



**TRANSNET LIMITED**  
**(Registration No. 1990/000900/06)**  
**REQUEST FOR PROPOSAL ("RFP")**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK FOR A PERIOD OF TWO YEARS**

**ISSUE DATE** : **20.07.2009**  
**BRIEFING SESSION DATE** : **31.07.2009 (09:00)**  
**OPTION DATE** : **30.10.2009**  
**CLOSING DATE** : **11.08.2009 (10:00)**  
**VENUE OF BRIEFING/SITE MEETING** : **TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK CAMPUS)**  
: **THE RAILWAYMAN'S INN HOTEL (Room 201)**  
: **ROAD P91/1 OFF THE R 25**  
: **KEMPTON PARK**  
: **Contact Person: (Lindi Khambule 083 252 4960)**

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



**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES, AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
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. Service Fees and Costs**
- 7. General Tender Conditions (CSS5 – Services)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Certificate of Attendance of RFP Briefing**
- 10. Non-Disclosure Agreement**

**PREVIEW COPY ONLY**



## SECTION 1

### RFP NUMBER 1030 98846

#### PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL ESSELENPARK FOR A PERIOD OF TWO YEARS

##### NOTICE TO BIDDERS

Proposals are requested from interested/selected 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, 20 July 2009 the RFP documents may be inspected at, and are obtainable from the office of Transnet Tender advice centre, level 100, Carlton Centre, 150 Commissioner Street, Johannesburg on payment of a non refundable Tender Fee amount of R 250,00 (Vat inclusive) is applicable per tender. per set. Payment is to be made to Transnet Freight Rail, Standard bank Account No. 203158598, Branch Code 004805. The deposit slip must reflect RFP NO 1030 98846 and the company Name.

NOTE 1.1 this amount is not refundable. RFP documents will only be available until Thursday 30 July 2009 before the day of tender briefing and site meeting.

A pre-Proposal information session will be conducted at **School of Rail (Esselenpark) in The Railwayman's Inn Hotel, Room 201** on the Friday 31 July 2009, at 09:00 for a period of ± two to three hours. (**Respondent to provide own transportation and accommodation**).

Respondents failing to attend the compulsory site meeting and or briefing session will be disqualified.

Respondents without a valid RFP document in their possession will not be allowed to attend the site meeting and/ or session.

**The information session will start punctually at 09:00.**

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

Name : Deon Meintjes Tel (011) 929 1261  
Division : Property Division  
Email : [Deon.Meintjes@transnet.net](mailto:Deon.Meintjes@transnet.net)



1. Proposals in triplicate copy must reach the Secretary, 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>	<b>: 1030 98846</b>
<b>Description</b>	<b>: Provision of Horticultural Services</b>
<b>Closing date and time</b>	<b>: Tuesday 11 Aug 2009 at 10h00</b>
<b>Closing address (refer options paragraph 4 below)</b>	

**4. DELIVERY INSTRUCTIONS FOR THIS RFP**

- 4.1 **If posted**, the envelope must be addressed to the Secretary, Transnet Acquisition Council, P O Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Secretary 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 the main entrance, Inyanda Building, 21 Wellington Road, Parktown, Johannesburg and should be addressed as follows:

<b>THE SECRETARY TRANSNET ACQUISITION COUNCIL INYANDA HOUSE 1 TENDER BOX GROUND FLOOR 21 WELINGTON ROAD PARKTOWN, JOHANNESBURG</b>
--

The measurements of the "tender slot" are 500mm wide x 100 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 for 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.

<b>THE SECRETARY TRANSNET ACQUISITION COUNCIL INYANDA HOUSE 1 GROUND FLOOR 21 WELINGTON ROAD</b>
--



**PARKTOWN  
JOHANNESBURG**

5. Please note that this RFP closes punctually at 10:00 on Tuesday 11 August 2009.
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. service fees, deliverables, 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 R30000 will as far as possible be earmarked for EME's.

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



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

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

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

12.1 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. 100% 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

12.2 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 / Information(s) 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.

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



**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 BBBEE certificate and detailed scorecard from an accredited rating agency.

12.4 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.

12.5 The respondent will provide Transnet with its DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

**DTI BBBEE UNIQUE PROFILE NUMBER:**  
.....

12.6 Failure to submit your BBBEE information in terms of 14.3 and/or 14.5 (above) will result in a score of zero being allocated for BBBEE evaluation.

### 13. SOCIO-ECONOMIC OBLIGATIONS FOR FOREIGN RESPONDENTS

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

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



Foreign Respondents' socio-economic obligation 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 011 544-9497/9797 or fax no. 011 774-9760 is for any matter relating to 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.
  - A 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 work 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 Services and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFP's closing date
- award only a portion of the proposed Services which are reflected in the scope of this RFP
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that Transnet will not reimburse any Respondent for any 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**

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**SECTION 2**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES, AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK**

**FOR A PERIOD OF TWO YEARS**

**BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

**1. BACKGROUND**

**2. EXECUTIVE OVERVIEW**

Most Transnet Operating Divisions currently procure their requirements through a number of service providers. Our objective is to source all activity through a Preferred Supplier(s) capable of servicing all Transnet Operating Divisions in locations around the country. Other key considerations include.

