



TRANSNET FREIGHT RAIL

An Operating Division of **TRANSNET SOC LTD**

(Registration No. 1990/000900/30)

REQUEST FOR PROPOSAL [RFP]

FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

RFP NUMBER: CRAC-HO-10751
ISSUE DATE: 3rd February 2014
COLLECTION DEADLINE: 24th February 2014 at 15H00
CLARIFICATION SUBMISSION DEADLINE: 28th February 2014 at 10H00
CLOSING DATE: 4th March 2014
CLOSING TIME: 10:00

NB: RESPONDENTS MUST COMPLETE THE INFORMATION IN THE TABLE BELOW

SUPPLIER NAME	
LOCATION (town or city)	
PROVINCE	
INDICATE WHICH FIELD OF EXPERTISE THE RESPONDENT IS APPLYING FOR (Example: CORPORATE GIFTS AND PROMOTION ITEMSeg.CAPS, T-Shirt, Jacket etc.)	



SCHEDULE OF BID DOCUMENTS

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LIST OF ACRONYMS

B-BBEE	Broad-Based Black Economic Empowerment
CD	Compact/computer disc
DAC	Divisional Acquisition Council
DPE	Department of Public Enterprises
DTI	Department of Trade and Industry
EME	Exempted Micro Enterprise
FRC	Further Recognition Criteria
GBC	General Bid Conditions
ID	Identity Document
JV	Joint Venture
LOI	Letter of Intent
NDA	Non-Disclosure Agreement
NGP	New Growth Path
OD	Transnet Operating Division
PBN	Post-Bid Negotiations
QSE	Qualifying Small Enterprise
RFP	Request for Proposal
SD	Supplier Development
SME	Small Medium Enterprise
SOC	State Owned Company
ST&C	Standard Terms and Conditions
TAC	Transnet Acquisition Council
TCO	Total Cost of Ownership
VAT	Value-Added Tax
ZAR	South African Rand



FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 1: NOTICE TO BIDDERS

1 PROPOSAL REQUEST

Responses to this RFP [hereinafter referred to as a **Proposal** or **Proposals**] are requested from interested companies, close corporations or enterprises [hereinafter referred to as the **Respondent(s)**] to supply the aforementioned requirement(s) to Transnet.

On or after **3rd February 2014**, the RFP documents may be inspected at, and are obtainable from the office of the Secretariat, Room Inyanda No 1, Ground Floor, 21 Wellington Road, Parktown, Johannesburg.

THE RFP DOCUMENT FEE IS R 200.00

NOTE –

- a) RFP documents will only be available until the **24th February 2014**.

Any additional information or clarification will be faxed or emailed to all potential Respondents, if necessary.

2 BRIEFING SESSION

A formal RFP briefing session will not be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated below:

Name: Lindi Makhubo

Division: Transnet Freight Rail

Email: lindi.makhubo@transnet.net

In the interest of fairness and transparency the said information will then be made available to all Respondents who have collected RFP documents.

3 PROPOSAL SUBMISSION

Proposals in duplicate plus a copy must reach the Secretary, 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:



RFP No: CRAC-HO-10751

Description: THE FRAMING OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS, AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

Closing date and time: Tuesday, 4th March 2014 at 10:00

Closing address: Refer options in paragraph 4 below

4 DELIVERY INSTRUCTIONS FOR RFP

4.1 Delivery by hand

4.2 If delivered by hand, the envelope is to be deposited in the Transnet Freight Rail tender box which is located at Inyanda No 1, Ground Floor, 21 Wellington Road, Parktown, and should be addressed as follows:

**THE CHAIRPERSON
TRANSNET FREIGHT RAIL
ACQUISITION COUNCIL
GROUND FLOOR
TENDER BOX
Inyanda House 1
21 Wellington Road
Parktown**

- a) 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 too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes, each such envelope to be inscribed as required in clause 3 above.
- b) It should also be noted that the above tender box is located at the street level outside the main entrance in 21 Wellington Road and is accessible to the public 24 hours per day, 7 days a week.

4.3 Despatch by courier

If despatched 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.

**THE CHAIRPERSON
TRANSNET FREIGHT RAIL
ACQUISITION COUNCIL
GROUND FLOOR
21 WELLINGTON ROAD
PARKTOWN**

4.4 Please note that this RFP closes punctually at **10:00** on Tuesday **4th March 2014**.



- 4.5 If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
- 4.6 No email or facsimile responses will be considered, unless otherwise stated herein.
- 4.7 The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.
- 4.8 Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
- 4.9 Envelopes must not contain documents relating to any RFP other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.
- 4.10 No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 23 [*Alterations made by the Respondent to Tendered Prices*] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

5 COMMUNICATION

- 5.1 Respondents are warned that a Proposal will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 5.2 For specific queries relating to this RFP, a Bid Clarification Request Form should be submitted before **10:00 on 28th February 2014**, substantially in the form set out in Section 12 hereto.
- 5.3 After the closing date of the RFP, a Respondent may communicate with the Secretary of the Transnet Freight Rail Acquisition Council, at telephone number 011 584 9486 or facsimile number 011-774-9760 on any matter relating to its RFP Proposal.

