



Transnet Freight Rail

an Operating Division of
TRANSNET SOC LIMITED
(Registration No. 1990/000900/06)

RFP NUMBER: HOAC_ HO_ 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

ISSUE DATE : 23rd April 2012
CLOSING DATE : 29th May 2012
CLOSING TIME : 10H00
OPTION VALIDITY DATE : 31st August 2012

COMPULSORY BRIEFING SESSION:

A compulsory briefing session will be held at the following venue:

Time : 10H00 To 13H00
Date : 16th May 2012
Venue : 2nd Floor
Admin Building
Sentrarand
Town/City : Johannesburg

PLEASE NOTE THAT LATE RESPONSES AND THOSE DELIVERED OR POSTED TO THE INCORRECT ADDRESS WILL BE DISQUALIFIED.

RFP NUMBER: HOAC_ HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

Respondent's Signature

1

Date and Company Stamp



SCHEDULE OF DOCUMENTS

Section

- 1. Notice to Bidders**
- 2. Proposal Form**
- 3. Resolution of Board of Directors (Respondent's Representative)**
- 4. Certificate of Acquaintance with RFP Documents**
- 5. Pricing and Delivery Schedule**
- 6. General Tender Conditions (CSS5 – Goods)**
- 7. Standard Terms and Conditions of Contract (US7 – Services)**
- 8. Background, Project Objective And Specification (ANNEXURE A)**
- 9. Attendance Certificate**
- 10. Non-Disclosure Agreement**
- 11. Supplier Code of Conduct**
- 12. Supplier Declaration**

Respondent's Signature

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Date and Company Stamp



SECTION 01

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

NOTICE TO BIDDERS

Proposals are requested from interested persons, companies, close corporations or enterprises (hereinafter Referred to as the “**Respondent(s)**”) to supply the above-mentioned requirement(s) to Transnet.

On or after Monday 23rd April 2012 the RFP documents may be inspected at, and are obtainable from the office of Transnet Freight Rail, Tender Advice Centre Ground Floor, Inyanda House No.1, 21 Wellington Road, Parktown, Johannesburg. During office hours 8:00 to 15:00, and a non-refundable tender fee R500.00 is applicable per tender. **Payment is to be made to Transnet Freight Rail Standard Bank Account No 203158598 Branch code 004805.** The deposit slip must reflect the RFP No and the Company name. Receipt to be presented at collection of the tender document.

NOTE 1.1 This amount is not refundable.

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

Name : Tarryn Foster
Division : Supply Chain Services
Email : Tarryn.Foster@transnet.net
Tel : (011) 584-0602

Respondent's Signature

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Date and Company Stamp



1. Proposals **in Duplicate plus a CD copy** 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:

RFP No : **HOAC_HO 8599**

Description : **THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.**

Closing Date And Time : **Tuesday 29th May 2012 @ 10h00**

Closing address (refer options paragraph 4 below)

4. DELIVERY INSTRUCTIONS FOR THIS RFP

- 4.1 **If posted**, the envelope must be addressed to the Chairperson, Transnet 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 RFP. 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.
- 4.2 **If delivered by hand**, the envelope is to be deposited in the TRANSNET 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 No 1
21 Wellington Road
Parktown**

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.

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.

- 4.3 **If dispatched by courier**, the envelope must be addressed as follows and delivered to the Office of The Secretary, Transnet Acquisition Council and a signature obtained from that Office.

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

Respondent's Signature

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Date and Company Stamp



5. Please note that this RFP closes punctually at 10:00 on Tuesday 29th May 2012.
6. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
7. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.
8. The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.
9. 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.
10. 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.
11. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (*Alterations made by the Respondent to Tendered Prices*) of the General Tender Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

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).



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 BBEE 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 BBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBEE evaluation.

Turnover: Indicate your company's most recent annual turnover:
R.....

- 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 BBEE 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 BBEE 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' BBEE credentials.

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

DTI BBEE UNIQUE PROFILE NUMBER:
.....

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

12. SOCIO-ECONOMIC OBLIGATIONS FOR FOREIGN RESPONDENTS

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



13. COMMUNICATION

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this 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 clause 2 above, and may also at any time after the closing date of the RFP, communicate with the Secretary of the Transnet Acquisition Council, at telephone number 011 544-9486 or fax no. 011 774-9760 on any matter relating to its RFP response.

