		



	Quantity : 25 000		
Business Cards	<p>Print : 4 Spot Colours 1 side and 1 side reverse</p> <p>Size: 85mm x 55mm</p> <p>Material : 280gsm, Ivory Board (Smooth), White B/C,</p> <p>Finish : trimmed to size</p> <p>Other : Typesetting to be done</p> <p>Packaging : Sets of 10</p> <p>Quantity : 300 per set (5000)</p>		
Letterheads	<p>Print : 3 Spot colours, 1 side only</p> <p>Size: 210mm x 297mm</p> <p>Material : 90gsm, , Zeta Linen</p> <p>Packaging : Sets of 10</p> <p>Quantity : 100 000</p>		
Visitors Books	<p>Print : 3 spot colours one side on all three copies, 1st a, 2nd copy perfed</p> <p>Size: 102mm x 420mm</p> <p>Material : NCR book</p> <p>Finish : 50 sets per book with writing shield and numbered</p> <p>Quantity : 5000,</p>		



Visitors Books	<p>Print : Full colour, 1 side</p> <p>Size: D1</p> <p>Material : 170gsm, , gloss, white</p> <p>Finish : trimmed to size</p> <p>Other : 40 Different</p> <p>Packaging : Sets of 10</p> <p>Quantity : 25 000,</p>		
Envelopes	<p>Print : 3 spot colour</p> <p>Size: DL (229 x 324mm)</p> <p>Material : Bond, 90 gsm</p> <p>Finish : self adhesive</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		
Envelopes	<p>Print : 3 spot colour</p> <p>Size: DL (210 x 99mm)</p> <p>Material : Bond, 90 gsm</p> <p>Finish : Self adhesive</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		
Envelopes	<p>Print : 3 spot colour</p> <p>Size: C4 (324 X 229mm)</p> <p>Material : Bond 90 gsm</p>		



	<p>Finish : Self adhesive</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		
Envelopes	<p>Print : 3 spot colour</p> <p>Size: C5 (229 X 162mm)</p> <p>Material : Bond 90 gsm</p> <p>Finish : Self adhesive</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		
Envelopes	<p>Print : 3 spot colour</p> <p>Size: C3 (430 x 320 mm)</p> <p>Material : Bond 90 gsm</p> <p>Finish : Self adhesive</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		
Printed Forms: Train Journal	<p>Print :</p> <p>Specification No: CSS 37/268348</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material : 45 g/m² white MF board</p> <p>Finish : Pads of 100 leaves, Binding: The leaves shall be secured by an effective adhesive at the top edge so that each leaf is firmly held in position and bound edges must flush</p>		



	<p>Packaging : 10 pads per pack</p> <p>Quantity : 5000</p>		
<p>Printed Forms: Train Journal</p>	<p>Print :</p> <p>Specification No: CSS 37/268272</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material : 46 gram per meter white MF board</p> <p>Finish : : Pads of 100 leaves, Binding: The leaves shall be secured by an effective adhesive at the top edge so that each leaf is firmly held in position and bound edges must flush</p> <p>Packaging : 10 pads per pack</p> <p>Quantity : 5000</p>		
<p>Certificate of Authority "E" Yellow</p>	<p>Print :</p> <p>Specification No: CSS 37/268260</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² yellow coated on film centered board</p> <p>Finish : Pads of 100 leaves, Cards to be serial, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the</p>		



	<p>70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>Printed Forms: Combined Message and Procedure Order</p>	<p>Specification No: CSS 37/268300</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material : 46 gram per meter white MF board</p> <p>Finish : : Pads of 100 leaves, Binding: The leaves shall be secured by an effective adhesive at the top edge so that each leaf is firmly held in position and bound edges must flush</p> <p>Packaging : 10 pads per pack</p> <p>Quantity :</p>		
<p>Certificate of Authority Category "E" Green</p>	<p>Specification No: CSS 37/268259</p> <p>Size: 245 mm wide x 289 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² green coated on film centered board</p> <p>Finish : Pads of 100 leaves, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p>		



	<p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>Certificate of Authority Category "A" Red</p>	<p>Print : Specification No: CSS 37/268247</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² red coated on linen backed centered board</p> <p>Finish : Packs of 100, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>Printed Card, Letter of Authority</p>	<p>Print : Specification No: CSS 37/268235</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² red coated linen backed or film centered board</p> <p>Finish : Packs of 100, Cards to be serial numbered, Cards to be supplied</p>		



	<p>with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging: 200 cards per plastic covers per packet. Cards must be serial numbered</p> <p>Quantity : 5000</p>		
<p>Certificate of Authority Category "A" Brown</p>	<p>Print : Specification No: CSS 37/268223</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² light brown coated linen backed or film centered board</p> <p>Finish : Packs of 100, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>SPECIFICATION FOR RECORD BOOK, WORK PERMIT</p>	<p>Print : Specification No: CSS 37/268195</p> <p>Size: A3: 420 mm wide x 297 mm high (folded to A4)</p> <p>Material : 60 g/m² White MF board</p>		