6 INSTRUCTIONS FOR COMPLETING THE RFP

- 6.1 Sign one set of documents [sign, stamp 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.
- 6.2 Both sets of documents to be submitted to the address specified in paragraph 4 above.
- 6.3 All returnable documents listed in Page 20 must be returned with your Proposal.

7 COMPLIANCE

The successful Respondent [hereinafter referred to as the **Service Provider**] shall be in full and complete compliance with any and all applicable state and local laws and regulations.

8 ADDITIONAL NOTES

- 8.1 All returnable documents as indicated in the Proposal Form [*Section 4*] must be returned with the response.
- 8.2 Changes by the Respondent to its submission will not be considered after the closing date.
- 8.3 The person or persons signing the Proposal must be legally authorised by the Respondent to do so [*Refer Section 5 – Signing Power, Resolution of the Board of Directors*]. A list of those person(s) authorised to



negotiate on your behalf [if not the authorised signatories] must also be submitted along with the Proposal together with their contact details.

- 8.4 Transnet reserves the right to undertake post-bid negotiations [**PBN**] with selected Respondents or any number of short-listed Respondents, such PBN to include, at Transnet's option, any evaluation criteria listed in this RFP document. Transnet may wish to visit the Respondent's place of business during this process.
- 8.5 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. Transnet reserves the right to reject any or all offers.

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

9 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:

- 9.1 Modify the RFP's Services and request Respondents to re-bid on any changes;
- 9.2 Reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 9.3 Disqualify Proposals submitted after the stated submission deadline;
- 9.4 Not necessarily accept the lowest priced Proposal;
- 9.5 Reject all Proposals, if it so decides;
- 9.6 Withdraw the RFP on good cause shown;
- 9.7 Award a contract in connection with this Proposal at any time after the RFP's closing date;
- 9.8 Award only a portion of the proposed Services which are reflected in the scope of this RFP;
- 9.9 Split the award of the contract between more than one Service Provider; or
- 9.10 Make no award of a contract.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of any kind during the preceding 5 [five] years, including but not limited to the Competition Act 89 of 1998. Respondents are required to indicate in Section 11 [*Breach of Law*] whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.

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

10 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business.



**Transnet urges its clients,
suppliers and the general public
to report any fraud or corruption
on the part of Transnet employees
to
TIP-OFFS ANONYMOUS:
0800 003 056**

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FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 2: PURPOSE, BACKGROUND, BBBEE AND ENTERPRISE DEVELOPMENT

The purpose of the framing of an 'approved list' of service providers for corporate gifts and promotional items to provide Transnet Freight Rail (TFR) with a list of experienced suppliers for the required services to support TFR's ability to meet the company's corporate gifts and promotional items demands. Through this process, TFR will support Government's Enterprise Development initiative.

Transnet Freight Rail a division of Transnet SOC Limited has depots and offices at various locations within South Africa, is responsible for the transportation of various commodities by rail. To support the timeous and efficient movement of trains, TFR procures various products and services that both directly and indirectly impacts customer service delivery. Transnet Freight Rail (TFR) is driven by a constant emphasis on cost saving, efficiency of service delivery and improving the perception of suppliers and users in the Rail Transport industry.

As a developing economy with inherent structural and social imbalances, South Africa is facing the significant economic challenge of increasing growth in a manner that includes all South Africans. The historical lack of investment in infrastructure in South Africa has had significant negative impacts on local industry resulting in a loss of key skills and a decrease in manufacturing industry capabilities. To respond to this, Government policies have been designed to address these imbalances and to act as a catalyst of change for the benefit of South Africa, and embarked on major infrastructure investment.



THE ITEMS ARE TO BE DELIVERED AT THE FOLLOWING LOCATIONS

EASTERN CAPE
Port Elizabeth
East London
WESTERN CAPE
Cape Town
Saldahnabay
NORTHERN CAPE
Kimberly
FREESTATE
Bloemfontein
KZN
Durban
Pietermaritzburg
Richards Bay
Empangeni
New castle
Ladysmith
GAUTENG
Johannesburg
Pretoria
Potchefstroom
Foschiville
Krugersdorp
MPUMALANGA
Ermelo
Witbank
Nelspruit
LIMPOPO
Musina
Tzaneen
Polokwane

Respondent's Signature

Date & Company Stamp



<u>North west</u>
Zeerust
Lichtenburg
Coligny
Bloemhof
Klerksdorp

NB: not limited.

