



## Transnet Freight Rail

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

### REQUEST FOR PROPOSAL (“RFP”)

RFP NUMBER: HOAC\_VAR\_000006726

Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years

ISSUE DATE : 27 September 2010  
CLOSING DATE : 12 October 2010  
OPTION VALIDITY DATE : 12 February 2011  
CLOSING TIME : 10H00

#### COMPULSORY BRIEFING SESSION:

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

Time : 10H00 to 12H00  
Date : 06 October 2010  
Venue : Bombela Boardroom  
Ground Floor  
Inyanda House 2  
13-15 Girton Road, **PARKTOWN**  
Town/City : Johannesburg

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



**RFP NUMBER: HOAC\_VAR\_0000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

**SCHEDULE OF DOCUMENTS**

**Section**

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

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Respondent's Signature

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Date and Company Stamp



## SECTION 1

### RFP NUMBER: HOAC\_VAR\_000006726

#### Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years

#### 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, 27 September 2010 the RFP documents may be inspected at, and are obtainable from the office of Transnet Freight Rail, Tender Advice centre Ground Floor, Inyanda No.1 Building, 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 HOAC VAR 6726** 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 : Patrick Magwaza  
Division : Supply Chain Services  
Email : Patrick.magwaza2@transnet.net  
Tel : (011) 584-0600

- Proposals **in duplicate plus a CD copy** must reach the Chairperson, Transnet 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:

<b>RFP No</b>	: HOAC_VAR_000006726
<b>Description</b>	: <b>Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years</b>
<b>Closing Date and Time</b>	: 12 <sup>th</sup> October 2010 @ 10h00
<b>Closing address</b>	(refer options paragraph 4 below)



**COMPULSARY BRIEFING SESSION:**

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

Time : 10H00  
Date : 06 October 2010  
Venue : Bombela Boardroom  
Inyanda House 2  
: 13-15 Girton Road, **PARKTOWN**  
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  
REPRESENTATIVE

.....

TENDERER'S

DATE :.....



**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**

- 5. Please note that this RFP closes punctually at 10:00 on Tuesday 12<sup>th</sup> October 2010.
- 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.

12. **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 BBBEE status (Certificate and Detailed Scorecard) and ensure that the documentation is valid at the date of Tender Submission as stipulated above to TRANSNET.**

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

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



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

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

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

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

<b>DTI BBBEE UNIQUE PROFILE NUMBER:</b> .....
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Failure to submit your BBBEE information in terms of the above-mentioned clauses will result in a score of zero being allocated for BBBEE evaluation.

**13. 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.

**14. 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.

**15. 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.

**16. 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 BBEE certificate or letter from auditor.
  - A CD copy of your RFP Proposal.

**17. 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.

**18. 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.
- **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**

**19. 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.

**20. 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**



## SECTION 2

### RFP NUMBER: HOAC\_VAR\_000006726

#### Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years

#### 1. 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.

#### 2. 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)
.....	.....	.....
.....	.....	.....



**3. 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)
.....	.....	.....
.....	.....	.....
.....	.....	.....

**4. 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
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

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



**5. 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		NO	
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**6. 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	
-----	--

NO	
----	--

**7. 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	
-----	--

NO	
----	--

If “yes”, please specify.

Respondents must briefly describe their commitment to the continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be 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.

..... ..... .....
-------------------------

**8. 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:

..... ..... ..... .....
----------------------------------



(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)

.....

.....

.....

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

.....

.....

.....

**9. 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



## 10. EVALUATION CRITERIA

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

- Ability to deliver an end-to-end records management service (such as scanning, data capture and storage services, purchasing of scrap paper, confidential destruction of records, waste paper recycling, etc)
- Capability to deliver services on an “as-and-when-required” basis”
- Geographic footprint
- Quality of the work package
- Basic records storage service
- Scanning and data capture services, verifications and quality control
- Access, security, retrieval and delivery services
- Packing services
- Confidential records destruction
- Transport of physical records
- High security vault services
- Back-up and disaster recovery
- Training/ skills level of employees (requires proof)
- Stationery: Boxes and other materials required for proper storage
- Purchase of scrap paper
- Suitability and flexibility of contractual agreements
- Management/ support services
- Other requirements
- Proof of training / skills level of employees
- Other, such as waste paper recycling
- Proof of any accreditation or certification
- Pricing
- BEE