	<p>Cover Material: 280 g/m² Transnet Pantone</p> <p>Finish : 50 leaves per book serial numbered,</p> <p>Packaging : 10 books per pack Quantity : 5000</p>		
<p>SPECIFICATION FOR RECORD BOOK, WORK PERMIT</p>	<p>Print : Specification No: CSS 37/268183</p> <p>Size: A4: 210 mm wide x 297 mm high (</p> <p>Material : 60 g/m² White MF board</p> <p>Cover Material: 280 g/m² yellow film centered board</p> <p>Finish : 50 leaves per book serial numbered,</p> <p>Packaging : 10 books per pack Quantity : 5000</p>		
<p>Printed Forms: 225 Authority Register</p>	<p>Print : 1 Colour</p> <p>Size: 594 mm wide x 280 mm high</p> <p>Material : 90 gsm, squared oyster opaque</p> <p>Cover material: 240 gsm per meter squared Tokai board.</p> <p>Finish: Book to be bound along the</p>		



	<p>top edge with 5 staples equally spaced. Spine to be covered with 210 gram metre squared PVC coated woven fabric AECI vinide V994 colour 30131 EMB 204, which shall be securely pasted over the spine and onto the outside of each cover extending for a distance of at least 10mm.</p> <p>Quantity : 5000</p>		
<p>Printed Forms: 226 Log sheet for Air compressor</p>	<p>Print : A4L 297mm wide x 210 high</p> <p>Size: 46 gsm per metre squared white MF board</p> <p>Material : 46 gram per meter white MF board</p> <p>Finish: The leaves shall be secured</p> <p>Packaging : 10 pads per pack</p> <p>Quantity : 5000</p>		
<p>228 Book record - Issue of Walkie talkies</p>	<p>Print: 1 colour, both sides</p> <p>Size: A4L: 297 wide x 210 mm high</p> <p>Material: 240 gsm White Eltorro</p> <p>Finish: The book shall be wire bound with 3 staples on the left hand side with one staple in the centre and two staples, 25mm from the top and bottom edges of the book. The spine of the book shall be covered with black P.V.C coated woven fabric which shall be securely pasted over the spine and onto the outside of each cover extending for a distance of at</p>		



	<p>least 10mm.</p> <p>Packaging: Packets of ten in moisture proof wrapping and sealed. The packets shall be packed with a gross mass not exceeding 35kg. Cartons and packing of cartons to conform to Transnet specifications CP 1/1.</p> <p>Quantity : 5000</p>		
<p>Printed Forms: 232 Printed forms, Summary of Accounts</p>	<p>Print: A4: 210 mm wide x 297 m high</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material: 70 gsm white MF bond</p> <p>Finish: The leaves shall be secured by an effective adhesive at the top so that each leaf is held firmly position and the bound edges must be flush.</p> <p>Packaging: Pads of 100 leaves, packets of ten</p> <p>Quantity : 5000</p>		
<p>235 Loose Leaf File Binder</p>	<p>Print:</p> <p>Size: 471 mm wide x 340 mm high</p> <p>Material: 50 gsm plain brown craft paper</p> <p>Finish: Ruling and printing to be to clause 2.27.1 of Spoornet corporate identity document in Transnet Blue pantone reflex blue U. Item number, reference number and printers name to be printed in bottom right hand</p>		



	<p>corner in 5 pt type.</p> <p>Packaging: packets of 100</p> <p>Quantity : 5000</p>		
<p>239 Card Printed, Advice Delivery</p>	<p>Size: 105 mm wide x 74 mm high</p> <p>Material: 200 gsm Eltoto Litho Board</p> <p>Finish: Ruling and printing to</p> <p>Packaging: 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>23 Card Printed, Drivers Trip Card and Load Sheet</p>	<p>Size: A4 210 mm wide x 297 mm high</p> <p>Material: 200 gsm Eltoro litho board</p> <p>Packaging: 200 cards per packet</p> <p>Quantity : 5000</p>		
<p>240 Record book, Electrical Control Fault Logging</p>	<p>Size: A4 210 mm wide x 297 mm high</p> <p>Material: 90 gsm Oyster Opaque</p> <p>Packaging: Book of 400 pages. (Numbered top right hand corner from 1A400)</p> <p>Quantity : 5000</p>		
<p>256 List of Vehicles</p>	<p>Size: A3 297 mm wide x 420 mm high</p> <p>Material: 46 gsm White MF board</p>		



	<p>Packaging: 100 Leaves per pad</p> <p>Quantity : 5000</p>		
<p>255 Defective Rails Replaced</p>	<p>Size: A4 210mm wide x 297mm high</p> <p>Material: 46 gsm white MF board</p> <p>Packaging: Pads of 100 leaves</p> <p>Quantity : 5000</p>		
<p>263 Report on Derailment due to Track Defect</p>	<p>Size: 465 mm white MF Board</p> <p>Material: 70 gsm squared white MF Board</p> <p>Packaging: Pads of 100 Leaves</p> <p>Size: 340 mm wide x 420 mm high with four punched thong holes at 90 mm centres equidistant from centre of the sheet.</p> <p>Material: 90 gsm oyster opaque</p> <p>Packaging: 200 forms per packet.</p> <p>Quantity : 5000</p>		
<p>260 Loose Ledger Sheets</p>	<p>Size: 465 mm white MF Board</p> <p>Material: 70 gsm squared white MF Board</p>		



	Packaging: Pads of 100 Leaves Quantity : 5000		
261 Record book, Track Maintenance	Print : 1 Colour Size: 340 mm wide x 420 mm high with four punched thong holes at 90 mm centres equidistant from centre of the sheet. Material: 90 gsm oyster opaque Packaging: 200 forms per packet Quantity :		
407 Protection of Trains and Push Trolleys and Safe Guarding of Employees	Size: A4 210mm x 297mm high Material: 0gsm white MF board cover material – 900gsm Packaging: Packets of 10		
324 Daily coaching balance	Size: 240mm wide x 80mm high (card score three times to enable card to be folded in a size to 60mm x 80mm) Material: 240gsm blue coated linen packed or film board Packaging: 200 cards and plastic covers		
330 Printed form; Freight Transit Order for Oil Companies Intac 07	Print : Size: A4 210mm wide x 297mm high Material: 70gsm white MF bond		