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FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY FOR A PERIOD OF TWO YEARS

SECTION 3: SCOPE OF REQUIREMENTS:

THE SCOPE OF THIS RFP IS FOR DELIVERY TO ALL CENTRES WHERE TFR HAVE OPERATIONS. IN THE BELOW RIGHT COLUMN, KINDLY INDICATE TO WHICH CENTRES YOU ARE PREPARED TO DELIVER (INDICATE "ALL" OR LIST PROVINCES).

Corporate Gift Specifications/Schedule of items

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Item no:	Item	Specification	Attached Company Catalogue		INDICATE "ALL" OR LIST PROVINCES
			No	Yes	
1	Flask with Mug set	<p>Item: Flask with Mug</p> <p>Material: - Thermal Warmer & Mug</p> <p>Size: mug: 14(w) x 17.8(h) warmer: 2 (h) x 4.75(d)</p> <p>Branding engraving: one position</p> <p>Minimum Quantity: 10</p>			



2	<p align="center">Jacket</p>	<p>Other: Aluminium Shaft</p> <p>Item: 3 in 1 Jacket</p> <hr/> <p>Material: Inner Jacket in micro fleece fabric. Outer jacket in water proof nylon</p> <p>Branding: Silkscreen/ Embroidery</p> <p>Minimum Quantity:10</p>		
3		<p>Item: Micro Fleece Jacket</p> <p>Material: 300G 100% Polyester micro fleece</p> <p>Branding: Silkscreen/ Embroidery</p> <p>Minimum Quantity: 10</p>		
4	<p align="center">Golf Shirt</p>	<p>Item: Golf shirt</p> <p>Material: 170gsm, Single knit of 97% polyester</p> <p>Size: will advise</p> <p>Minimum Quantity: 20</p> <p>Branding: 4cmx 2 cm printed cotton label</p> <p>Other: two buttons</p>		

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Corporate Gift Specification / Schedule of items		Attached Company Catalogue		INDICATE "ALL" OR LIST PROVINCES
Item no:	Item	Specification	No	Yes
5	Golf Shirt	<p>Item: Golf shirt</p> <p>Material: 260gsm, Single knit of 97% polyester</p> <p>Size: will advise</p> <p>Minimum Quantity: 20</p> <p>Branding: 4cmx 2 cm printed cotton label</p> <p>Other: two buttons</p>		
6	Golf Shirt	<p>Item: Golf shirt</p> <p>Material: 220gsm, Single knit of 97% polyester</p> <p>Size: will advise</p> <p>Minimum Quantity: 20</p> <p>Branding:</p> <p>Other:</p>		

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7	Folders	<p>Item: A4 Leather folder with calculator</p> <p>Material: Leather</p> <p>Size: 92(w) x 142mm(h)</p> <p>Branding: Embossed</p> <p>Minimum Quantity: 20</p>			
8		<p>Item: A4 Zip around with Ring binder</p> <p>Material: Koskin</p> <p>Size: 34.5(L) x 25 (w) - with zip closed</p> <p>Branding: printing one position</p> <p>Minimum Quantity: 20</p>			

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Corporate Gift Specification / Schedule of items			Attached Company Catalogue	INDICATE "ALL" OR LIST PROVINCES
Item no:	Item	Specification	No	Yes
9		<p>Item: A4 Zip around with Ring binder</p> <p>Size: 34.5(L) x 25 (w) - with zip closed</p> <p>Material: Genuine Leather</p> <p>Branding: embossed</p> <p>Minimum Quantity: 10</p>		
10	Folders	<p>Item: A4 Drop handle folder</p> <p>Size: 275(w) x 360(h) x 55mm(d)</p> <p>Material: Leather</p> <p>Branding: embossed</p> <p>Minimum Quantity: 10</p> <p>Other: Drop handle folder</p>		

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11	Item: A5 Zip around with Ring binder Size: 230(w) x 175(h) x 25mm(d) with zip closed Material: Genuine Leather Branding: embossed Minimum Quantity: 10			
12	Item: A5 Zip around with Ring binder Size: 175(w) x 230(h) x15mm(d) Material: Koskin Branding: embossed Minimum Quantity: 10			

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Corporate Gift Specification / Schedule of items			ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
Item no:	Item	Specification	No	Yes	
13	Laser Pointer Pen Set	<p>Item: Laser Pointer & Pen Set</p> <p>Material: Metal/Chrome</p> <p>Branding: engraving one position</p> <p>Minimum Quantity: 20</p>			
14	Business Card Holder	<p>Item: Glass Business Card/Pen Holders</p> <p>Material: Glass</p> <p>Size: 34.5(L) x 25 (w) -</p> <p>Other: Black</p> <p>Branding: printing one position</p> <p>Minimum Quantity: 10</p>			

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15		<p>Item: Business Card Case with Magnetic Lid</p> <p>Size: 6.2cm x 6.4cm x 1.2cm</p> <p>Material: Textured leatherette, Brushed metal trim, Felt interior, Magnetic closure, Curved flap design</p> <p>Branding: engraving one position</p> <p>Minimum Quantity: 20</p>			
16		<p>Item: business card holder (Gift set)</p> <p>Material: Metal and Leather</p> <p>Size: 90mm x 55mm</p> <p>Other: including Pen and key holder</p> <p>Branding:</p> <p>Minimum Quantity: 10</p>			