14. 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 at a location to be agreed.

15. INSTRUCTIONS FOR COMPLETING THE RFP

- (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:
 - **Respondent's latest audited financial statements;**
 - **Respondent's valid Tax Clearance Certificate.**
 - **Respondents' valid BBBEE certificate or letter from auditor.**
 - **A CD copy of your RFP Proposal.**

16. COMPLIANCE

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

17. 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 (if not the authorised signatories) must also be submitted along with the Proposal together with their contact details.

Respondent's Signature

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Date and Company Stamp



- **All prices must be quoted in South African Rands**

- Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent's place of manufacture (works) during this process.

NB: Unless otherwise expressly stated, all 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 AFOREMENTIONED REQUIREMENTS
MAY RESULT IN A PROPOSAL BEING REJECTED**

18. 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:

- modify the RFP's Goods 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 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 preparatory costs or other work performed in connection with this Proposal, whether or not the Respondent is awarded a contract.

Respondent's Signature

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Date and Company Stamp



19. LEGAL REVIEW

Any Proposal submitted by a Respondent is subject to review and negotiation of the proposed contract by Transnet's Legal Counsel. Respondents to complete this section:

NAME OF RESPONDENT

PHYSICAL ADDRESS

.....

Respondent's contact person:

Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

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

Respondent's Signature

Date and Company Stamp



SECTION 02

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

GENERAL INFORMATION

It is required that all Transnet operating divisions will be included in the scope of this Proposal.

The service provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

The service provider(s) must provide the identified information requested and comply with the requirements stated in the RFP.

1. MANUFACTURERS

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

(i) LOCAL MANUFACTURER(S):

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

(ii) FOREIGN MANUFACTURER(S):

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



2. SUPPLIERS

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

(i) LOCAL MANUFACTURER(S):

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

(ii) FOREIGN MANUFACTURER(S):

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

3. IMPORTED CONTENT

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:

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

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



NATIONAL RAILWAY SAFETY REGULATOR ACT

In compliance with the **National Railway Safety Regulator Act, 16 of 2002**, the successful Respondent (the "Supplier") shall ensure that the Goods to be supplied to Transnet, under the terms and conditions of a contract between the parties, comply fully with the specifications as set forth in Section 10 (*Specifications and Drawings*) of this RFP, and shall thereby adhere to railway safety requirements and/or regulations. Permission for the engagement of a subcontractor by the Supplier, as applicable, both initially and during the course of a contract, shall be subject to a review of the capability of the proposed subcontractor to comply with the specified railway safety requirements and/or regulations. The Supplier and/or its subcontractor shall grant Transnet access, during the term of the contract, to review any safety-related activities, including the coordination of such activities across all parts of the organization.

Accepted:

YES	
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NO	
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4. 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 Supplier's account representative on an ongoing basis.
- Transnet reserves the right to request that any member of the Supplier's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- Supplier guarantees that it will achieve a 95% service level on the following measures. If the Supplier 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
- Supplier must provide a toll-free number or alternative number for customer service calls.
- Supplier will pay all costs for returns (shipping, restocking, etc.) as long as materials are in resalable condition. Time limitation on returns will be 14 (fourteen) 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.
- Failure of the Supplier to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty, giving 30 (thirty) days' notice to the Supplier.



Accepted:

YES	
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NO	
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5. 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 overall cost of transportation within South Africa during the duration of the contract.

Accepted:

YES	
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NO	
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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 introduced. Specific areas and proposed potential savings percentages should be included. Additional information can be appended to the Respondent's Proposal if there is insufficient space available.

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6. 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 Supplier in relation to -

(i) quality and specification of Goods delivered:

.....

Respondent's Signature

Date and Company Stamp



(ii) continuity of supply (refer clause 10.1(c) of Form US7):

.....
.....
.....

(iii) Compliance with the Occupational Health and Safety Act, 85 of 1993 (refer clause 7.1(f) of Form US7)

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.....
.....

(iv) Compliance with the National Railway Safety Regulator Act, 16 of 2002 (refer clause 12 above)

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.....
.....