	Packaging: Book of 50 pages		
335 Freight Transit Order Intac 01	Size: A4 210mm wide x 297mm high Material: 70gsm white MF bond Packaging: Book of 50 pages		
341 Locomotive Personnel Working Roster	Size: Sheet sizes 1,2,6 &7 – width 267,97mm Sheets 4 & 5 – 247mm wide and sheet 3 is 229,87mm wide Material: White paper not more than a mass of 38gsm		
343 Internal and External Fax Letterhead			
300 Daily Return of Cloakroom Tickets	Size: Sheets 1,5 & 6 have a width of 267,97mm Sheets 3 and 4 are 247,65mm wide and sheet 2 is 229,87mm wide Material: Six part sprocket feed, continuous snapset, interleaved with one time blue carbon, 267,97mm wide and perforated, in the length, every 139,70mm. Sprocket holes to be punched on left hand and right sides 4mm diameter at 12.7mm centres.		
Daily Cash Balance Book			
369 Works Order	Packaging:		



<p>375 Internal Note Pad</p>	<p>Size: A2 420mm wide x 594mm high Material: 70gsm white MF bond Packaging: 100 leaves per pad</p>		
<p>376 Record Book – Occurrence, (Security Services)</p>	<p>Size: A4 210mm wide x 297mm high Material: 80 gsm white MF bond Packaging: 100 leaves per pad</p>		
<p>377 Exhibit Register (Security Services)</p>	<p>Size: A4 210mmv wide x 297mm high Material: 46gsm white MF Bond Packaging: Pads of 100 leaves</p>		
<p>379 Service Fee Pass Register (Security Services)</p>	<p>Size: A4 210mm wide x 297mm high Material: 70 gsm white litho MF board</p>		
<p>385 Information Register (Security services)</p>	<p>Packaging: Book of 192 pages Size: A4 210mm wide x 297mm high Material: 46gsm white MF bond</p>		



<p>386 Incident Register (Security Services)</p>	<p>Packaging: Pads of 100 leaves</p> <p>Size: A4 210mm wide x 297mm high</p>		
<p>387 Visitors Register (Security Services)</p>	<p>Material: 60gsm white MF bond</p> <p>Packaging: Pads of 100 leaves</p>		
<p>391 Leave Register</p>	<p>Size: A4 210mm wide x 297mm high</p> <p>Material: 70gsm white MF bond</p>		
<p>395 Memorandum book, Pocket book for Security Guards</p>	<p>Packaging: 384 pages (numbered 1-384 consecutively)</p> <p>Size: A4 210mm wide x 297mm high</p> <p>Material: 60gsm white MF bond</p>		
<p>399 Message Pad</p>	<p>Packaging: 192 pages per book</p> <p>Size: A4 210mm wide x 297mm high</p> <p>Material: 60gsm white MF bond</p>		
<p>402 Cash Receipt Book</p>	<p>Packaging: Hardcover 192 pages per book</p> <p>Size: A4 210mm wide x 297mm high</p>		



<p>405 Label Vehicle to be Repaired</p>	<p>Material: 70gsm white MF bond</p> <p>Packaging: 384 pages per book (numbered 1 – 384 consecutively)</p>		
<p>409 Recordbook, Notice to Siding users in connection with the switching of the Electric Traction Tower Supply</p>	<p>Size: A4L 297mm wide x 210mm high</p> <p>Material: 70gsm white MF bond</p> <p>Packaging: 192 pages per book (numbered 1-192 consecutively)</p> <p>Size: A4 210 mm wide x 297 mm high</p>		
<p>411 Printed Form, combined Consignment note and truck Label-dangerous goods</p>	<p>Material: 60gsm white MF bond</p> <p>Packaging: 192 pages per book</p> <p>Size: A4 210 mm wide x 297 mm high</p> <p>Material: 70gsm white MF bond</p> <p>Packaging: Hardcover 96 pages per book</p>		
<p>423 Authorization to Rail Cargo for Export to RSA Port REA 123 (A)</p>	<p>Size: 102 mm wide x 133 mm high</p> <p>Material: 70gsm white MF bond</p> <p>Cover material: 240gsm blue coated linen board</p>		



<p>426 Service Register for Locomotive Personnel</p>	<p>Packaging: 120 pages per book</p> <p>Size: 92mm wide x 127mm high</p> <p>Material: 60gsm white MF bond</p> <p>Packaging: 10 pads per packet</p>		
<p>435 Certificate of Authority Cat "B" Grey</p>	<p>Size: 210mm wide x 291mm high</p> <p>Paper Material: 46gsm white MF bond</p> <p>Cover material: 240gsm Blue Tokai Board</p> <p>Packaging: Book of 100 leaves i.e 50 in duplicates.</p>		
<p>437 Pre-Inspection Certificate: Tanks card</p>	<p>Size: 203mm wide x 127mm high</p> <p>Material: 240gsm white lithe board</p> <p>Packaging: Packets of 50</p>		
<p>438 Requisition for Material Specification</p>	<p>Size: A4 210mm wide x 297mm high</p> <p>Material: 0gsm white MF board</p> <p>Packaging:</p>		