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Corporate Gift Specification / Schedule of items

Item no:	Item	Specification	ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
			No	Yes	
17	Business Card Holder	<p>Item: Carbon Fibre Look pen and Business card holder set</p> <p>Size: 90mm x 50mm and 80mm x 55mm cards</p> <p>Branding: 1 Position engraving on both items</p> <p>Minimum Quantity: 100</p> <p>Packaging: Set is supplied in a black gift set box with foam cut-outs for the items.</p>			
18	Laptop Bags	<p>Item: Laptop Trolley Backpack</p> <p>Material: Canvass</p> <p>Branding: printing one position</p> <p>Minimum Quantity: 10</p>			

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19		<p>Item: Ladies Laptop Bag Material: Leather Size: 43 (w) x 11 (d) x 32 (h) Branding: Engraving Minimum Quantity: 10</p>			
20		<p>Item: Ladies Laptop Bag Material: Waterproof Canvas Size: 43 (w) x 11 (d) x 32 (h) Branding: Engraving Minimum Quantity: 10</p>			

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Corporate Gift Specification / Schedule of items			ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
Item no:	Item	Specification	No	Yes	
21	Laptop Bags	<p>Item: Trolley Laptop Bag</p> <p>Material: Waterproof canvas</p> <p>Size: 42 (w) x 16 (d) x 33 (h)</p> <p>Branding: printing one position</p> <p>Minimum Quantity: 10</p>			
22		<p>Item: Laptop Back Pack</p> <p>Material: Hard wearing polyester</p> <p>Size: 360(w) x 450(h) x 160mm (d)</p>			

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		<p>Branding: Embossed Minimum Quantity: 10</p>			
<p>23</p>		<p>Item: 6 can cooler Material: PET coating, with inner aluminium foil additional front pocket Size: 190(l) x 150(h) x150mm(w) Branding: printing (one or two positions) Minimum Quantity: 20</p>			
<p>24</p>	<p>Cooler Bag</p>	<p>Item: Cooler bag with Handle Material: Laminated non-woven/thermo lining Size: 190(w) x 290(h) x100mm(d) Branding: Printing Minimum Quantity: 20 Other: Side mesh pocket</p>			

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Corporate Gift Specification / Schedule of items		ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
Item no:	Item	Specification	No	Yes
25		<p>Item: Black insulated cooler bag with braai set</p> <p>Material: Canvass</p> <p>Size: 190(l) x 150(h) x150mm(w)</p> <p>Branding: 1 Colour print, dome sticker</p> <p>Minimum Quantity: 10</p>		
26	Cooler Bag	<p>Item: Cooler Backpack Bag</p> <p>Material: Dobby nylon</p> <p>Size: 280(w) x 320 (h) x 200mm(d)</p> <p>Branding: Printing</p> <p>Minimum Quantity: 10</p>		
27	Golf Bag	<p>Item: Golf Bag</p> <p>Material: Leather – smooth</p>		

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			<p>Size: 450 x 250 x 310mm</p> <p>Branding: engraving one position</p> <p>Other: Supplied boxed</p> <p>Minimum Quantity: 10</p>	
28	Wallet	<p>Item: Male Wallet</p> <p>Material: Leather</p> <p>Size: 120(l) x 85mm(h)</p> <p>Minimum Quantity: 20</p> <p>Branding: Embossed</p> <p>Other:</p>		

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Corporate Gift Specification / Schedule of items		ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
Item no:	Item	Specification	No	Yes
29		<p>Item: Female Wallet</p> <p>Material: Leather</p> <p>Size: 185(w) x 95(h) x 15mm(d)</p> <p>Minimum Quantity: 20</p> <p>Branding: Embossed</p> <p>Other:</p>		
30	Wallet	<p>Item: leather Travel Wallet</p> <p>Material: Leather</p> <p>Size: 23(h) x 13(w) x 3cm (d)</p> <p>Minimum Quantity: 20</p> <p>Branding: Embossed</p> <p>Other: 75D x 150D microfiber with natural rubber backing</p>		
31		Item: Shoulder Travel Wallet		

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		<p>Material: Leather Size: 190(w) x 265mm(h) Minimum Quantity: 20 Branding: Embossed Other: 75D x 150D microfiber with natural rubber backing</p>			
32	Conference Bag	<p>Item: Conference Bag Material: High Density Microfiber Size: 40 (L)x30(H)x8(W) cm Branding: 1 Position print Minimum Quantity: 20</p>			

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Corporate Gift Specification / Schedule of items