**"INSTRUCTIONS FOR SUPPLIER RESPONSES" THE FOLLOWING INSTRUCTIONS CALLS FOR DISQUALIFICATION IF NOT ADHERED TO:**  
**SUPPLIER RESPONSES MUST:**

- a. *be done according to the service item***
- b. *provide a clear, detailed description of the service,***
- c. *include the standard cost structure for the specific service,***
- d. *cater for the full range of potential offerings,***
- e. *indicate whether volume discounts can be offered or not,***
- f. *provide cost "bands" where applicable***

**"PREVIEW COPY ONLY"**



### SECTION 3

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

#### PROPOSAL FORM

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

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

\_\_\_\_\_ carrying on business under style or title of (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

\_\_\_\_\_  
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 of .....only, and agree to a penalty clause to be negotiated with Transnet, which will allow Transnet to invoke a penalty (details to be negotiated) against us should the delivery of the Goods be delayed due to non-performance by us.

The law of the Republic of South Africa shall govern the contract created by the acceptance of this 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).



**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

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

**REGISTRATION CERTIFICATE**

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

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

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



**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	
-----	--	----	--

**DECLARATION**

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

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

If YES, please indicate below:

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

ADDRESS

---

---

---

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):

<b>Notice to Bidders – Section 1</b>	√
<b>Background overview – Section 2</b>	√
<b>Proposal Form – Section 3</b>	√
<b>Resolution of Board of Directors (Respondent's Representative) – Section 4</b>	√
<b>Certificate of Acquaintance with RFP Documents – Section 5</b>	√
<b>Pricing &amp; Delivery Schedule – Section 6</b>	√
<b>General Tender Conditions, Form CSS5 – Section 7</b>	√
<b>Conditions of Contract, Form US7 – Section 8</b>	√
<b>Audited Financials for previous year</b>	√
<b>Valid Tax Clearance Certificate</b>	√
<b>VAT Registration Certificate</b>	√
<b>BBBEE Accreditation Certificate</b>	√
<b>Certificate of attendance of RFP Briefing – Section 9</b>	√
<b>Specifications and Drawings – Section 10</b>	√
<b>Non-Disclosure Agreement – Section 11</b>	√
<b>Annexure A – Social Obligations (CSDP)</b>	√

**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.**



**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 \_\_\_\_\_ 2010.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 \_\_\_\_\_ 1 \_\_\_\_\_

2 \_\_\_\_\_ 2 \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

“PREVIEW COPY ONLY”



### SECTION 4

**RFP NUMBER: HOAC\_VAR\_0000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

**SIGNING POWER : RESOLUTION OF BOARD OF DIRECTORS**

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

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

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

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

FULL NAME \_\_\_\_\_  
SIGNATURE CHAIRMAN

FULL NAME \_\_\_\_\_  
SIGNATURE SECRETARY





**SECTION 5**

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

**CERTIFICATE OF ACQUAINTANCE WITH RFP DOCUMENTS**

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

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

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

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

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

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

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



**SECTION 6**

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

**PRICING & DELIVERY SCHEDULE**

Item number	Description	Makers Part Number	Drawing number	Specification number	Stores Description	Approved item name	Price
54001230	TRACK SWITCH HANDLE 3KV		CEE-TLB-36 DATE 87.03.13	CEE.0228.96	OPERATING HANDLE FOR 3 KV DC TRACK SWITCH, COMPLETE WITH SOCKET FOR OPERATING ROD, LOCKABLE IN BOTH ON AND OFF POSITIONS.	HANDLE, SWITCH	
54001331	SIDING SWITCH 3KV WITHOUT LOCK DEVICE		CEE-TLB-38 DATE 87.03.13	CEE.0228.96	SWITCH, KNIFE. SIDING SWITCH. 3 KV DC. WITHOUT OPERATING HANDLE	SWITCH, KNIFE	
54001343	SIDING SWITCH HANDLE 3KV	B4480-469(3)AE AEG TELEFUNKEN		CEE.0228.96	HANDLE, SWITCH. COMPLETE MECHANISM, WITHOUT OPERATING ROD	HANDLE, SWITCH	