<p>440 Train composition and vacuum form</p>	<p>Size: Two part, sprocket, interfold, continuous printed paper, 24cm wide perforated in the length every 152,5mm, with 2 parts per page, fan folded every 305mm sprocket feed holes to be punched left hand and right hand sides 4mm diameter at 12.7mm centres</p>		
<p>441 Train Working Rules</p>	<p>Material: Sheet 1 – 160gsm white action board Sheet 2 - 53gsm white action paper</p>		
<p>442 General Appendix</p>	<p>Packaging: To be folded at 305mm with 1000 sets of documents per carton</p>		
<p>446 Test Authorization</p>	<p>Size: A4L Material: Sets of 2 CB and Second CF Backing and folding cover with mass of 200gsm</p>		
<p>449 Diesel Traction Fuel Daily Report</p>	<p>Packaging: Pads of 100 leaves</p> <p>Size: 594mm wide x 297 mm high</p> <p>Material: 70gsm white MF board</p>		
<p>450</p>	<p>Packaging: 200 leaves i.e 100 in duplicate and not exceeding a mass of 35kg</p>		



<p>External Letterhead, Spoornet Page1</p>	<p>Size: 240 mm wide and perforated in the length every 279mm. Sprocket holes to be punched left and right hand sides 2mm in diameter at 12.7mm centres</p> <p>Material: Part one to be 53gsm and part two 53gsm white NCR paper</p> <p>Packaging: 1000 sets per carton</p> <p>Size: 245mm wide x 89mm high (card scored three times to enable card to be folded to size 64mm x 89mm)</p> <p>Material: 240gsm grey (pantone 42IU Film centred board)</p> <p>Packaging: 200 cards and plastic covers</p> <p>Size: 210mm wide x 127mm high</p> <p>Material: 240gsm white litho board</p> <p>Packaging: Packets of 50</p> <p>Size: Two part book: (200mm wide x 75mm high to have a extended writing</p>		
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	<p>shield (75mm x +-385mm not less than 200gsm)</p> <p>Material: 100 leaves per book. (50 sets/book)</p> <p>Packaging: Packets of 10</p> <p>Size: A4 297 mm wide x 210 mm high</p> <p>Material: 60gsm white MF bond</p> <p>Packaging: Pads of 100 leaves wrapped in packets of 10</p> <p>Size: A4 210mm wide x 297mm high</p> <p>Material: 80gsm MF white bond</p> <p>Packaging: Each packet should not exceed a gross mass of 35kg</p>		
<p>Printed Forms: Train Journal</p>	<p>Specification No: CSS 37/268348</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material : 45 g/m² white MF board</p> <p>Finish : Pads of 100 leaves, Binding: The leaves shall be secured by an</p>		



	<p>effective adhesive at the top edge so that each leaf is firmly held in position and bound edges must flush</p> <p>Packaging : 10 pads per pack 5000</p> <p>Quantity :</p>		
<p>Printed Forms: Train Journal</p>	<p>Print :</p> <p>Specification No: CSS 37/268272</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material : 46 gram per meter white MF board</p> <p>Finish : : Pads of 100 leaves, Binding: The leaves shall be secured by an effective adhesive at the top edge so that each leaf is firmly held in position and bound edges must flush</p> <p>Packaging : 10 pads per pack</p> <p>Quantity : 5000</p>		
<p>Certificate of Authority "E" Yellow</p>	<p>Specification No: CSS 37/268260</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² yellow coated on film centered board</p> <p>Finish : Pads of 100 leaves, Cards to be serial, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by</p>		



	<p>170-175 microns thick, one end on the 70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>Printed Forms: Combined Message and Procedure Order</p>	<p>Print :</p> <p>Specification No: CSS 37/268300</p> <p>Size: A4 (210 mm wide x 297 mm high)</p> <p>Material : 46 gram per meter white MF board</p> <p>Finish : : Pads of 100 leaves, Binding: The leaves shall be secured by an effective adhesive at the top edge so that each leaf is firmly held in position and bound edges must flush</p> <p>Packaging : 10 pads per pack</p> <p>Quantity : 5000</p>		
<p>Certificate of Authority Category "E" Green</p>	<p>Specification No: CSS 37/268259</p> <p>Size: 245 mm wide x 289 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² green coated on film centered board</p> <p>Finish : Pads of 100 leaves, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside</p>		



	<p>dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p>		
<p>Certificate of Authority Category "A" Red</p>	<p>Print : Specification No: CSS 37/268247</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² red coated on linen backed centered board</p> <p>Finish : Packs of 100, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>Printed Card, Letter of Authority</p>	<p>Specification No: CSS 37/268235</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² red coated linen backed or film centered board</p> <p>Finish : Packs of 100, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm</p>		



	<p>wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging: 200 cards per plastic covers per packet. Cards must be serial numbered</p> <p>Quantity :</p>		
<p>Certificate of Authority Category "A" Brown</p>	<p>Print : Specification No: CSS 37/268223</p> <p>Size: 245 mm wide x 89 mm high (Card scored three times to enable card to be folded to a size of 64 mm x 89 mm)</p> <p>Material : 240 g/m² light brown coated linen backed or film centered board</p> <p>Finish : Packs of 100, Cards to be serial numbered, Cards to be supplied with plastic covers with a size 70 mm wide x 95 mm high inside dimensions by 170-175 microns thick, one end on the 70 mm side</p> <p>Packaging : 200 cards per plastic covers per packet</p> <p>Quantity : 5000</p>		
<p>SPECIFICATION FOR RECORD BOOK, WORK PERMIT</p>	<p>Print : Specification No: CSS 37/268195</p> <p>Size: A3: 420 mm wide x 297 mm high (folded to A4)</p> <p>Material : 60 g/m² White MF board</p>		