7. 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

Respondent's Signature

Date and Company Stamp



SECTION 03

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

PROPOSAL FORM

I/We _____

(name of company, close corporation or partnership)

of (full address) _____

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

represented by _____

in my capacity as _____

being duly 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 Goods at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of RFP documents.

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

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

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.

Respondent's Signature

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Date and Company Stamp



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

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

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

The law of the Republic of South Africa shall govern the contract created by the acceptance of this 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. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate *domicillium citandi et executandi* hereunder:

NOTIFICATION OF AWARD OF RFP

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

VALIDITY PERIOD

Transnet desires a validity period of 3 (three) months (from closing date) against this 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 RFP is valid until _____ (State alternative validity period/date).

Respondent's Signature

Date and Company Stamp



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 RFP 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

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.....
.....

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.

Name
Address

CONFIDENTIALITY

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

DISCLOSURE OF PRICES TENDERED

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

YES		NO	
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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	
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If YES, please indicate below:

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

ADDRESS

Respondent’s Signature

Date and Company Stamp



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

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	√
Certificate of attendance of RFP Briefing – Section 9	√
Non-Disclosure Agreement – Section 11	√
Annexure A – Social Obligations (CSDP)	√

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

Respondent's Signature

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Date and Company Stamp



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 Limited will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2012.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 _____ 1 _____

2 _____ 2 _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

Respondent's Signature

Date and Company Stamp



SECTION 04

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

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.

FULL NAME _____
SIGNATURE CHAIRMAN

FULL NAME _____
SIGNATURE SECRETARY



SECTION 05

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

PRICING & DELIVERY SCHEDULE

Please attach a detailed pricing schedule hereto .

Note: All Prices quoted are to be quoted Exclusive of Vat and in South African Rands.

Respondent's Signature

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Date and Company Stamp



SECTION 06

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

GENERAL TENDER CONDITIONS -SERVICES

Refer Form **CSS5** attached hereto

Respondent's Signature

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Date and Company Stamp



SECTION 07

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

STANDARD TERMS AND CONDITIONS OF CONTRACT

FOR THE SUPPLY OF SERVICE TO TRANSNET

Refer Form US7 attached hereto.

Respondents should note the obligations as set out in Clause 24 of the General Tender Conditions (Section 7) which reads as follows:

"The Supplier shall adhere to the Standard Terms and Conditions of Contract as set out in Form US7 – Goods, a copy of which is attached hereto.

Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer an alternative. Please note that any alternative offered shall be compared with acceptance of the Form US7 conditions or alternatives offered by other Respondents, except penalties for late deliveries, the exclusion of which may disqualify the RFP, save where indicated otherwise by Transnet."

Respondent's Signature

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Date and Company Stamp



SECTION 08

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

SCOPE OF WORK AND BACKGROUND

REQUEST FOR PROPOSAL Operational Control System - Sentrarand

PROBLEM DESCRIPTION

1 SUMMARY

The aim of the intended solution is as follows:

- To provide Transnet Freight Rail with an integrated operation control system for Sentrarand. This solution must be portable for use in other yards. The intended solution must manage the lifecycle of a train into the yard, the production of cut list for wagons to various destinations, the compilation and departure of outgoing trains
- All relevant master data for this system will be obtained from the relevant TFR master data systems
- The solution will be fully integrated into the existing system landscape of the organisation. Integration will be required to the following key operational and financial systems:
 - SAP – Master Data for Wagons, Locomotives and Locations
 - SPRINT – production of works orders as well as master data
 - IATS – for the positioning of arrival trains as well as wagon lists and sequences
 - CTC – for the positioning and eta of arrival trains
 - PCS – control system currently in use at Sentrarand. This system controls the humping of wagons into the correct rail line as well as switching of the points
 - The above list is not exhaustive but can be regarded as the key interfaces where integration is required. Detailed functional specifications will be developed as part of the detailed blueprinting phase of the project.
- The solution will provide TFR with detailed management reports including trend analysis reporting. Root-cause analysis reports will be generated out of the new system.
- The TFR end-user community will use the newly implemented Operational Control System to manage all rail traffic in and out of Sentrarand.