Item no:	Item	Specification	ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
			No	Yes	
33	Luggage Trolley bag	<p>Item: luggage Trolley bag</p> <p>Material: Moulded Polypropylene</p> <p>Size: 770(h) x 560(w) x 320mm (d)</p> <p>Minimum Quantity: 20</p> <p>Branding: Embossed</p> <p>Other:</p>			
34	Luggage Trolley bag	<p>Item: Luggage Trolley bag</p> <p>Material: Hard wearing polyester</p> <p>Size: 350(w) x 480(h) x 250mm (d)</p> <p>Minimum Quantity: 20</p> <p>Branding: Embossed</p>			

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		<p>Other:</p>			
<p>35</p>		<p>Item: Break away tog bag Material: Ripstop Size: 300(w) x 290(h) x62mm(l) Minimum Quantity: 20 Branding: 8 position zip with TFR logo Other:</p>			
<p>36</p>	<p>Break way bags</p>	<p>Item: Overnight travel bag Material: Hard wearing polyester Size: 330(h) x 600(l) x 250mm(w) Minimum Quantity: 20 Branding: 2 position zip with TFR logo Other:</p>			

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Corporate Gift Specification / Schedule of items		ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
		No	Yes	
Item no:	Item	Specification		
37	Luggage tags	<p>Item: Luggage tags</p> <p>Material: Soft rubber PVC material, Secure plastic strap</p> <p>Branding: Raised logo and design</p> <p>Size: 10.5cm x 6.5cm</p> <p>Minimum Quantity: 10</p>		
38	Laptop Sleeves	<p>Item: Reversible laptop sleeve</p> <p>Material: Neoprene 3.5 mm</p> <p>Size: 10(w) x370(h)x270mm(l)</p> <p>Other: Edge finished with binding and cover seam stitching</p> <p>Minimum Quantity: 10</p>		

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		<p>Item: laptop sleeve(to hold 17" laptop Material: Neoprene 3.5 mm Size: 410(w) x20(d) x 290mm(h)</p>			
		<p>Branding : zip with TFR logo Minimum Quantity: 10</p>			
<p>39</p>	<p>Item: Tablet pouch Material: Neoprene Size: 203.2(w) x 19.1(h) x 247.7mm(l) Branding: Embossed Minimum Quantity: 10</p>	<p>Item: Tablet pouch Material: Neoprene Size: 203.2(w) x 19.1(h) x 247.7mm(l) Branding: Embossed Minimum Quantity: 10</p>			
	<p>Item: Ipad cover</p>				

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Corporate Gift Specification / Schedule of items

Item no:	Item	Specification	ATTACHED COMPANY CATALOGUE		INDICATE "ALL" OR LIST PROVINCES
			No	Yes	
40	I pad cover	<p>Item: Ipad Zipper folder</p> <p>Material: Nappa Leather</p> <p>Size: to fit Ipad 2 & 3 (260(h)x 210(w) x 30mm(d)</p> <p>Other: soft suede flap for protection when closed, business card pockets and fully lined.</p> <p>Branding: Embossed</p> <p>Minimum Quantity: 10</p>			
41		<p>Item: Desk clock</p> <p>Material: Plastic</p> <p>Size: 203(w) x 55(h) x 8 mm(dia)</p> <p>Minimum Quantity: 20</p> <p>Branding: Leaser engraving</p> <p>Other: with card and pen holder</p>			

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FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

CLAUSE BY CLAUSE COMPLIANCE SCHEDULE.

The compliance response is to contain ONLY the following statements, "Noted", "Comply", "Partial Compliance" or "Do not comply".

Noted is to be applied against statements and either of the other responses for other clauses. Where either "Partial Compliance" or "Do not comply" are applied, remarks as to the reason for the deviation from the requirement are required.

Clause	Compliance response	Explanation / Deviation / Reason
1.		
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Clause	Compliance response	Explanation / Deviation / Reason
28		
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35		
36		
37		
38		
39		
40		
41		

NOTES: RESPONDENTS MUST TAKE NOTE OF THE FOLLOWING:

- The above services are examples of works required at various Transnet Freight Rail locations nationally and are not limited to the above.
- Being placed on the Approved List, does not guarantee business from TFR.
- Respondents will only be placed on the Approved List and registered on Transnet Freight Rail's Vendor Database if the minimum evaluation criteria are met as page 37.
- The approved list will be categorised per province, region, town or city as per TFR's requirements.
if it is found that there are no suitable suppliers within a designated area for work required, TFR has the right to approach suppliers closest to the designated area.
- Respondents are to be aware that this is a two phase tender process:
 - Phase one is the framing of the approved list
 - Phase two will be the engagement of the approved list suppliers through the RFX process