	<p>Cover Material: 280 g/m² Transnet Pantone</p> <p>Finish : 50 leaves per book serial numbered,</p> <p>Packaging : 10 books per pack</p> <p>Quantity : 5000</p>		
<p>SPECIFICATION FOR RECORD BOOK, WORK PERMIT</p>	<p>Print :</p> <p>Specification No: CSS 37/268183</p> <p>Size: A4: 210 mm wide x 297 mm high (</p> <p>Material : 60 g/m² White MF board</p> <p>Cover Material: 280 g/m² yellow film centered board</p> <p>Finish : 50 leaves per book serial numbered,</p> <p>Packaging : 10 books per pack</p> <p>Quantity : 5000</p>		
<p>Form 118-truck label</p>	<p>Print : 1 colour</p> <p>Size: A5 210mm x148mm)</p> <p>Material : Litho Board 240 gsm</p> <p>Packaging : 200 per pack</p> <p>Quantity : 10 000</p>		
<p>Form 105 – Certificate of Authority</p>	<p>Print : 1 colour , 2 sides</p> <p>Size: 245mm x 89mm)</p> <p>Material : Yellow coated linen or film centred board, 240 gsm</p>		



	<p>Finish : cards to be supplied with plastic covers with a size of 70mm wide x 95mm high – inside dimensions 170-175 microns thick, one end open on the 70mm side</p> <p>Packaging : 200 cards and plastic covers per packet</p> <p>Quantity : 10 000</p>		
Form 10 – Book, Record Traffic Controllers train Register	<p>Print : 2 sides</p> <p>Size: A3 420mm X 297mm</p> <p>Material: 70 gram per metre squared white MF bond.</p> <p>Packaging : 10 per pack</p> <p>Quantity : 50 000</p>		
Form 101-Printing forms	<p>Print : colour</p> <p>Size: A4 210mm X 297mm</p> <p>Material : 46 gram per metre squared white MF bond</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		
Form- 98 Specification for printed forms, interloop to station order	<p>Print : 1colour</p> <p>Size: A4 210mm X 297mm</p> <p>Material : Bond 46</p> <p>Packaging : 100 per pack</p> <p>Quantity : 50 000</p>		



Form- 96	Print : 1colour Size: A4 210mm 297mm Material : Bond 46 Packaging : 100 per pack Quantity : 50 000		
Form 95	Print : colour Size: A4 210mm X 297mm Material : 46 g/m2 white MF Bond Packaging : 100 per pack Quantity : 50 000		
Form-92	Print : colour Size: A4 210mm X 297mm Material : 46 gram per squared white MF Bond Packaging : 100 per pack Quantity : 50 000		
Form-91	Print : Black colour Size: A4 210mm X 297mm Material : 46 g/m2 green MF Bond Packaging : 100 per pack Quantity : 50 000		



Form-90	Print : Black colour Size: A4 210mm X 297mm Material : 46 g/m2 white MF Bond Packaging : 100 per pack Quantity : 50 000		
Form-33	Print : 2 side blue pantone reflex Size: A4 210mm X 297mm Material : 90 gram per squared oyster opaque Finish : Cover shall be of a chipboard, 1,8 mm thick, lined on the inside by a manilla end sheet and the outside to be full bound with 210 g/m2 light blue woven PVC coated fabric "AECI Vinide V994 colour 30131 Emb 204" and turn in. Packaging : 100 per pack Quantity : 50 000		
Form-32	Print : 2 side blue pantone reflex Size: A4 210mm X 297mm Material : 46 g/m2 white MF Bond Packaging : 100 per pack Quantity : 5 000		

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Form 31	Print : 2 side blue pantone reflex Size: A4 210mm X 297mm Material : 46 g/m2 white MF Bond Packaging : 100 per pack Quantity : 5 000		
Form-30	Print : Black colour Size: 471mm X 340mm Material : 180 g/m2 coverboard Packaging : 100 per pack Quantity : 5 000		
Form-21	Print : 2 side white colour Size: A4 210mm X 297mm Material : 46 g/m2 white MF Bond Packaging : 100 per pack Quantity : 5 000		
Form-103	Print : 2 side Black colour Size: 20mm X 297mm Material : 40 g/m2 oyster opaque Packaging : 100 per pack Quantity : 5000		



<p>Form 193: Cloakroom ticket</p>	<p>Print : One colour print</p> <p>Size: A6: 148 mm X 105mm</p> <p>Material : White MF bond, 60 gsm</p> <p>Finish : Pads of 100 leaves</p> <p>Packaging : Pack of 10</p> <p>Quantity : 5000</p>		
<p>Form 192: passenger free luggage check</p>	<p>Print : One colour print</p> <p>Size: A5 210mm X 147mm</p> <p>Material : White MF bond,46 gsm</p> <p>Finish : Book of 300 leaves</p> <p>Packaging :</p> <p>Cover Material: Front/Back 240gms in blue Tokai</p> <p>Quantity : 5 000</p>		
<p>Form 181: External Letterhead</p>	<p>Print : 3 spot colour</p> <p>Size: A4 210mm X 297mm</p> <p>Material : Bond 90 gsm Oyster Opaque</p> <p>Finish : Ream of 500 sheets</p> <p>Packaging : Ream of 500 sheets</p> <p>Quantity : 5 000</p>		