2 BACKGROUND INFORMATION

Sentrarand is a semi-automated marshalling yard. Trains heading for Sentrarand are presented to the operational personnel who make a decision on the acceptability of the train to enter the yard. Information of the train is received from SPRINT (TFR's transactional operational system). The train arrives at the Sentrarand CTC (Centralised Traffic Control) and as it moves through certain points in the CTC section, the position of the train is reported. When the train arrives at the arrival yard, it is inspected for any mechanical defects. The load is checked and locomotives uncoupled. Sprint is informed of the arrival of the train at Sentrarand. Trains waiting to be humped are prioritised and pushed over the hump by a humping locomotive. The various cuts (groups of wagons destined for the same destination) are routed to the appropriate classification roads by the switching of points controlled by the PCS (Process Control System).

When it is time to make up a train for departure, the load is pulled from the appropriate classification road(s), from where the train is built according to safety and train compilation rules. Depending on the complexity of the shunt movements, the train can either be built manually or in an automated fashion using the secondary hump. The load is then placed in the departure road. The load is inspected for mechanical defects, checked for completeness, locomotives are coupled, the train presented to the CTC, after which it is ready to depart. When the train departs it is reported by the CTC and Sprint is updated. Sentrarand is capable of handling a throughput of 130 trains, with an average of 35 wagons each per 24 hour period. There can be up to 5000 wagons in the yard at any given time.

The current OCS system was developed in 1995. There are few users left who have a handle on the current system. There is no training for new users of the system. A need has been identified to procure a solution that will assist TFR with the implementation of a new solution, as well as gear TFR employees up for the ramping up of volumes through Sentrarand.

The size of the team is around 50 employees all based at Sentrarand.

The key areas of responsibility for the planning and operational staff at Sentrarand include the following:

- Safe operations
- On time departures of trains
- Adherence to TFR Reservation system
- Planning of train departures and adherence to countdowns
- Ensuring that all wagons are safe to depart

The following sets of tools and processes are primarily used by this department when executing their duties:

- Works orders for the building of trains
- Yard countdowns for ensuring the timeliness of train departures

SCOPE

1 SCOPE OF WORK

1. The system must provide TFR with the capability of making up new trains from existing ones, according to instructions received from SPRINT (TFR's operational system), in adherence to TFR's reservation system and train compilation rules.
2. The system must be able to integrate with various other TFR systems to perform the required mission in an effective manner:

Centralised Traffic Control (CTC)

- Provides for the safe control of trains over long distances from a central location
- The CTC system consists mainly of interlocking systems, signals, points, track circuits, a remote control system, a train number system, control desks and diagrams. Within a CTC section, a train is associated with a unique number.
- The Sentrarand CTC controls the flow of trains to and from the Sentrarand marshalling yard
- The system must be able to process notifications by the CTC when trains are at pre-defined points with Sentrarand. These notifications are an indication to the operational staff of the eta of the train in the yard, the actual arrival time in the yard and the actual departure time from the yard

Process Control System (PCS)

The PCS system consists of various microprocessor modules which are responsible for the main and secondary hump signals as well as all the points machines between the main hump and the classification roads and the points machines and retarders in the herring bones. It uses the axle counters and a light beam system to monitor the flow of wagons down the hump.

Marshalling Yard Rail Infrastructure

- The Rail Infrastructure provides all the physical equipment necessary for the yard to operate
 - A ring road inside the CTC section
 - An arrival yard
 - Consisting of 20 arrival roads grouped into four areas of five roads each, a hump locomotive road and a bypass road
 - Four main hump bypass roads
 - A main hump
 - A classification yard
 - Consisting of 64 classification roads

- Far End area
 - Connects the classification yard to the secondary and departure roads
 - The following areas are also identified in the Far End
 - Storage roads
 - Explosives
 - Holding roads
 - Transfer sidings
 - Van area
 - Staging roads
 - Shunting leg for secondary sorting
 - interconnecting
- Departure yard
 - Consists of 32 departure roads, 16 on each side of the classification yard
- Two secondary humps
 - Each feeding its own herring bone
 - Each herring bone consists of 5 roads
- Staging area for locomotives
 - Used for staging locomotives until they are repaired
- Maintenance sidings for wagons
- Points, track circuits and signals
- Axle counters
- Clasp retarders as well as hydraulic retarders and accelerators
- Interface must allow mainly for the following
 - Cut lists to be humped or cancelled over the main or secondary hump
 - Axle counter status reports
 - Completion of hump movements

Sprint System

- Is responsible for the movement of all the rolling stock on TFR's lines.
- It forms an integral part of the Order Entry system
- Supports financial aspects e.g. reporting on the unauthorised movements of wagons
- Interface must allow mainly for the following
 - Train and wagon detail requests
 - Notification of train arrivals and departures
 - Wagon and locomotive status change reports
 - Train consist and reservation instructions

IATS System

Is responsible for tracking and tracing the movement of all the rolling stock on TFR's lines.