Transnet is seeking a partner(s) to provide solutions at School of Rail. It also seeks to improve its current processes for provision of these Services to its end user community throughout its locations.

The selected services provider (s) will share in the mission and business objectives of Transnet. These mutual goals will be met by meeting contract requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, Transnet and its Supplier (s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow Transnet to reach higher levels of quality, service and profitability.



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

- Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale and streamlined services processes.
- Transnet must achieve appropriate availability that meets user needs while reducing cost for both Transnet and the chosen Supplier (s)
- Transnet must receive proactive improvements from the Supplier with respect to provision of Services and related processes.
- Transnet's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology and service delivery systems.
- Transnet end users must be able to rely on the chosen Supplier's leading edge technology and service delivery systems.
- Transnet must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

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**3. SCOPE OF REQUIREMENTS**

**4. GENERAL INFORMATION**

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

The services 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.

**5. EXCHANGE AND REMITTANCE**

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

(a) ZAR1.00 (South African currency) being equal to ..... (foreign currency).  
.....% in relation to tendered price(s) (.....) to be remitted overseas by Transnet.

(b) ..... (Name of country to which payment is to be made)

(c) Beneficiary details :  
Name (Account holder) .....  
Bank (Name and branch code).....  
Swift code ..... Country

.....

(d) ..... (Applicable date of Exchange Rate used)



**6. 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 Services 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 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:**

<b>YES</b>	
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<b>NO</b>	
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**7. SERVICE LEVELS**

- Experienced national account representatives 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 fees payable in the next quarter:
  - On-time deliverables
- Supplier must provide a toll-free number or alternative number for customer service calls.
- 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:**

<b>YES</b>	
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<b>NO</b>	
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**8. 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:**

<b>YES</b>	
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<b>NO</b>	
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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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**9. 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 of the Service(s) provided:

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

(ii) continuity of provision of the Service(s) (refer clause 6.9 of Form US7):

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

(iii) compliance with the Occupational Health and Safety Act, 85 of 1993 (refer clause 8.1(f) of Form US7)

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.....  
.....

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

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**10. 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

**11. EVALUATION CRITERIA**

**11.1. Commercial:**

**11.1.1 Provide price as per attached summarized schedule (Section 6**

**11.2 Technical:**

**Tractor drawn slashes for rough- cutting (1.2m and 1.7m) and tractor drawn aerator/rollers**

1. Provide make and year of equipment.
2. Frequency of service of equipment.

**Pest control registration:**

Provide with pest control compliance certificate.

**Indemnity/insurance of damages:**

Provide insurance for possible damages to the properties such as vehicles/buildings and etc.

**References**

**BBBEE:**

BBBEE certificate and details score card.



**SECTION 3**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
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 Services at the prices quoted in the schedule of Service Fees 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 - Services;
- (ii) General Tender Conditions, Form CSS5 – Services; 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 until the formal contract is signed.

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

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



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 provision of the Services 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 Two Years 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 Services 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
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
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**REGISTRATION CERTIFICATE**

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

**NAME AND ADDRESS OF ACCREDITED AGENT**

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

\_\_\_\_\_  
Respondent’s Signature

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



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 Services, 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:

<b>YES</b>		<b>NO</b>	
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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:

<b>YES</b>		<b>NO</b>	
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If YES, please indicate below:

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

ADDRESS

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Indicate nature of relationship (if any):

---

\_\_\_\_\_  
Respondent’s Signature

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



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

### **PRICE REVIEW**

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

### **RETURNABLE DOCUMENTS**

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

<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>Service Fees and Costs - 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>Non-Disclosure Agreement-Section 10</b>	✓

**NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10, 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 \_\_\_\_\_ 2009.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 \_\_\_\_\_ 1 \_\_\_\_\_  
2 \_\_\_\_\_ 2 \_\_\_\_\_

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION



**SECTION 4**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
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 authorized 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 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY  
ESSELENPARK  
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 \_\_\_\_\_ 2009

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

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



**SECTION 6**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
 FOR A PERIOD OF. TWO YEARS**

**SUMMARY**

ACTIVITY	AREA	UNIT	FREQ/YR	UNIT PRICE		TOTAL PRICE		TOTAL
				Per m2/km/ea	YEAR 1/ YEAR 2	YEAR 1	YEAR 2	
Irrigation (Automatic)	55,950	m <sup>2</sup>	16					
Irrigation (Manual)	65,380	m <sup>2</sup>	16					
Rough Cutting Fence	7,800	m <sup>2</sup>	6					
Rough Cutting	259,810	m <sup>2</sup>	6					
Chemical application	94,622	m <sup>2</sup>	3					
Chemical application Fences	655	m <sup>2</sup>	3					
Pruning	1,299	ea	6					
Road Sweeping	7,271	km	52					
Bed maintenance	44,365	m <sup>2</sup>	40					
Mowing Lawn	322,549	m <sup>2</sup>	40					
Mowing Silent	5,740	m <sup>2</sup>	40					
Fertilization	156,254	m <sup>2</sup>	1					
Hedge trimming	4,160	m <sup>2</sup>	6					
Field Marking	3,238	m	6					
Pot plants	152	ea	52					
Seasonal plants	321	m <sup>2</sup>	2					
Fresh Cut Flowers	5	ea	50					
Fish Ponds & Fountain	3	ea	12					