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

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



Item number	Description	Makers Part Number	Drawing number	Specification number	Stores Description	Approved item name	Price
54005276	TRACK SWITCH 3KV WITHOUT LOCK DEVICE		CEE-TLB-37 DATE 87.03.13	CEE.0228.96	SWITCH KNIFE. TRACK SECTIONING SWITCH 3000A WITHOUT OPERATING HANDLE. INSULATORS MUST BE OF THE SILICON VANDAL PROOF TYPE. APPROVED INSULATOR: SILICOSIL-POST INSULATOR TO PARTNUMBER DP167-0178-003 GMC POWERLINE OR EQUAL	SWITCH, KNIFE	
54022140	PLEXIBLE CU CONNECTION FOR TRACK SWITCH		CEE-TLB-40 DATE 87.08.28		FLEXIBLE CONNECTION. FOR AEG TYPE TRACK SWITCH	LEAD, ELECTRICAL	
54023007	SWCH KNF; TRACK, 3KA, 3 KV		131B03060 REV 0		CONTACT BLADES MALE AND FEMALE CONTACT BLADES, CONSISTING OF BLADE SET, ALL BOLTS, NUTS, SPACERS, SPRINGS AND ARC HORNS, CONSISTING OF ITEMS 12,13,14,15,16,17,18,20,21 AND 25 TO DRAWING QUOTED.	SWITCH, KNIFE	

Respondent's Signature

Date and Company Stamp



Item number	Description	Makers Part Number	Drawing number	Specification number	Stores Description	Approved item name	Price
54011934	TRACK SWITCH CHANGE OVER 3-25KV		GVT0509 514+K3643 BROWN BOVERI	CEE-T-S2F-20 (ADDENDUM 2)	TRACK SWITCH FOR CHANGE OVER YARD 25KV 50HZ/3 KV DC. WITH ONE CENTRE FIXED CONTACT AND TWO OUTER MOVING CONTACTS TO QUOTED PARTNUMBER OR EQUAL.	SWITCH, KNIFE	
54014938	TRACK SWITCH 25 KV AC WITHOUT LOCK DEVICE		CEE-TZ-9/236	CEE.0228.96	SWITCH, KNIFE. TRACK SECTIONING SWITCH. 25KV. AC. WITHOUT LOCKING DEVICE AND CLOSING MECHANISM.	SWITCH, KNIFE	
54017397	TRACK SWITCH 3KV WITH LOCKING DEVICE		CEE-TLB-37 DATE 87.03.13 BBB5971 VERSION1 BBB5970 VERSION1	CEE.0228.96	TRACK SWITCH 3KV. DC. TRACK SECTIONING SWITCH 3000A WITHOUT OPERATING HANDLE, COMPLETE WITH LOCKING DEVICE. INSULATORS MUST BE OF THE SILICON CANDAL PROOF TYPE. APPROVED INSULATOR: SILICOSIL-POST INSULATOR TO PARTNUMBER DP167-0178-003 GMC POWERLINE OR EQUAL.	SWITCH, KNIFE	

Respondent's Signature

Date and Company Stamp



Item number	Description	Makers Part Number	Drawing number	Specification number	Stores Description	Approved item name	Price
54033926	TRACK SWITCH WITH LOCK DEVICE 25 KV		CEE-TZ-9/236 BBB5971 VERSION1 BBC6440 VERSION1 BBC6441 VERSION1	CEE.0228.96	TRACK SECTIONING SWITCH 25KV AC COMPLETE WITH LOCKING DEVICE BUT WITHOUT CLOSING MECHANISM	SWITCH, KNIFE	
54001230	TRACK SWITCH HANDLE 3KV		CEE-TLB-36 DATE 87.03.13	CEE.0228.96	OPERATING HANDLE. FOR 3KV DC TRACK SWITCH, COMPLETE WITH SOCKET FOR OPERATING ROD, LOCKABLE IN BOTH ON AND OFF POSITIONS.	HANDLE, SWITCH	

“PREVIEW COPY ONLY”

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

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



## SECTION 7

**RFP NUMBER: HOAC\_VAR\_0000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

### **GENERAL TENDER CONDITIONS -SERVICES**

**Refer Form CSS5 attached hereto**

“PREVIEW COPY ONLY”



## SECTION 8

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for a Period of Two Years**

### **STANDARD TERMS AND CONDITIONS OF CONTRACT**

### **FOR THE SUPPLY OF SERVICES 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 – Services, 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.”*



## SECTION 9

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for  
a Period of Two Years**

### SPECIFICATIONS

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

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





1.0 SCOPE.

1.1 This specification covers Transnet Freight Rail's requirements for manually operated outdoor type, on-load track sectioning switches and isolating and earthing switches, for a 3kV DC electrified railway system, herein referred to as switches.