Form 179: Ticket Collector's Time Sheet	Print : One Colour print (black) Size: A4L 297mm X210mm Material : White MF board 46gsm Finish : Pads of 100 leaves Packaging : pack of 10 Quantity : 5 000		
Form 178: Locomotive Personnel's Journal	Print : 3 spot colour Size: A4 210mm X297mm Material : Bond 46 gsm white MF Board Finish : Pad of 100 leaves Packaging : pack of 10 Quantity : 5 000		
Form 176: record Book, authority to pass signal/s at danger	Print : One Colour print (black) Size: A6 105mm X 148mm Material : White MF board 60 gsm Finish : Pads of 100 leaves Packaging : pack of 10 Quantity : 5000		
Form 171 : Train Journal for Employees	Print : One Colour print (black) Size: A5 210mm X 148 mm Material : White MF board 46gsm Finish : 100 leaves per pad		



	Packaging : 200 labels per pack Quantity : 5000		
Form 167: Electric Locomotive or Motor coach faults	Print : One Colour print (black) Size : A4 210mm X 297mm Material : White Litho board 46gsm Finish : Pads of 100 leaves Packaging : pack of 10 Quantity : 5 000		
Form 160: Fragile Stickers	Print : Two Colour print (black)and red overprint Size : 203mm X 145mm Material : White MF board 240gsm green litho board Finish : 200 labels per pack Packaging : 200 labels per pack Quantity : 5 000		
Form 9: Heavy Ballast Tamping Machine	Print : One Colour print (black) Size : A5 210mm X 148mm Material : Yellow MF board 46gsm Finish : Pads of 100 leaves Packaging : pack of 10 Quantity : 5000		



Form 7: Inventory of Furniture and Equipment	Print : One Colour print Size: A3 and A4 fly Material : 110 gsm m2 oyster opaque Finish : 10 sheets per pack Packaging : 10 sheets per pack Quantity : 5 000		
Form 6: Internal Writing Pad	Print : One Colour print Size: A4 210mm X297 mm Material : White MF board 60 gsm Finish : Pad of 100 leaves Packaging : pack of 10 Quantity : 5 000		
Form 5: Mailing Envelope	Print : One Colour print Size: 250mm X 350mm Material : 118gsm environment Wove Finish : 500 per cartoon Packaging : pack of 50 Quantity : 5000		
Form 4; Mailing Envelope	Print : One Colour print Size: 110mm X 220mm Banker Shape Material : 118gsm environment Wove Finish : 500 per cartoon		



	Packaging : pack of 50 Quantity : 5 000		
Form 3: Mailing Envelope	Print : One Colour print Size : 110mm X 220mm Material : 118gsm environment Wove Finish : 500 per cartoon Packaging : pack of 50 Quantity : 50 000		
Form 224: Record card for Gross, Tare Netto KG, etc	Print : One Colour print Size : 230mm X 76mm Material : 240gsm White Litho Board Finish : 200 per pack Packaging : 200 cards per pack Quantity : 50 000		
Form 220: Drivers trip Report for Diesel-Electric locomotive	Print : One Colour print Size : A4 210mm X 297mm Banker shape Material : 46gsm white MF board Finish : 100 leaves per pad Packaging : pack of 10 Quantity : 50 000		



Form 89: Printed forms section blocked order message	Print : 1 colour Size: 210mm x 297mm Material : Squared white MF bond, 46 gsm Packaging : 10 per pack Quantity : 50 000		
Form 88: Printed forms cancelation message of section blocked working	Print : 1 colour Size: 210mm x 297mm Material : Squared white MF bond, 46 gsm Packaging : 10 per pack Quantity : 50 000		
Form 86: Record train register (colour light signal system)	Print : 1 colour Size: A3 420mm X 297mm Material : Squared white MF bond 70gsm Packaging : 10 per pack Quantity : 50 000		
Form 85: Record train register	Print : 1 colour Size: 162mm X 120mm Material : Squared white MF bond 70 gsm Packaging : 10 per pack Quantity : 50 000		



Form 84: Record train book (Mechanical working)	Print : 1 colour Size: A3 420 mm x 297 mm Material : white MF bond 70 gsm Packaging : 10 per pack Quantity : 50 000		
Label Printed Express Truck-159	Print : 1 colour Size: 203mm x 145mm Material : Litho Board (White) 240 gsm Packaging : 200 per pack Quantity : 10 000		
Label Printed Truck Empty-158	Print : 1 colour Size: 203mm x 145mm Material : Litho Board (White) 240 gram Packaging : 200 per pack Quantity : 10 000		
Book Record, Log Sheet Plant Equipment-157	Print : 1 colour Size: 310 mm x 210mm Material : MF Bond (White) 70 gsm Finish : Packaging : 100 per pack Quantity : 10 000		



Record Book, Examination and testing of Crain Chain etc-156	Print : 1 colour Size: 310mm X 210mm Material : MF Bond (White) 90 gsm Finish : Packaging : Books wrapped in packets of 10 Quantity : 10 000		
Truck Empty Tank Car-146	Print : 1 colour Size: 203mm x 145 mm Material : Litho Board (White) Finish : Packaging : 200 per pack Quantity : 10 000		