PREVIEW COPY ONLY

**Provide number of employees that will be used for this project:**

1. General employees quantity -----
2. Supervisors quantity -----
3. Labour rate for Supervisors R - per hour -----
4. Labour rate for general employees R - per hour -----

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

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



PRIEVIEW COPY ONLY



**SECTION 7**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK**

**FOR A PERIOD OF TWO YEARS**

**GENERAL TENDER CONDITIONS - SERVICES**

**Refer Form CSS5 attached hereto.**

**PREVIEW COPY ONLY**



**SECTION 8**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
FOR A PERIOD OF TWO YEARS**

**STANDARD TERMS AND CONDITIONS OF CONTRACT**

**FOR THE PROVISION OF SERVICES TO TRANSNET**

**Refer Form US7 attached hereto.**

**Respondents should note the obligations as set out in**

**Clause 19 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."*

**PREVIEW COPY ONLY**



**SECTION 9**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
FOR A PERIOD OF TWO YEARS**

**CERTIFICATE OF ATTENDANCE OF SITE MEETING / BRIEFING SESSION**

It is hereby certified that -

1. ....
2. ....

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

attended the site meeting / briefing session in respect of the proposed Goods to be rendered in terms of this RFP  
on .....2009.

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.....  
TRANSNET'S REPRESENTATIVE

.....  
RESPONDENT'S REPRESENTATIVE

DATE.....

DATE.....



**SECTION 10**

**RFP NUMBER 1030 98846**

**PROVISION OF HORTICULTURAL SERVICES AT TRANSNET FREIGHT RAIL PROPERTY ESSELENPARK  
FOR A PERIOD OF TWO YEARS**

**NON-DISCLOSURE AGREEMENT ("NDA")**

**Complete and sign NDA attached hereto**

**PREVIEW COPY ONLY**



Scope Document for Tender

**Horticultural Services at Transnet Freight Rail Property Esselenpark.**

<b><u>CLAUSE</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
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PRIEVIEW COPY ONLY





Scope-horticultural contracts

## 1. INTRODUCTION

This document draws special attention to the unique specifications of the contract and will supplement the General Conditions of Contract. In the event of a conflict the provisions of the Specific Conditions of Contract shall prevail.

Transnet Freight Rail requires a full-time Horticultural service to be provided and operated at Transnet Freight Rail Property Esselenpark as indicated on the attached layout drawing.

The tender will be valid for two years with no foreseeable option to extend the period beyond this point. Transnet however reserves the right to exercise any option in this regard to which it is legally entitled should unforeseen circumstances warrant such a decision.

## 2. AREAS

Areas are as per the Schedule of Quantities.

## 3. FREQUENCIES

The frequency per year is specified in the Schedule of Quantities, e.g. if the frequency is 3 it means that the specific operation would be carried out 3 times in a year.

## 4. QUANTITIES

All areas will be measured in square meters (m<sup>2</sup>) or per unit. It will be the contractor's responsibility to verify the areas stipulated in the Schedule of Quantities.

Unit price will be the amount to perform the specific task per square meter (m<sup>2</sup>) or per unit.

**Total price** will be the total for the, **Frequency x Area x Unit price**

## 5. SUPERVISION

A supervisor shall respect the tender requirements, be well trained and knowledgeable, with the ability to instruct and advice workers shall supervise all work on the premises. Such supervisor shall be expected to be on the premises every day, and shall report and where possible remedy any faults, irregularities or any other conditions which affect the daily operation of the contract. The supervisor's shall conduct weekly inspections on site after which such supervisor shall submit to Property Management a written report reflecting faults, deterioration, irregularities and the general condition of the vegetation, as well as progress on specified tasks which can be required from time to time.



**6. LABOUR**

All personnel employed on the premises by the contract shall be identified with Transnet Freight Rail's security supervisors on the premises and shall confirm to any security –related stipulations of the said body. This is to maintain access control and security levels.

**7. MOTOR VEHICLES**

The contractor shall provide Property Management at Esselenpark with a list of motor vehicles used by the contractor. This list shall be kept current at all times.

**8. RIGHTS**

Transnet Freight Rail reserves the right to include or exclude any part of the contract. Amendments to the contract will be an agreement and appropriate adjustment with the contractor.

**9. PAYMENT**

Payment will be within 30 days of submission of invoice. The tendered is deemed to be able to absorb the financial implications of the delay between invoice and payment dates.

**10. ESCALATION**

Escalation of prices shall be permitted and negotiated after expiration of the first calendar year of the contract and will not be more than the PPI (Production Price Index) rate over the past year.

**11. STORAGE AND OPERATIONAL AREA**

Tools and equipments are stored at the contractor's risk and Transnet Freight Rail accepts no liability in this regard. A storage area within the grounds will be provided for the contractor's use, which will provide a reasonable level of security. In the event that the contractor wishes to provide additional security measures in this area, the nature and extent of such security measure shall be agreed upon in writing with Property Management, Transnet Freight Rail, shall be for the contractor's account. No persons will be allowed to sleep on the premises. Change rooms will be provided. Open fires are prohibited.