1.1.1 The principal application of the track sectioning switches call for:

1.1.1.1 Normal operation OPEN-CLOSE of heavy duty traction substation and tie station feeder circuits to overhead traction network and sectioning in the case for the track sectioning switches.

1.1.2 The principal application of isolating and earthing switches call for:

1.1.2.1 The isolating and earthing of OHTE power lines in railway sidings.

1.1.2.2 Switches to be rated as defined in clause 8.17

2.0 REFERENCES.

2.1 The following publications are referred to herein.

South African Bureau of Standards.

SANS 60383-1: Ceramic or glass insulator unit for AC system- Definitions, test methods and acceptance criteria.

SANS 60720: Characteristics of line post insulators

SABS ISO 1461: Hot-Dip Galvanised Coatings on fabricated iron and steel articles- specifications and test methods.

SABS EN 10240: Internal and/ or external protective coatings for steel tubes-specification for hot dip galvanized coatings applied in automatic plants

Transnet Freight Rail

CEE.0012: Method of Tendering.

CEE.0224: Drawings, Catalogues, Instruction Manuals and Spares Lists for Electrical Equipment Supplied Under Contract.

2.1.3 IEC specifications.

IEC 1109: Composite Insulators for AC Overhead Lines with a Nominal Voltage Greater than 1000 Volts.

2.2 The following Transnet Freight Rail drawings are referred to herein.

CEE-TLB -0037: Typical Track Sectioning Switch (General Arrangement).

CEE-TLB -0038: Typical Siding Switch (General Arrangement).

CEE-TLB -0040: Flexible Connection. AEG Track Sectioning Switch.

CEE-TMFB-0026: Operating Handle Mounting Assembly. OHTE Switch Structure.



CEE-TMFC-0035: Bracket, Switch Mounting. Track Switch Structures.  
CEE-TNB-0058: Terminal, Lug (Cable Size 160 mm<sup>2</sup>).

3.0 METHOD OF TENDERING.

Tendering shall be in accordance with Transnet Freight Rail's specification CEE.0012.

4.0 APPENDICES.

4.1 Appendix 1: - Technical Data Sheet: Isolating and Earthing Switches.

4.2 Appendix 2: - Technical Data Sheet: Track Sectioning Switches.

4.3 Equipment offered in these appendices shall be supplied in terms of this specification and no change or substitute will be allowed without written consent of Transnet Freight Rail.

5.0 SCHEDULE OF REQUIREMENTS.

The tender issued by Promat will stipulate the quantity of track sectioning switches or isolating and earthing switches required.

6.0 SERVICE CONDITIONS.

The equipment shall be designed and rated for operation under the following conditions.

ENVIRONMENTAL CONDITIONS.

Altitude: 0 - 1800m above sea level.

Ambient Temperature: 5°C to 50°C.

Relative Humidity: As high as 86.

Lightning Conditions: Severe.

Air Pollution: Heavy saline. Industrial & steam locomotive fumes.

6.2 ELECTRICAL CONDITIONS.

The switches are required to operate on a nominal 3kV DC system, the voltage of which under normal conditions may vary between 2 500V and 3 750V.

7.0 DRAWINGS AND INSTRUCTION MANUALS.

Drawings and instruction manuals shall be in accordance with Transnet Freight Rail's specification CEE.0224.

8.0 TECHNICAL DISCRIPTION

8.1 The switches shall be suitable for normal on-load operation and provided with arcing horns which must also comply with clause 8.19 (See drawings CEE-TLB-037 and 038)