Reservations System

Is responsible for the reservation of a wagon to space on a scheduled train to the wagons desired destination.

3. The system must provide the following functionality

- Management of yard activities
- Acceptance of arrival trains into the system
- Receive Switched Cut lists from Sprint
- Recommendation of the acceptance of trains based on certain rules
- Updating of train status
- Inform locomotive control that a train has arrived
- Receive and process position messages received from CTC
- Process uncoupling of locomotives
- Updating of Sprint for locomotive arrivals
- Updating of Sprint for train arrivals
- Monitor status of load inspections
- Determination of priorities for maintenance inspections for waiting loads
- Monitor status of maintenance inspections
- Determining if wagons are safe to hump
- Automatic allocation of wagons to classification roads
- Creation of classification cut lists
- Evaluation and determination of humping priorities

- Produce “what if” scenarios e.g. what would the effect on the Classification yard would be if a load is humped
- Transfer of loads between roads
- Communication of final cut lists to the PCS
- Cancellation of cut lists
- Update Sprint when wagons have left arrival yard.
- Transfer allocations from one road to another
- Maintain humping statistics
- Management of wagon capacity of classification roads
- Marking of classification roads as closed for maintenance
- Display and report on the status of the classification yard
- Recording of speed statistics and axle loads
- Production of works orders for the make-up of a train
- Produce “what if” scenarios e.g. what would the effect on the train or load composition if a works order is executed
- Display and report on the status of all shunt movements in both the main and secondary humps
- Report and display the status of all roads
- Scheduling of locomotives for departing trains
- Automatic allocation of departure roads
- Updating of CTC of the train number in the departure yard
- Determination of the priority for load inspections of trains in the departure yard
- Monitoring and reporting of the status of load inspections in the departure yard
- Management of the removal of defective wagons from the departure yard
- Updating of Sprint upon the departure of a train
- Management and reporting on statistics of departing trains
- Production of various statistical and monitoring reports
- Must be able to detect well in advance if a wagon will make a reserved connection
- Receive and handle axle counter fault reporting from the PCS

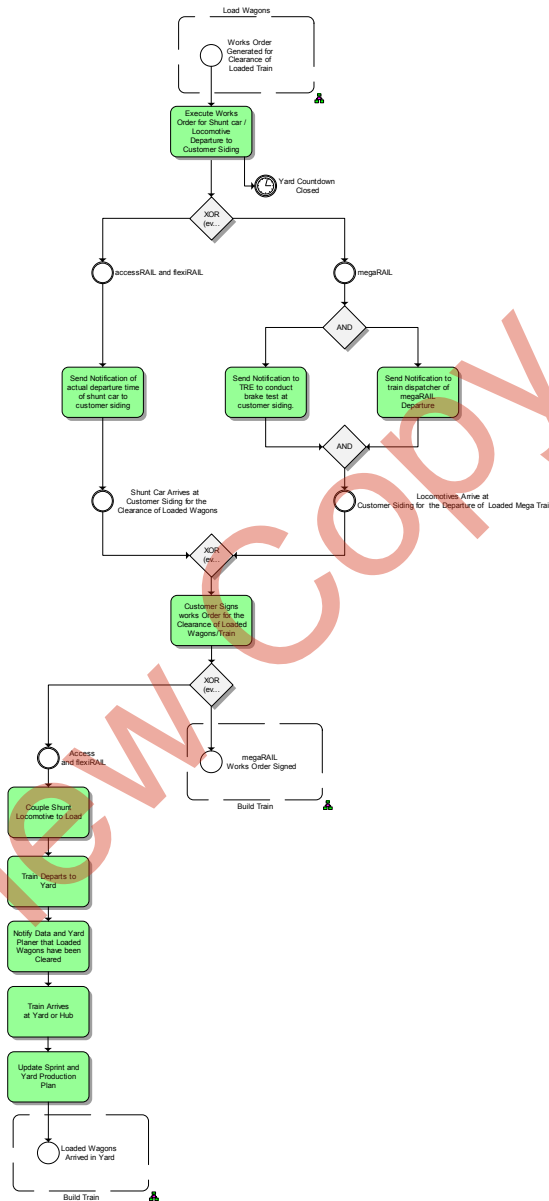
4. The system must provide the following functionality as master data
- Yard parameters
 - Entry points to the Sentrarand CTC section
 - Travel times from the various entry points
 - Type and number of roads
 - Roads
 - Length
 - Axle counter numbers together with the side of the road on which it is placed
 - Maximum number of axles allowed
 - Axle warning number
 - Humping rules for main and secondary hump
 - These rules are based on
 - Wagon types
 - Wagon types and commodity combinations
 - Maximum total wagon and load mass permissible
 - Rules that make wagons dangerous to hump
 - Train composition rules
 - Rules for determining hump priorities
 - Determination of access control and privileges for system users
 - Rules for the automatic allocation of classification roads
 - Maintenance of wagon fault codes
 - Maintenance of delay reason codes
 - The maximum booster and retarder capacity limit in terms of the number of wagons humpable over a given period
 - Maintenance of which events must be reported to which personnel
 - Create diagrams of yard layout
 - report on system performance, actions taken and alarms generated
 - must as far as possible be parameter driven