## 12. SAFETY REGULATIONS

The contractor is required to form part of Transnet’s program for health and safety according to Act 85 of 1993.

While Transnet Freight Rail will encourage and enforce safe labour practices where possible, the contractor remains fully responsible and liable any for injuries that might be sustained by the contractor’s personnel as a result of or during the performance of their duties.

## 13. ROUGH CUTTING

### 13.1. Brush Cutter

Rough areas are to be cut three times during the growing season and once in winter. The areas falling in this category are the site where the remaining sandstone building blocks are situated as well as the area to the north of the Old Park Station Building and Driver Training Area. The cutting will have to be done with brush cutters.

### 13.2. Field master

Rough areas are to be cut three times during the growing season and once in winter using a tractor drawn field master. This area also includes a strip of at least two meters on either side of the perimeter fence. In these areas it is only necessary to pick up grass cuttings should it be unsightly or specifically requested by Property Management.

## 14. PERIMETER FENCE

The perimeter fence is to be kept free of all vegetative material at all times to ensure clear visibility for patrolling guards. This means that no vegetation will exceed a height of 30mm for a 500mm strip either side of the fence to prevent any growth onto the fence. This must be maintained mechanically or chemically throughout the year. A two meter area both inside and outside the perimeter fence, for the whole length of the perimeter fence. Must be kept short so that a vehicle is able to drive along the perimeter for security and maintenance purposes.

## 15. CHEMICAL APPLICATIONS

A suitable weed killer shall be used on all hard surfaces to free them of any vegetative material.

All vegetative material is to be removed on a daily basis and any undesirable plants growing between the road and kerbstone must be removed chemically or mechanically. These areas include all the



parking areas, courts, steps, roads, kerbs and all other hard surfaces where undesirable plant/ weeds may appear.

Chemical treatment must also be applied along the perimeter fence.  
The successful contractor must be registered as a Pest Control Operator as per Act 36 of 1947 and furnish proof of such registration with the tender documents.

## 16. FERTILIZER

Areas to be fertilized are identified in the Schedule of Quantities.

A suitable fertilizer must be applied once per growing season. Fertilizer must be evenly spread and watered or lightly forked in at a rate of 50g/m<sup>2</sup>.

A soil sample must be taken annually and sent to a reputable laboratory for assessment in order to determine the fertilizer requirements of the soil.

## 17. LAWN MOWING

### 17.1. Normal

During the growing season all utility areas will be cut a least once per week and grass maintained at a height suitable for the species. (Pennisitum clandestinum, Kikuyu, Canada Green).

During the dormant periods lawns will be cut as and when required to maintain an aesthetically acceptable standard.

In high profile areas cylinder mowers will be used where practically possible. Grass clippings will be removed if they are a physical impediment or aesthetically unacceptable.

### 17.2. Silent

An electric rotary mower should strictly be used to keep sound levels as low as possible in areas where lectures/seminars take place, such as the Railwayman's Inn, Port Captain's Lodge, South Court, Main Building and etc.

### 17.3. Bowling Green Grounds

A reel mower shall be used to cut the bowling green to maintain a fine, smooth and playable surface according to requirements. Should the bowling greens not be in use for an extended period of time, then the contractor will be required to keep the playing surfaces short and free of alien growth with an eye to reinstating the surface with minimal effort at some future date.

A correctly specified fertilizer shall be applied to keep surface green at all times.



#### 17.4. Cricket pitch

The cricket field shall be regularly mowed to maintain a good quality playing field and must be kept free of all alien growth. Pitch maintenance shall be carried out by a designated specialist who may require a specific standard of field maintenance. If this requirement should be over and above normal mowing/weeding as required by this tender, it will be negotiated separately.

### 18. BEDDING AND EDGES

All bedding areas are to be kept weeded and free of debris and any litter (paper/bottles etc) vegetative material such as leaves and dead vegetation are to be removed on a regular basis so as to maintain a neat, clean appearance.

Should the soil be compacted to an extent that moisture penetration is affected; the soil crust must be lightly forked over or hoed without damaging the plants.

Seasonal beds are to be planted in order to ensure an aesthetically pleasant appearance throughout the year in areas specified in the Schedule of Quantities.

Lawn edges are to be neatly cut horizontally and vertically with no jagged indentations and shall follow the natural border or ground line or paving interface.

### 19. HARDSCAPES AND ROADS

These areas must be cleaned of garden debris and litter during normal maintenance operations. All undesirable plant growth must be mechanically or chemically removed.

A daily road-sweeping program/schedule shall be set up so that all roads within the perimeter are swept at least once in very week. Exceptional circumstances such as excessive littering during functions should also be catered for.

Special daily attention should be given to high-visibility areas like the main entrance, parking area in front of the Main Building and areas in front of facilities. The main entrance is that area from the traffic lights (outside the property) to the traffic circle (inside the property).



## 20. PRUNING

Tree, shrubs and hedges shall be pruned as per the schedule of quantities.

Tree pruning shall be carried out in accordance with correct horticultural practice with the objective of encouraging a natural healthy growth pattern and correct development for each specific variety and species. Tree ties shall be of an approved type. Tree planted in lawn areas shall be protected at the base by a suitable protective cover to prevent damage from cutting.