- 8.2 The switches specified shall be similar for mounting purposes to the track sectioning switches and isolating and earthing switches used by Transnet Freight Rail. The linkages between the operating mechanism and the track sectioning switch or isolating and earthing switch shall be similar to that used by Transnet Freight Rail to operate track sectioning switches and isolating and earthing switches for replacement of existing switches.
- 8.3 The existing track sectioning switches and isolating and earthing switches require an operational thrust on the operating rod of approximately 1 600 Newton to open or close them and the rods shall not deflect or acquire a permanent set under these forces.
- 8.4 The switch shall open with the downward stroke and close with the upward stroke of the operating rod.
- 8.5 The switch and the manual operating mechanism currently in service are mounted on two separate galvanised steel frames, which in turn are attached to the switch structure.
- 8.6 The switch shall fit between two vertical plates of which the inside surfaces are 95mm apart. On each plate are two holes of 17mm diameter of which the horizontal distance between centre lines is 190mm. (See drawing CEE-TMHC-0035).
- 8.7 The necessary mounting holes shall be drilled in the support frame of the operating handle. Holes to be 13mm diameter spaced in a square configuration horizontally 120mm apart and vertically 44mm apart to suit the mounting frame. (See drawing CEE-TMFB-026).
- 8.8 The switch will normally be mounted with its base at a height of approximately 4,5m above ground level and the operating mechanism 1,25m above ground level.
- 8.9 Standard British water pipes, supplied by Transnet Freight Rail to a size specified by the successful tenderer, shall be used for the connecting rod between the switch and the operating mechanism. The sockets, connectors, adjusting devices etc. used in conjunction with these connecting rods shall be supplied to the same standard and by the successful tenderer.
- 8.10 The stroke required by the operating rod to open or to close the track sectioning switch or isolating or earthing switch shall be approximately 200mm. An adequate means of adjusting the rod shall be provided and the method of adjustment shall be clearly described.
- 8.11 All parts functioning as bearings and guides shall be constructed of non-ferrous and corrosion inhibiting metal and shall be of the self-lubricating type.



- 8.12 All fasteners i.e. bolts, nuts, etc. on the switch shall be locked by means of lock washers, lock nuts etc. to prevent the fasteners from working loose during operation.
- 8.13 It shall be possible to lock the track sectioning switch in both the "OPEN" and "CLOSE" positions by means of a padlock. No other means of locking will be acceptable. Transnet Freight Rail will provide the lock.
- 8.14 It shall be possible to lock the isolating and earthing switch in the "POWER OFF" position only at the handle.
- 8.15 A standard padlock is employed and has a staple made of 10mm diameter material and inside radius of 12,5mm giving an inside distance of 25mm between the legs of the staple. The locking facilities must meet the foregoing requirements.
- 8.16 The handle of the switch shall have definite "OPEN" and "CLOSE" positions engraved on it for the track sectioning switches and "POWER ON" and "POWER OFF" positions for the isolating and earthing switches.
- 8.17 The switch will feed an overhead system with a total conductor area of approximately 260mm<sup>2</sup> copper and 800mm<sup>2</sup> aluminium with an overall continuous rating of approximately 2 000A at a maximum temperature of 90°C and 40°C ambient. The rating plate shall be supplied by the successful tenderer and fitted on the track sectioning switch and/or the isolating switch.
- 8.18 The rating of the switch shall be determined from the information given in either Appendix 1 clause 15 or Appendix 2 clause 15 and shall not be less than that of the overhead system described in clause 8.17
- 8.19 Normally the switch will be opened or closed under no load conditions. However copper arcing horns must be provided and designed so that the switch could be opened, if required, under a load of 3 000A without causing damage to the contacts (30 operations expected during the life span). When closing, horns must make contact before switch blades. When opening, horns must break contact after blades. There shall be no possibility of the horns being set in vibration or becoming welded together during the operating conditions specified.
- 8.20 The distance between any live portion of the switch and metal portion normally earthed shall not be less than 130mm. The clearance in the open position between the fixed and moving contacts shall also not be less than 130mm.
- 8.21 The main contacts and other current carrying components of the switch, with the exception of springs, clips or other components required by design to differ, shall be of a suitable corrosion resistant high conductivity copper alloy to ensure good contact. The tenderer shall give details of the type of copper alloy used.



The other components shall either be of corrosion resistant material (e.g. fibreglass) or be hot dip galvanised to SABS ISO 1461 and SABS EN 10240.