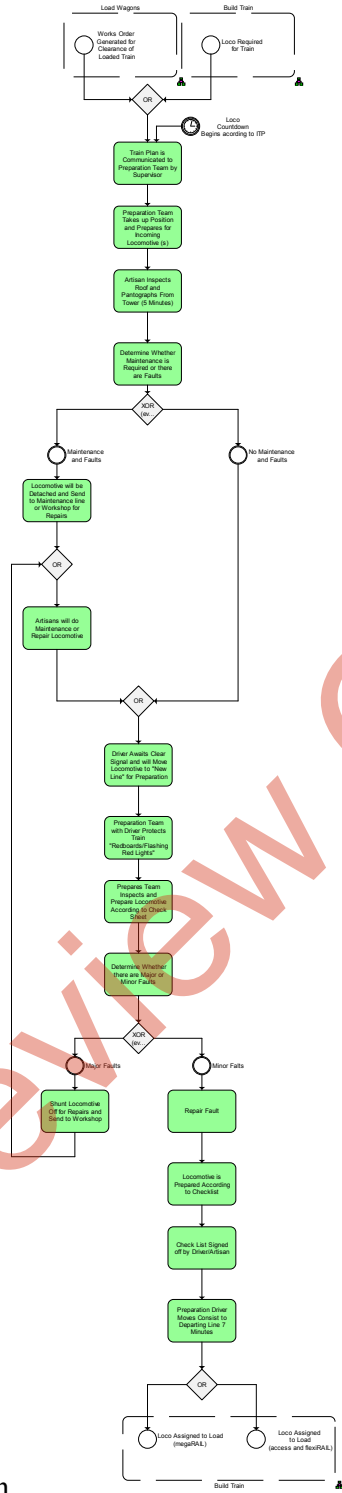


2 PROJECT OBJECTIVES

- The aim of the project is to implement a system which will assist the organisation with the management of its assets into and out of a yard.
- The intended system will be configured to meet TFR requirements.
- The system will be fully integrated into the existing IT landscape.
- TFR end-users will be fully trained on the usage of the new system
- A comprehensive set of system documentation will be provided to support the future maintenance agreement of the system
- Herewith is a brief description of the current TFR IT architecture:
 - The TFR development environment of choice is Java on IBM Web Sphere Application Server (V6.0.x).
 - Database is Oracle 10g R2 (minimum 10.2.0.4).
 - Integration platform is Web Methods (V7.1).
 - The workflow engine is Web Methods.
 - Web based Graphical User Interface using HTML, JSP and XML.

3 PROCESS VIEW
Clear Loaded Train or Wagons





Assign Loco to Train

Respondent's Signature

Date and Company Stamp



4 DELIVERABLES of REQUEST FOR PROPOSAL

The provision of information responding to TFR requirements and where necessary providing demonstrations in response to the requirements.
Further information will also be provided at the detailed briefing session.