Shrubs shall be pruned as is required to promote healthy growth of each species using correct horticultural practices. Shrubs shall not be pruned in a ball or clipped in a boxed form unless specifically required by design.

All hedges found in various areas are to be pruned according to good horticultural principles to a height suitable to the area and purpose.

Existing stakes and ties shall be inspected on a regularly basis and adjusted or changed as required to permit growth and expansion.

## 21. DISEASE, PESTS AND VERMIN

All landscape areas, trees, shrubs, groundcovers, lawns and other plants must be inspected regularly for incidents of diseases, pests or insect attacks. all spraying of pesticides, herbicides and fungicides must be carried out by a competent operator using a reputable and accepted product. Protective clothing and equipment as required by law must be used.

Rats, moles and termites must be eradicated on a regular basis to prevent outbreaks.

The contractor must be registered as a Pest Control Operator as per Act 36 of 1947 and furnish proof of such registration with the tender documents.

## 22. CYCAD GARDEN (BOULEVARD)

The contractor will be responsible for the maintenance of Transnet's Cycad Collection. Should the contractor not be or have in his employment an expert in this field, a suitably qualified specialist shall be consulted at least twice during the seeding season to ensure the sustainability of the collection.

The contractor shall ensure that the collection is appropriately watered during dry periods as needed, however it must be emphasised that over-watering is not healthy for the cycads.

The fountain in the Cycad garden must also be maintained in a working order and kept hygienically clean and free of algae and litter.



**23 PONDS**

The fishponds at house No.1 and the Port Captain Lodge must be cleaned frequently and kept hygienic for the fish. No chemical treatment that could harm the fish should be used.

The contractor will also be responsible for fish feeds.

**24. IRRIGATION**

The existing irrigation system must be operated and maintained by the contractor. The need for any new development or installation shall be discussed with the Property Manager at Esselenpark. Areas not having an irrigation system must be manually watered at least once a month unless there has been adequate rainfall.

**25. HOUSES**

The contractor will maintain the garden areas of all houses, irrespective of the occupancy. Occupants who so wish may in exceptional circumstances only be allowed to maintain their own garden areas by agreement with Property Management, in which case the contractor will be absolved from that particular duty at no detrimental cost implication.

Lawns must be kept mowed and trimmed, the frequency being as set out in the Schedule of Quantities.

Flower bed will be kept free of weeds and undesirable growth.

Trees and shrubs will be pruned as set out in item 20 above.

All pavement and no-man's-land areas are to be maintained.

**26. EQUIPMENT**

The contractor shall provide and maintain his/her own equipment throughout the duration of the contract. Should Transnet Freight Rail provide any such equipment for the use of the contractor, then the contractor shall be responsible for the maintenance of the equipment with the understanding that the equipment shall remain the property of Transnet Freight Rail in it's entirety.

The following list is considered to be the minimum requisite equipment to effectively provide the service. The contractor will be expected to be in possession of at least the equipment as listed for the execution of the contract. Any reduction in these requirements must be motivated and negotiated with Property Management at the Esselenpark Campus.



Contenders/bidders must indicate if they have the following equipment available for this contract/tender.

	Yes	No
26.1. Two (2) tractor-drawn slashers for rough-cutting (1,2m and 1,7m)		
26.2. Two (2) tractor-drawn aerator/rollers		
26.3. One (1) scarifier for sport fields and lawns		
26.4. Four (4) ride-on mowers (e.g. Dixon).		
26.5. Six (6) walk-behind mowers (e.g. Kudu, Protea)		
26.6. Four (4) electric rotary mowers for silent mowing		
26.7. Four (4) petrol rotary mowers for smaller areas		
26.8. One (1) cylinder mower for bowling greens, etc.		
26.9. Ten (10) brush cutters (petrol)		
26.10. Ten (10) edge trimmers (petrol)		
26.11. Five (5) edge trimmers (electric)		
26.12. One (1) edge cutter (bladed)		
26.13. Six (6) hedge trimmers		
26.14. One (1) water tanker/trailer with pump for irrigation and or fire fighting		
26.15. Two (2) service trucks, 4m3 to 6m3		
26.16. Two (2) trailers to transport equipment and waste material		
26.17. Two (2) mechanical brooms for road sweeping (motorised or drawn)		
26.18. One (1) fertiliser distributor (motorised or drawn)		
26.19. Five (5) leaf blowers		
26.20. Three (3) large volume poison sprayers		
26.21. Six (6) chain saws for tree cutting/trimming		
26.22. Six (6) step ladders, 3m A-frame and extendable		
26.23. Sufficient assorted basic gardening tools (spades, forks, rakes, picks, shears, brooms, wheelbarrows, hand tools and etc.		
26.24. Safety equipment as per Act 85 (shoes, gloves, goggles, eye shields, ear plugs, etc)		

**27. COST OF PLANT MATERIAL**

Cost of additional plants will be for the account of Transnet Freight Rail. However the contractor shall bear the cost of compost, fertilizers, topsoil and pesticide/ herbicides and any seasonal plants in specified areas.

**28. LANDSCAPING**

Any new work construction will be done on a quotation basis and considered an extra.

**29 PROGRAM**

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

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





The contractor is required to provide a specified scheduled year program in accordance with the requirements of the Bill of Quantities and any additional requirements that might be negotiated from time to time.