- 8.22 On the isolating and earthing switches, provision shall be made to connect 4 bare stranded hard drawn copper conductors of 160mm<sup>2</sup> to each stationary terminal by means of a lug as per drawing CEE-TNB-0058 and the switch shall be supplied complete with 18mm diameter mounting holes and M16 Phosphor Bronze, Copper-Nickel-Silicon or stainless steel bolts and washers for the stationary terminals or adapters for these connections.
- 8.23 If the tenderer offers a switch with one terminal on the moving blade, then a separate stationary stand-off insulator will be supplied by Transnet Freight Rail, but the tenderer must supply the flexible connections mentioned in clause 8.24. (See drawing CEE-TLB-040).
- 8.24 On the track sectioning switches, provision shall be made to bolt 6 flexible connections in parallel between the moving blade and the stand-off insulator.
- 8.25 The flexible connections shall be supplied with the switch and must be made of 900mm lengths of stranded annealed copper rope with a minimum of 61 strands with approved type of compression lugs on either end, complete with all the necessary Phosphor Bronze, Copper-Nickel-Silicon or stainless steel bolts, nuts and washers. The rating shall not be less than that specified in clause 8.18
- 8.26 The top end of the stand-off insulator will be taken to be one stationary terminal of the switch with connecting facilities as called for in clause 8.22
- 8.27 The supporting insulators must be such that should they become damaged, there will be no possibility of the switch being left in the "POWER ON" or "CLOSE" position when the operating handle is moved to the "POWER OFF" or "OPEN" position.
- 8.28 The size and design shall provide adequate mechanical strength for the purpose required and actual figures obtained during various types of tests, shall be given. The mechanical strength must be of such a nature that it can handle 3000 switch operations for isolating and earthing switches and 180 switch operations for the track sectioning switch during its life span.
- 8.29 The insulators shall be of porcelain in compliance with class A insulators to specification SANS 60383-1 and SANS 60720 or composite insulators to specification IEC 1109 where applicable and for the purpose of this, the type may be taken as a Track Switch Post Insulator.
- 8.30 The dry and wet flash-over values shall not be less than the following:  
Dry flash-over: 106kV at 50Hz.  
Wet flash-over: 64kV at 50Hz.



- 8.31 The creepage distance shall not be less than 370mm.
- 8.32 All tests in table 6, column 6 of specification SANS 60383-1 and SANS 60720 must be carried out.
- 8.33 All ferrous parts shall be malleable cast iron or steel, complying with an approved British Standard specification or equivalent. Ordinary cast iron will not be acceptable.
- 8.34 All ferrous parts shall be galvanised in accordance with specification SABS ISO 1461 and SABS EN 10240 and comply with tests described therein.
- 9.0 TESTS.  
Transnet Freight Rail reserves the right to test switches supplied in terms of this specification for compliance with any or all of the requirements specified herein.
- 10.0 SPARES.
- 10.1 Tenderers are requested to quote for the recommended spares they consider Transnet Freight Rail will require over a five year operating period, indicating the price per item.
- 10.2 The tenderer shall also quote for sub-assemblies for the switch and manual operating mechanism.
- 11.0 MARKING, PACKING AND TRANSPORT
- 11.1 The switch shall clearly be stamped with the following information:  
Contract No.  
Manufacturer's name or symbol.  
Date of manufacture.  
Transnet Freight Rail
- 11.2 Each switch shall be completely assembled and operationally checked before packing and despatch.
- 11.3 The switches shall be secured to the packing cases by bolting them down to substantial battens to prevent movement of the equipment during transit. The cases shall be of robust construction to prevent damage to the equipment by rough handling.
- 11.4 The cases shall be marked to indicate the contents.

TENDERER'S SIGNATURE.....  
DATE.....  
CHIEF ENGINEER (INFRASTRUCTURE)  
(ELECTRICAL)



APPENDIX 1

TECHNICAL DATA SHEET: ISOLATING AND EARTHING SWITCHES.

- 1.0 Make of switch offered: \_\_\_\_\_
- 2.0 Type of copper alloy used for main switch contacts: \_\_\_\_\_
- 3.0 Type of bearings or guides: \_\_\_\_\_
- 4.0 Approx. weight of complete switch portion: \_\_\_\_\_
- 5.0 Approx. weight of manual operating portion: \_\_\_\_\_
- 6.0 Are spare insulators available:  \_\_\_\_\_
- 7.0 Are spare contacts available? \_\_\_\_\_
- 8.0 Actual minimum clearance from live portion of switch, to any earth portion: \_\_\_\_\_
- 9.0 Make of insulator: \_\_\_\_\_
- 10.0 Actual dry flash-over of insulator at 50Hz: \_\_\_\_\_
- 11.0 Actual wet flash-over of insulator at 50Hz: \_\_\_\_\_
- 12.0 Creepage distance: \_\_\_\_\_
- 13.0 50% lightning impulse flash-over: \_\_\_\_\_
- 14.0 Mechanical force required, at right angle to the axis and at the point where the fitting is attached, that will cause failure: \_\_\_\_\_
- 15.0 Temperature rise to be stated with 4 x 160mm<sup>2</sup> copper connectors and flexible connections feeding the track switch with a current of 3 000A: \_\_\_\_\_

TENDERER'S SIGNATURE.....