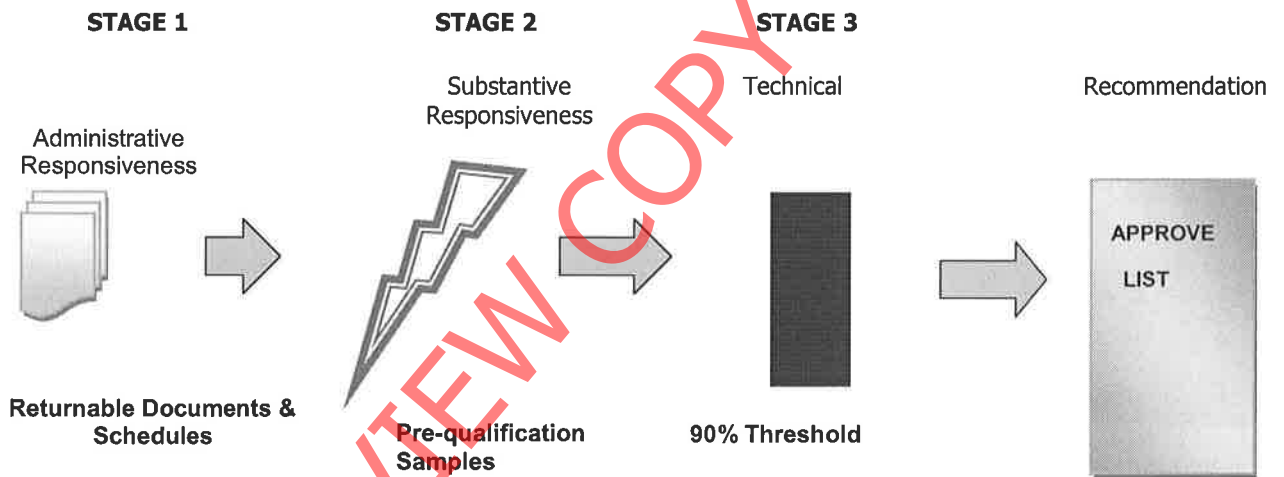


FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

1 EVALUATION METHODOLOGY AND CRITERIA

Transnet will utilise the following methodology and criteria in selecting a preferred Service Providers to be placed on the Approved List

EVALUATION METHODOLOGY (TECHNICAL)



There will be 3 Stages involved in the evaluation process:

**Stage1****TEST FOR ADMINISTRATIVE RESPONSIVENESS.**

List of returnable document attached on page 38 of 54, under the heading. Returnable documents and schedules for evaluation purposes

Stage 2**SUBSTANTIVE RESPONSIVENESS**

Respondents will be disqualified if samples are not provided as a prequalification validation of documents

Matrix for framing an Approved List for Providers of Corporate Branded Gifts

Description		Evaluation Requirement for consideration
1. Provide branded sample of specified items		Bidders must provide branded samples of the following items: <ol style="list-style-type: none"> 1. Laptop bag-embroidery 2. Leather wallet 3. Cap 4. Steel pen-laser burned
2. Bidder's Photographic Company Branded Catalogue		Bidders must provide a photographic company branded catalogue, digitally printed in colour ,clearly referenced to attached schedule of items
3. Bidders must submit the minimum of 3 references		The reference must include the following: <ol style="list-style-type: none"> 1. company 2. contact details <ul style="list-style-type: none"> • Name • Telephone number 3. Nature of the business. 4. Duration of the business. 5. Value of the business



10.1 STAGE 3: Technical - Test Minimum Threshold 90% for Technical Criteria

The test for the Technical and Functional threshold will include the following:

TECHNICAL CATEGORY: TECHNICAL / PRACTICAL (SCORING MATRIX)	Criteria	WEIGHT 100%	SCORE
• Quality of branding on samples	50		50%
• Compliance to schedule of items	30		30%
• Company branded Catalogue	20		20%
TOTAL			100%

Tenderers who score a minimum of 90 points will continue to the next stage.

LAST STAGE: APPROVE LIST

The AC approval for the contents of the approved list

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2. RETURNABLE DOCUMENTS AND SCHEDULES FOR EVALUATION PURPOSES

COMPULSORY DOCUMENTATION/S TO BE SUBMITTED AND ATTACHED BY RESPONDENT	DOCUMENT/S SUBMITTED YES/NO. IF NO PROVIDE REASONS
BBBEE certificate and detailed scorecard of the supplier from a SANAS accredited Verification Agency	
For EME'S, a letter from a registered accounting officer or auditor (registered with IRBA) confirming percentage of black ownership, black women ownership, BBBEE level including the annual turnover.	
Certified certificate of incorporation, CK documentation / CM 29 documentation etc.	
Certified copy of CM 9 (name change), if applicable	
Certified copy of CK 1 or CK 2, if Close Corporation.	
Certified share certificates or share register, where applicable.	
Shareholder agreements, Finance Agreements and all other legal documentation.	
Memorandum of Association and Articles of Association.	
Company letterhead confirming physical and postal address.	
Certified Identity documentation of all members / shareholders.	
Certified copy of CIDB registration (if applicable)	
Company letterhead confirming physical and postal address.	
Details of supplier footprint (physical addresses nationally with contact details if applicable)	
Contactable and/or written references for work successfully completed (minimum 3)	
Past three (3) years audited annual financial statements / signed management accounts.	
Original or certified copy of a SARS Tax clearance certificate	
Original or certified copy VAT registration certificate.	
Copy of a cancelled cheque or a letter from the bank verifying banking details (with bank stamp).	
Supplier Declaration Form including all supporting documents.	