**29. POT PLANTS**

All pot plants shall be watered and fertilized as per the schedule of quantities or when necessary to avoid dehydration.

Clean dust and dirt from all foliage as well as clean the plant containers as and when required.

Correctively pruning and trimming of plant material in order to maintain aesthetically pleasing plants cape.

Maintain the bark chip levels around the base of the plant specimens and ensure that the bark chips are clean and replaced as and when necessary.

Check and treat for any pests and disease that may be prevalent. This shall be done at a time agreed upon by the person/s in whose area the pot plants are placed.

Replace any plant that may deteriorate or become unsightly with a similar type and quality acclimatised plant on an on-going basis at no additional charge to the client.

**30. FRESH CUT FLOWERS/FLORAL ARRANGEMENTS**

Provide fresh cut flowers in acceptably arranged bouquets in accordance with the schedule of quantities and/ or as and when required for specific needs. The nature and size of the floral arrangement will be as requested, and shall also be artistically and aesthetically acceptable to the requesting client.

Specifically, each such request will be preceded by a purchase order and appropriate quotations, whether it is a regular (repetitive) or a single request. The contractor shall ensure that the request is honoured within acceptable parameters such as a reasonable time frame and the availability of materials.



**BILL OF QUANTITIES/PRICES** NB: (please complete this section where indicated >)

**1. PERIMETER FENCE**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	7,280	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	3,640	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	0	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	0	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

**2. ENTRANCE (PLAN 1 & 2)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	17,760	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	10	ea	6
Road sweeping	0,5	km	52
Bed Maintenance	1,020	m <sup>2</sup>	40
Mowing Lawn	1,500	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	1,020	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	60	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**3. VILLAGE (PLAN 3)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	10,080	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	0	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	0	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

**4. EASTERN SPORTS COMPLEX (PLAN 4)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	7,350	m <sup>2</sup>	6
Chemical Application	32	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	0	km	52
Bed Maintenance	180	m <sup>2</sup>	40
Mowing Lawn	42,760	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	180	m <sup>2</sup>	1
Hedge trimming	340	m <sup>2</sup>	6
Field Marking	330	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**5. THE JUNCTION (PLAN5)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	96	ea	6
Road sweeping	0	km	52
Bed Maintenance	660	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	50	m <sup>2</sup>	40
Fertilization	660	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	15	ea	52
Seasonal plants	40	m <sup>2</sup>	2
Fresh cut flowers	2	ea	50

**6. MAIN SPORT ARENA (PLAN 6)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	30,240	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	0	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	40,130	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	0	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	1,900	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



### 7 CRICKET PITCH (PLAN 7)

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	37,330	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	40	ea	6
Road sweeping	0	km	52
Bed Maintenance	1,020	m <sup>2</sup>	40
Mowing Lawn	12,200	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	1,020	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

### 8 ADMIN BLOCK AND SURROUNDING AREAS (PLAN 8)

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	250	ea	6
Road sweeping	0,5	km	52
Bed Maintenance	3,000	m <sup>2</sup>	40
Mowing Lawn	27,520	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	3000	m <sup>2</sup>	1
Hedge trimming	300	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	70	ea	52
Seasonal plants	25	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

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

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



**9 RAILWAYMAN'S INN AND SURROUNDING AREAS (PLAN 9)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	500	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	30	ea	6
Road sweeping	0	km	52
Bed Maintenance	780	m <sup>2</sup>	40
Mowing Lawn	2,880	m <sup>2</sup>	40
Mowing Silent	2,400	m <sup>2</sup>	40
Fertilization	780	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	37	ea	52
Seasonal plants	40	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50
<b>Total</b>			

**10 COACH AND RAIL-BOULEVARD (PLAN 10, 11 &12)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	10	ea	6
Road sweeping	0	km	52
Bed Maintenance	1,600	m <sup>2</sup>	40
Mowing Lawn	4,500	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	1,600	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	6	ea	52
Seasonal plants	15	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**11 SOUTH COURT AND SURROUNDING AREA (PLAN 13)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	10	ea	6
Road sweeping	0	km	52
Bed Maintenance	510	m <sup>2</sup>	40
Mowing Lawn	7,400	m <sup>2</sup>	40
Mowing Silent	2,780	m <sup>2</sup>	40
Fertilization	510	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	30	m <sup>2</sup>	2
Fresh cut flowers	1	ea	50

**12 MALL ARENA (PLAN 14)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	10	ea	6
Road sweeping	0	km	52
Bed Maintenance	100	m <sup>2</sup>	40
Mowing Lawn	4,780	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	100	m <sup>2</sup>	1
Hedge trimming	300	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	5	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**13 CHURCH FIELD (PLAN 15)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	0	km	52
Bed Maintenance	220	m <sup>2</sup>	40
Mowing Lawn	25,260	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	220	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	500	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

**14 HARBOUR TAVERNS (PLAN 16)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	6	ea	6
Road sweeping	0	km	52
Bed Maintenance	450	m <sup>2</sup>	40
Mowing Lawn	4,460	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	450	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	15	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