DATE.....  
CHIEF ENGINEER (INFRASTRUCTURE)  
(ELECTRICAL)



APPENDIX 2

TECHNICAL DATA SHEET: TRACK SECTIONING SWITCHES.

- 1.0 Make of switch offered: \_\_\_\_\_
- 2.0 Type of copper alloy used for main switch contacts: \_\_\_\_\_  
\_\_\_\_\_
- 3.0 Type of bearings or guides: \_\_\_\_\_
- 4.0 Approx. weight of complete switch portion: \_\_\_\_\_
- 5.0 Approx. weight of manual operating portion: \_\_\_\_\_
- 6.0 Are spare insulators available?  
\_\_\_\_\_
- 7.0 Are spare contacts available? \_\_\_\_\_
- 8.0 Actual minimum clearance from live portion of switch, to any earth portion: \_\_\_\_\_
- 9.0 Make of insulator: \_\_\_\_\_
- 10.0 Actual dry flash-over of insulator at 50Hz: \_\_\_\_\_
- 11.0 Actual wet flash-over of insulator at 50Hz: \_\_\_\_\_
- 12.0 Creepage distance: \_\_\_\_\_
- 13.0 50% lightning impulse flash-over: \_\_\_\_\_
- 14.0 Mechanical force required, at right angle to the axis and at the point where the fitting is attached, that will cause failure:  
\_\_\_\_\_
- 15.0 Temperature rise to be stated with 4 x 160mm<sup>2</sup> copper connectors and flexible connections feeding the track switch with a current of 3 000A: \_\_\_\_\_

TENDERER'S SIGNATURE.....

DATE.....  
CHIEF ENGINEER (INFRASTRUCTURE)  
(ELECTRICAL)

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

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





## SECTION 10

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for  
a Period of Two Years**

**NON-DISCLOSURE AGREEMENT (“NDA”)**

**Complete and sign NDA attached hereto**

**“PREVIEW COPY ONLY”**

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

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



## SECTION 11

**RFP NUMBER: HOAC\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for  
a Period of Two Years**

**SUPPLIER CODE OF CONDUCT**

**“PREVIEW COPY ONLY”**

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

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



delivering on our commitment to you

# Suppliers Code of Conduct

“PREVIEW COPY ONLY”



Stamp

Respondent's Signature

to

Date and Company



## 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.



“PREVIEW COPY”



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

Employees may not receive anything that is calculated to:

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

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

**Transnet is firmly committed to free and competitive enterprise.**

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

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

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





These include, but are not limited to:

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

### Conflict of Interest

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

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



Show that you support good business practice by logging onto [www.transnet-suppliers.net](http://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\_VAR\_000006726**

**Supply and Delivery of Track Switches to Transnet Freight Rail Nationally for  
a Period of Two Years**

### SUPPLIER DECLARATION FORM

## 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.

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

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



**NB:** BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).

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

Regards,

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

## Supplier Declaration Form

Company Trading Name						
Company Registered Name						
Company Registration Number Or ID Number If A Sole Proprietor						
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number (if registered)						
Company Telephone Number						
Company Fax Number						
Company E-Mail Address						
Company Website Address						
Bank Name			Bank Account Number			
Postal Address					Code	
Physical Address					Code	
Contact Person						
Designation						
Telephone						

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

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





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	
Does your company have a BEE certificate		Yes	No
What is your broad based BEE status (Level 1 to 9 / Unknown)			
How many personnel does the firm employ		Permanent	Part time

Transnet Contact Person	
Contact number	
Transnet operating division	

Duly Authorised To Sign For And On Behalf Of Firm / Organisation			
Name		Designation	
Signature		Date	

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

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

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

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



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

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

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

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

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

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



<b>Tel No:</b>		<b>Fax</b>	
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Section 2: To be completed by the BEE Department <small>(this section is for Confirmation/Determining of</small>														
NARROW BASED (NB)				BROADBASED (BBBEE)										
BEE O/S	BWBE	DPBE	MR	CONTR. 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	

“PREVIEW COPY ONLY”

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

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