Respondent's Signature

Date & Company Stamp



GENERAL NOTES:

- All compulsory returnable documents are to be provided in the same sequence as indicated in above.
- Failure to submit all compulsory returnable documents will result in your tender not been considered During the tender awarding process.

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FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

3. ADDITIONAL COMPULSORY RETURNABLE DOCUMENTS

Respondents are required to submit the following returnable documents and schedules with their responses [see √].

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent:

SECTION 1 : Notice to Bidders	√
SECTION 2 : Background, Overview, BBBEE and Enterprise Development	√
SECTION 3 : Scope of Requirements	√
SECTION 4: Vendor Application Form	√
SECTION 5: Signing Power - Resolution of Board of Directors	√
SECTION 6 : Certificate of Acquaintance with RFP Documents	√
SECTION 7 : RFP Declaration Form	√
SECTION 8 : Breach of Law	√
SECTION 9 : Response Clarification Request Form	√
SECTION 10 : Supplier Code of Conduct	√

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and B-BBEE Accreditation Certificate, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [the **Agreement**] and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate the Agreement forthwith without any liability and without prejudice to any claims which Transnet may have for damages against 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 form part hereof and Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at _____ on this ____ day of _____ 2014

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____
Name _____

2 _____
Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____

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FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 4: VENDOR APPLICATION FORM

Respondents are to furnish the following documentation and complete the Vendor Application Form below:

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details [**with bank stamp**]
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified** copy of Certificate of Incorporation, CM29 / CM9 [name change]
4. **Certified** copy of Share Certificates [CK1/CK2 if CC]
5. A letter on the company's letterhead confirm physical and postal addresses
6. **Original** valid SARS Tax Clearance Certificate and **certified copy** of VAT Registration Certificate
7. A signed letter from your auditor or accountant confirming most recent annual turnover figures

Vendor Application Form

Company trading name						
Company registered name						
Company Registration Number or ID Number if a Sole Proprietor						
Form of entity [v]	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number [if registered]						
Company telephone number						
Company fax number						
Company email address						
Company website address						
Bank name				Branch & Branch code		
Account holder				Bank account number		
Postal address						
						Code
Physical Address						

Respondent's Signature

Date & Company Stamp



			Code	
Contact person				
Designation				
Telephone				
Email				
Annual turnover range [last financial year]	< R5 m	R5 - 35 m	> R35 m	
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 services [e.g. Stationery/Consulting]				

Complete B-BBEE Ownership Details:

% Black ownership	% Black women ownership	% Disabled Black ownership	
Does your company have a B-BBEE certificate		Yes	No
What is your B-BBEE status [Level 1 to 9 / Unknown]			
How many personnel does the firm employ		Permanent	Part time

If you are an existing Vendor with Transnet please complete the following:

Transnet contact person	
Contact number	
Transnet Operating Division	

Duly authorised to sign for and on behalf of Company / Organisation:

Name		Designation	
Signature		Date	



FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 5: 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