5 EVALUATION AND AWARD PROCESS

TFR will nominate a panel of subject matter experts to assist in the adjudication and awarding process. The subject matter experts will evaluate each tender against a set list of criteria and score each submission against the predefined criteria. Where applicable further site visits may be conducted as part of the adjudication process.

"Preview Copy Only"

COMPLIANCE TO REQUIREMENT

Criteria

No	Criteria	Yes	No	Comments
1	Does the proposed solution meet with TFR's requirements for the OCS replacement system?			
2	Will the system have the capability to do detailed scenario planning?			
3	Will the system have the ability to determine the optimal loading capacity of roads?			
4	Can additional management reports specific to TFR's requirements be created by users? E.g. TAT's, Processing time, throughput times, dwell times, humping speed → Provide detail of management reports that will be readily available in the system?			
5	Will the system have the ability to integrate fully into TFR's existing system application landscape? Integration will be required to some of the following systems:			
6	Is the security of the intended solution role-based security? Can the system integrate into Active Directory? → Please provide a detailed description of the system security model of the intended system.			
7	Are there clear audit trails available in the system? → What kind of events would trigger an audit trail			
8	Has the proposed solution been deployed to other reference sites? → Please specify in detail these sites.			
9	Does the tenderer have a local presence with the necessary support skills? → Provide details			
10	Indicate the compliance level of the architecture of the intended solution to the TFR IT architecture standards. (Full, High degree, Low degree, None) → Please provide a detailed description of the IT architecture of the intended solution, areas of compliance and deviation from the TFR IT architecture.			
11	What is the delivery timeline of the proposed solution?			
12	What kind of system and user support will be available to TFR once the system is deployed?			
13	Where else is this solution deployed? Are testimonials provided?			

Respondent's Signature

Date and Company Stamp



No	Criteria	Yes	No	Comments
14	How reliable is the system? What are the uptime statistics?			
15	How user friendly is the solution?			
16	Is user training provided? Is training material provided? Is training material consistently updated?			

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Respondent's Signature

Date and Company Stamp



SECTION 09

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

COMPULSORY BRIEFING SESSION:

A compulsory briefing session will be held at the following venue:

Time : 10H00 To 13H00

Date : 16th May 2012

Venue : 2ND Floor
Admin Building
Sentrarand

Town/City : Johannesburg

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: _____



SECTION 10

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

NON-DISCLOSURE AGREEMENT (“NDA”)

Complete and sign NDA attached hereto

Respondent's Signature

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Date and Company Stamp



SECTION 11

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

SUPPLIER CODE OF CONDUCT

Respondent's Signature

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Date and Company Stamp



delivering on our commitment to you

Suppliers Code of Conduct

"Preview Copy Only"



Respondent's Signature

Date and Company Stamp



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 enterprises.

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

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

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





These include, but are not limited to:

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



Conflict of Interest

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

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

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

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

TIP-OFFS ANONYMOUS HOTLINE
0800 003 056



SECTION 12

RFP NUMBER: HOAC_HO 8599

THE REPLACEMENT OF OCS (OPERATIONAL CONTROLLING SYSTEM) – FULL OPERATIONAL YARD CONTROL SYSTEM, BUILDING OF TRAIN LOADS TO ENSURE OPTIMIZATION OF THROUGHPUT VOLUMES REQUIRED AT SENTRARAND.

SUPPLIER DECLARATION

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]*

Respondent's Signature

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Date and Company Stamp



Supplier Declaration Form

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

Respondent's Signature

Date and Company Stamp



Stamp And Signature Of Commissioner Of Oath			
Name		Date	
Signature		Telephone No.	

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

Internal Transnet Departmental Questionnaire (for office use only)

Section 1: To be completed by the Transnet Requesting / Sourcing Department											
TFR		TRE		TPT		TPL		TNPA		TRN	
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 :
--

Respondent's Signature

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Date and Company Stamp



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

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

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

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of													
NARROW BASED (NB)				BROADBASED (BBEE)									
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE					
Name				Grade		Date		Signature					
						Y	Y	Y	Y	M	M	D	D
						Y	Y	Y	Y	M	M	D	D

Respondent's Signature

Date and Company Stamp