Respondent's Signature

Date and Company Stamp





**15 PORT CAPTAIN'S LODGE (PLAN 17)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	25	ea	6
Road sweeping	0	km	52
Bed Maintenance	1,690	m <sup>2</sup>	40
Mowing Lawn	11,610	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	1,690	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	10	ea	52
Seasonal plants	100	m <sup>2</sup>	2
Fresh cut flowers	1	ea	50

**16 MEDIA CENTRE (ATRIUM)(PLAN 18)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	6	ea	6
Road sweeping	0	km	52
Bed Maintenance	120	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	120	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	30	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

Respondent's Signature

Date and Company Stamp



**17 SIMULATOR BUILDING (PLAN 19)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	15	ea	6
Road sweeping	0	km	52
Bed Maintenance	510	m <sup>2</sup>	40
Mowing Lawn	10,360	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	510	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	8	ea	52
Seasonal plants	20	m <sup>2</sup>	2
Fresh cut flowers	1	ea	50

**18 PERWAY PRACTICUM (PLAN 20)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	840	m <sup>2</sup>	3
Chemical Application Fence	380	m <sup>2</sup>	3
Pruning	13	ea	6
Road sweeping	0	km	52
Bed Maintenance	650	m <sup>2</sup>	40
Mowing Lawn	7,270	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	650	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**19 WESTERN COMPLEX AND ZEERUST (PLAN 21,22,24,25 & 26)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	65,210	m <sup>2</sup>	6
Chemical Application	85,000	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	30	ea	6
Road sweeping	0	km	52
Bed Maintenance	700	m <sup>2</sup>	40
Mowing Lawn	40,910	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	700	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	500	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

**20 SIGNAL PRACTICUM AND OLD JHB. STATION (PLAN 27)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	22,330	m <sup>2</sup>	6
Chemical Application	3,130	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	156	ea	6
Road sweeping	0	km	52
Bed Maintenance	800	m <sup>2</sup>	40
Mowing Lawn	3,150	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	800	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**21 ABSA RELAY PARKING (PLAN 28)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	47,100	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	0	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	0	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50
<b>Total</b>			

**22 DRIVER'S TRAINING (PLAN 29)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	520	m <sup>2</sup>	6
Rough cutting	2,840	m <sup>2</sup>	6
Chemical Application	300	m <sup>2</sup>	3
Chemical Application Fence	260	m <sup>2</sup>	3
Pruning	78	ea	6
Road sweeping	0	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	0	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

Respondent's Signature

Date and Company Stamp



**23 HOUSE GARDENS (PLAN 30)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	19,570	m <sup>2</sup>	6
Chemical Application	0	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	600	ea	6
Road sweeping	0	km	52
Bed Maintenance	20,505	m <sup>2</sup>	40
Mowing Lawn	82,019	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	102,524	m <sup>2</sup>	1
Hedge trimming	3,200	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

**24 BOWLING GREEN & SPORTS AREA (PLAN 31)**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	500	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	5	ea	6
Road sweeping	0	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	4,200	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	100	m <sup>2</sup>	1
Hedge trimming	20	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50



**25 ROADS**

ACTIVITY	AREA	UNIT	FREQ/YR
Rough cutting Fence	0	m <sup>2</sup>	6
Rough cutting	0	m <sup>2</sup>	6
Chemical Application	680	m <sup>2</sup>	3
Chemical Application Fence	0	m <sup>2</sup>	3
Pruning	0	ea	6
Road sweeping	6,760	km	52
Bed Maintenance	0	m <sup>2</sup>	40
Mowing Lawn	0	m <sup>2</sup>	40
Mowing Silent	0	m <sup>2</sup>	40
Fertilization	0	m <sup>2</sup>	1
Hedge trimming	0	m <sup>2</sup>	6
Field Marking	0	m	6
Pot plants	0	ea	52
Seasonal plants	0	m <sup>2</sup>	2
Fresh cut flowers	0	ea	50

**26 PONDS**

ACTIVITY	AREA	UNIT	FREQ/YR
Fish ponds house 1	1	ea	12
Fish pond Port Captain's Lodge	1	ea	12
Water Fountain (Boulevard)	1	ea	12

PREVIEW COPY ONLY



## 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. Copy of 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 (ABVA 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 ABVA Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million,** then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.  
**NB:** BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent ABVA 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 ABVA 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							
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		

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

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





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 8 / Unknown)			
How many personnel does the firm employ	Permanent	Part time	

Name of person procuring your services/products	
Contact number	
Transnet operating division	

Duly Authorized To Sign For And On Behalf Of Firm / Organization			
Name		Designation	
Signature		Date	

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

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

Internal Transnet Departmental Questionnaire (for office use only)

**NB:** "Once-off vendor" will only be created for extraordinary circumstances, i.e. derailments and other emergency situations. Note that only one (1) purchase order must be created against a "once-off vendor". Should the need arise to use a "once-off vendor" again, then an updated SDF together with the required documentation, is required for a "trade vendor" to be created

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

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



Section 1: To be completed by the Transnet Requesting / Sourcing Department													
Vendor Name						Vendor Number							
TFR		TRE		TPT		TPL		TNPA		TCP		TRN	
Create		Unblock		Amend		Extend		Once-Off / Emergency Request					
Supplier's trading name													
Supplier's registered name													
Please indicate if the Supplier has a contract with sourcing Transnet OD								Yes		No			
If yes please submit / furnish details of such a contract (together with the SDF)													

a) What is being procured from the supplier?			
i. Products only	Yes		No
ii. Services only	Yes		No
iii. Labour only	Yes		No
iv. Mix of services and products	Yes		No
v. Mix of services and labour	Yes		No

b) If your answer is **YES** to questions II, III, IV or V in paragraph a) above, please indicate whether the relevant **PAYE questionnaires** have been forwarded to the appropriate **Transnet Operational Divisions'** decision making bodies / **Strategic Supply Management** team for a directive /decision on tax withholding from payments to this supplier.