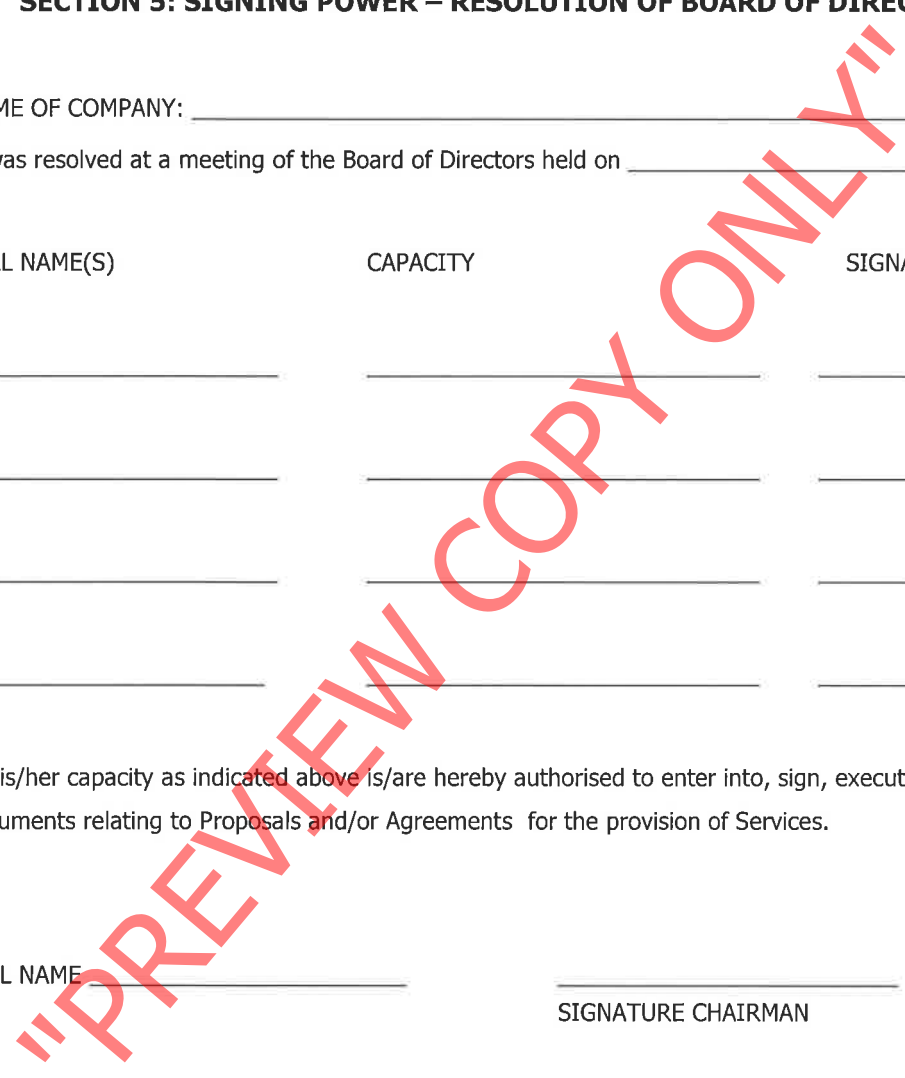
in his/her capacity as indicated above is/are hereby authorised to enter into, sign, execute and complete any documents relating to Proposals and/or Agreements for the provision of Services.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETARY





FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 6: 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 SOC Ltd for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet SOC Ltd 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 _____ 2014

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT



FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 7: RFP DECLARATION FORM

NAME OF COMPANY: _____

We _____ do hereby certify that:

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

If such a relationship exists, Respondent is to complete the following section:

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

ADDRESS:

Indicate nature of relationship with Transnet:

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



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

SIGNED at _____ on this _____ day of _____ 2014

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

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**IMPORTANT NOTICE TO RESPONDENTS**

- Transnet has appointed a Procurement Ombudsman to investigate any **material complaint** in respect of RFPs exceeding R5,000,000.00 [five million S.A. Rand] in value. Should a Respondent have any material concern regarding an RFP process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.
- It is incumbent on the Respondent to familiarise himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website www.transnet.net.
- An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to procurement.ombud@transnet.net
- For transactions below the R5, 000,000.00 [five million S.A. Rand] threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.
- All Respondents should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a bidder on its List of Excluded Bidders.

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FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 8: BREACH OF LAW

NAME OF COMPANY: _____

I/We _____

do hereby certify that ***I/we have/have not been*** found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or company have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at _____ on this _____ day of _____ 20__

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT



FOR THE 'FRAMING' OF AN APPROVED LIST OF SERVICE PROVIDERS FOR CORPORATE GIFTS AND PROMOTIONAL ITEMS AT VARIOUS TRANSNET FREIGHT RAIL LOCATIONS NATIONALLY.

SECTION 10: SUPPLIER CODE OF CONDUCT

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Suppliers Code of Conduct

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

These are:

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

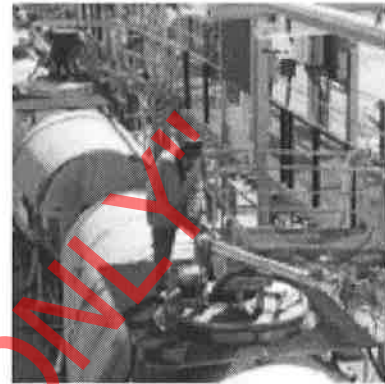
This code of conduct has been compiled to formally apprise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

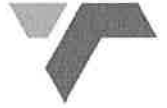
Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices

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

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

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





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

Employees may not receive anything that is calculated to:

- Illegally influence their judgement or conduct or to influence the outcome of a sourcing activity;
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; gain an improper advantage.

- » There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our suppliers to use our "Tip-offs Anonymous" Hotline to report these acts - 0800 003 056

Transnet is firmly committed to free and competitive enterprise.

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

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

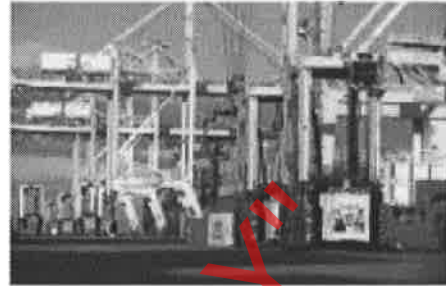
- » Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities.





These include, but are not limited to:

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



Conflict of Interest

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

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

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

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

TIP-OFFS ANONYMOUS HOTLINE
0800 003 056