Record Book, Log Sheet Wire Rope and Sling-155	Print : 1 colour Size: 310mm x 210 mm Material : Litho Board (White) 240 gms Finish : Packaging : 200 per pack Quantity : 10 000		
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<p>Printed Label, Dangerous Tranships- 151</p>	<p>Print : 1 colour Size: 203mm x 145 mm Material : Litho Board (Pink) 240 gms Finish : Packaging : 200 per pack Quantity : 10 000</p>		
<p>Abe, Printing, Truck Export-145</p>	<p>Print : 1 colour Size: 203mm x 145 mm Material : Litho Board (White) 240 gms Finish : Packaging : 200 per pack Quantity : 10 000</p>		
<p>Book, Record, Repairs to Trains-125</p>	<p>Print : 1 colour Size: 420mm x 365 mm Material : MF Bond (White) 70 gms Finish : Packaging : 200 per pack Quantity : 10 000</p>		
<p>Printed Forms, Introduction of pilot Wirking Message-69</p>	<p>Print : 1 colour Size: 210mm x 297 mm Material : MF Bond (White) 46 gms Finish :</p>		



	Packaging : Wrapped in Packets of 10 Quantity : 10 000		
Mobile Containers-60	Print : 1 colour Size : 203mm x 145 mm Material : Litho Board (White) Finish : Packaging : 200 per pack Quantity : 10 000		
Printers Forms, Enginemen's Attendance Sheet-46	Print : 1 colour Size : 420mm x 297mm - A3 Material : MF Bond (White) 46 gms Finish : Packaging : Wrapped in Packets of 10 Quantity : 10 000		
Book, Record Truck Repair Book-36	Print : 1 colour Size : 420mm x 365mm - Material : MF Bond (White) 70 gms Finish : 200 Page book Packaging : Wrapped in Packets of 10 Quantity : 10 000		



<p>Record Book, Enginemen's Report of Repair etc-34</p>	<p>Print : 1 colour Size: 210mm x 297mm – A4 Material : MF Bond (White) gms Finish : Packaging : Wrapped in Packets of 10 Quantity : 10 000</p>		
<p>Form 80: Record book train staff tickets</p>	<p>Print : 2 colour Size: 210mm x 148mm Material : Yellow MF bond, 46 gsm Finishing: 200 leaves (100 duplicate). Wiro bound with 2 staples on the left hand side 25mm from upper and lower edges of the Book Cover Material : Milano Cover board, 180gsm Perforation : All original leaves to be perforated 30mm from the left hand side- duplicate Packaging : 10 per pack Quantity : 50 000</p>		



<p>Form 75: Printed forms authority to pass section entry signal at danger</p>	<p>Print : 1 colour</p> <p>Size: 210mm x 297mm</p> <p>Material : Squared white MF bond, 46 gsm</p> <p>Number of leaves: 100</p> <p>Packaging :10 per pack</p> <p>Quantity : 50 000</p>		
<p>Form 74: Record forms, induction of pilot working : double lines</p>	<p>Print : 1 colour</p> <p>Size: A4 210mm X 297mm</p> <p>Material : Squared green MF bond 46gsm</p> <p>Packaging : 10 per pack</p> <p>Quantity : 50 000</p>		
<p>Form 72: Printed forms, Pilotman's tickets</p>	<p>Print : 1 colour</p> <p>Size: A5 148 mm X 210mm</p> <p>Material : Green MF bond 46 gsm</p> <p>Number of leaves: 100</p> <p>Packaging :10 per pack</p> <p>Quantity : 50 000</p>		
<p>Form 84: Record train book (Mechanical working)</p>	<p>Print : 1 colour</p> <p>Size: A3 420 mm x 297 mm</p> <p>Material : white MF bond 70 gsm</p> <p>Packaging : 10 per pack</p>		



	<p>Quantity : 50 000</p>		
<p>Form 70: Printed forms advice regarding running of trains</p>	<p>Print :2 colour</p> <p>Size: A4 210mm x 297mm</p> <p>Material Squared white MF bond, 46 gsm</p> <p>Finishing: 100 leaves (100 duplicate). Wiro bound with 2 staples on the left hand side 25mm from upper and lower edges of the Book</p> <p>Cover Material : Milano Cover board, 180gsm</p> <p>Perforation :All original leaves to be perforated 30mm from the left hand side- duplicate</p> <p>Packaging : 10 per pack</p> <p>Quantity : 50 000</p>		



SECTION 10

RFP NUMBER: CRAC-JHB-8444

PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

NON-DISCLOSURE AGREEMENT

THIS AGREEMENT is made the day of 2010

BETWEEN:

- (1) **Transnet Limited** ("Transnet") (Registration Number 1990/000900/06) whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001, and
- (2) [.....] ("the Company") (Registration Number) whose registered office is at [.....]

WHEREAS

Transnet and the Company wish to exchange Information (as defined below) and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Proposal.

IT IS HEREBY AGREED

1. Interpretation

1.1 In this Agreement:-

"Agents" means directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;

"Confidential Information" means Information relating to one party (the "Disclosing Party") and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Proposal to the other party (the "Receiving Party") or

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Date and company stamp



its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:-

- (i) is publicly available at the time of its disclosure or becomes publicly available (other than as result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this letter); or
- (ii) was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or
- (iii) following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

“**Group**” means any subsidiary, any holding company and any subsidiary of any holding company of either party;

“**Information**” means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium;

“**Proposal**” means the aggregation of Transnet’s Request for Information (RFI) and Request for Proposal (RFP).