Yes		No	
-----	--	----	--

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

d) Advise on the Detailed Procurement Process (DPP) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2009)	

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

Section 2: To be completed by the BEE Department (this section is for Confirmation/Determining of											
NARROW BASED (NB)				BROADBASED (BBBEE)							
BEE O/S	BWBE	DPBE	MR	CONTB.	EME:	QSE:	LARGE:	VALIDITY DATE			



				LEVEL	<R5m	>R5m <R35m	>R35m				
<u>Name</u>				<b>Grade</b>		<b>Date</b>				<b>Signature</b>	
				Y	Y	Y	Y	M	M	D	D
				Y	Y	Y	Y	M	M	D	D

<b>Section 3: To be completed by Supplier Management</b>											
<i>I hereby</i>		<i>disapprove</i>		<i>this application</i>							
<u>Name</u>				<b>Grade</b>		<b>Date</b>				<b>Signature</b>	
				Y	Y	Y	Y	M	M	D	D
<b>Vendor Number</b>				<b>Date captured on SAP</b>				<b>Recon Account</b>			

Please note that tender documents should be submitted in triplicates' copies.

**TRANSNET LIMITED / CONTRACTORS / SUB-CONTRACTORS**

**CONTRACTUAL SAFETY CLAUSES WHICH WILL FORM PART OF ANY RESULTING CONTRACT**

The parties agree on the following arrangements according to section 37 (2) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) to ensure compliance by the mandatory with provisions of the Act.

- 1) That the contractor is an "employer" in his own right as defined in section 1 of Act 85 of 1993 and that he must fulfill all his obligations as an employer in terms of the Act.
- 2) The contractor shall comply with the requirements of Act 85 of 1993 in its entirety.
- 3) Where special permits are required, such as electrical switching, hot work permits, etc. the contractor shall obtain them from a designated by Transnet Limited for this purpose, and all requirements of the contractor must rigidly comply with the permit.



- 4) The contractor must appoint a Health and Safety Coordinator to liaise with Transnet Limited on matters pertaining to occupational health and safety.
- 5) The appointed Safety Coordinator must liaise at least once a week with the\* Health and Safety Section / Risk Manager /Occupational Risk Manager of Transnet Limited.
- 6) The contractor shall furnish the\* Health and Safety Section/ Risk Manager/ Occupational Risk Manager of Transnet Limited immediately with full particulars of any sub-contractor which he may involve in the contract in order that the sub-contractor himself can be made aware of all the clauses in this contract pertaining to health and safety.
- 7) The contractor shall advise the \* Health and Safety Section / Risk Manager/ Occupational Risk Manager of Transnet Limited of any hazardous situations which may arise from work being performed either by the contractor or his sub-contractor.
- 8) Copies of all appointments required by the act must be given to \* Health and Safety Section / Risk Manager / Occupational Risk Manager of Transnet Limited.
- 9) A letter of good standing terms of Section 80 (Employer to register with the Compensation Commissioner) of the Compensation for Occupational Injuries and Disease Act 1993 (Act 130 of 1993) must also be furnished.
- 10) All clauses in the contract pertaining health and safety form an integral part of the contract and if not complied with may be construed as breach of contract.

\*As applicable

11 NAME (S) AND ADDRESS/ADDRESSES OF DIRECTOR (S)

The Tenderer must disclose hereunder the full name(s) and address(s) of the director(s) of the company on whose behalf the tender is submitted.

- (i) Registration number of company .....
- (ii) Registered name of company .....
- (iii) Full name(s) of director(s)                      Address/Addresses  
 .....  
 .....  
 .....



**12 REGISTRATION CERTIFICATE**

Tenderers are requested to forward a copy of their Company’s Registration Certificate with their tender.

**13 SIGNING OF TENDER DOCUMENTS**

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

SIGNATURE OF TENDERER(S).....  
PRINT NAME OF CONTACT PERSON.....  
ADDRESS.....  
TELEPHONE NO.....  
FAX NO.....  
**DATE**.....

**PREVIEW COPY ONLY**

**CERTIFICAT OF ATTENDANCE AT RFP BRIEFING SESSION**

It is hereby certified that:

- 1.
- 2.

Representative(s) of

(Name of company)

Attended the briefing session, in respect of the Services to be rendered in terms of this RFP on 23 June 2009 at School of Rail (Esselenpark).

\_\_\_\_\_  
Respondent’s Signature

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



**TRANSNET REPRESENTATIVE**

**RESPONDENT'S REPRESENTATIVE**

**DATE:**

**DATE:**

**PREVIEW COPY ONLY**

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Respondent's Signature

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Date and Company Stamp