2. Confidential Information

- 2.1 The Receiving Party will treat and keep all Confidential Information as secret and confidential and will not, without the Disclosing Party’s written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Proposal or for the subsequent performance of any contract between the parties in relation to the Proposal.
- 2.3 Notwithstanding clause 2.1, the Receiving Party may disclose Confidential Information:

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Date and company stamp



- (i) To those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
- (ii) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.

- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 (ii) above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights, over the Confidential Information whatsoever beyond those contained in this Agreement.

Respondent's signature

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Date and company stamp



3. Records and return of Information

- 3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof to at least the same standard as the Receiving Party keeps its own Confidential Information. The Receiving Party shall not make any copies or reproduce in any form any Confidential Information except for the purpose of disclosure as permitted in accordance with this Agreement.
- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Receiving Party shall, within seven days of receipt of a written demand from the Disclosing Party or of its ceasing to be interested in the Proposal:
- (i) Return all written Confidential Information (including all copies); and
 - (ii) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Receiving Party or on its behalf (including by any person to whom disclosure has been made as permitted under clause 2.3(i) above).

The obligations in this clause 3.3 shall not apply to the extent that (but only for so long as) it is necessary to retain copies for the purpose of providing information to any regulatory authority in accordance with clause 2.3 (ii) above.

- 3.4 The Receiving Party shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3 (ii) above.

4. Announcements

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Proposal without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. Duration

Respondent's signature

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Date and company stamp



The obligations of each party and its Agents under this Agreement shall [be continuing and shall survive the termination of any discussions or negotiations between the parties regarding the Proposal continue for a period of 3 (three) years.

6. Principal

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Proposal and in complying with the terms of this Agreement.

7. Representations

7.1 Each party agrees that any Information made available to the Receiving Party or its Agents for the purpose of negotiations or discussions in relation to the Proposal will not form the basis of, or any representation in relation to, any contract, nor constitute an offer or invitation by the Disclosing Party.

7.2 Except in the case of fraudulent misrepresentation, the Disclosing Party accepts no responsibility for nor makes any representation or warranty, express or implied, with respect to the accuracy, reliability or completeness of any Information made available to the Receiving Party or its Agents.

8. Adequacy of damages

8.1 Without prejudice to any other rights or remedies of the Disclosing Party, the Receiving Party acknowledges and agrees that damages would not be an adequate remedy for any breach by it of the provisions of this Agreement and that the Disclosing Party shall be entitled to seek the remedies of injunction, specific performance and other equitable relief for any threatened or actual breach of any such provision by the Receiving Party or its Agents, and no proof of special damages shall be necessary for the enforcement of the rights under this Agreement.

8.2 Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available by it, either at law or in equity, for any such threatened or actual breach of this Agreement including specific performance, recovery of damages or otherwise.

9. Data Protection

Respondent's signature

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Date and company stamp



The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data held or processed by them.

10. General

- 10.1 Neither party may assign the benefit of this Agreement or any interest hereunder except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 10.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 10.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 10.4 This Agreement may only be modified by a written agreement duly signed by persons authorized on behalf of each party.
- 10.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 10.6 This Agreement will be governed by, and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

TRANSNET LIMITED:

By:
(Signature)

Print name: _____



Title: _____

Date: _____

[Insert company name]:

By:
(Signature)

Print name: _____

Title: _____

Date: _____

"Preview Copy Only"



SECTION 11

RFP NUMBER: CRAC-JHB-8444

PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

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.

Respondent's signature

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Date and company stamp



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	

Respondent's signature

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Date and company stamp



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		Wholesale Trade, Commercial Agents and Allied Services	

Respondent's signature

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Date and company stamp



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

Respondent's signature

Date and company stamp



--	--

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						

Respondent's signature

Date and company stamp



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	

Respondent's signature

Date and company stamp



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					
Creat	Amen	Block	Unblock	Once-Off / Emergency						
Extend	Delet	Undel								

Supplier's trading name										
Supplier's registered										
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	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

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

Respondent's signature

Date and company stamp



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 (BBEE)				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	

"Preview Copy"

Respondent's signature

Date and company stamp



SECTION 12

RFP NUMBER: CRAC-JHB-8444

**PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR
TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR
A PERIOD OF TWO YEARS**

SUPPLIER CODE OF CONDUCT

"Preview Copy Only"

Respondent's signature

Date and company stamp



SECTION 13

RFP NUMBER: CRAC-JHB-8444

PUBLISHING, LAYOUT, DESIGN AND PRINTING OF MATERIAL FOR TRANSNET FREIGHT RAIL AS AND WHEN REQUIRED AT PARKTOWN FOR A PERIOD OF TWO YEARS

ATTENDANCE CERTIFICATE

A COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:

BRIEFING SESSION DATE : 16 March 2012

TIME : 11H00

**VENUE : Bombela Boardroom
: Inyanda House 2, 15 Girton Road, PARKTOWN.**

The site meeting is compulsory and companies not attending **will be overlooked** during the tender awarding process.

Contact people on sites:

8.1. ATTENDANCE CERTIFICATE

This is to certify that.....

Representative/s of

Has/have today attended the Tender briefing in respect of the proposed:

TRANSNET'S REPRESENTATIVE TENDERER'S REPRESENTATIVE

DATE :.....

VERY IMPORTANT

ANY TENDERER NOT ATTENDING THE INFORMATION MEETING WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

SIGNATURE OF TENDERER: _____ Date: _____