



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

## REQUEST FOR PROPOSAL (“RFP”)

RFP NUMBER HO/C/G/090

SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) YEARS

ISSUE DATE : 24 MARCH 2009  
CLOSING DATE : 14 APRIL 2009  
CLOSING TIME : 10h00

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



**RFP NUMBER HO/C/G/090**  
**SUPPLY OF RAIN SUITS**  
**FOR A PERIOD OF TWO (2) 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 and Drawings**

**PREVIEW COPY ONLY**



## SECTION 1

### RFP NUMBER HO/C/G/090

### SUPPLY OF RAIN SUITS FOR A PERIOD OF TWO (2) YEARS

#### NOTICE TO BIDDERS

1. Proposals are requested from interested persons, companies, close corporations or enterprises (hereinafter referred to as the "**Respondent(s)**") to supply the above-mentioned equipment to Transnet.

On or after 24 MARCH 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.

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

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

Name : Carolina Lourens / Cor du Plooy

Division : Transnet Freight Rail (Supply Chain Services) (Clothing)

Email : [Carolina.lourens@transnet.net](mailto:Carolina.lourens@transnet.net) / [Cor.duplooy@transnet.net](mailto:Cor.duplooy@transnet.net)

In the interest of fairness and transparency the said information will then be made available to the other Respondents who have collected RFP documents. For this purpose all Respondents need to indicate their intention to respond by informing the above-mentioned Transnet employee (per email only) of their contact numbers as soon as possible but before 14 APRIL 2009.

3. Proposals in duplicate 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>: HO/C/G/090</b>
<b>Description</b>	<b>: SUPPLY OF RAIN SUITS</b>
<b>Closing date and time</b>	<b>: 14 APRIL 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 HOUSE, 21 WELLINGTON STREET, PARKTOWN, JOHANNESBURG, and should be addressed as follows:

**THE SECRETARY  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR  
21 WELLINGTON ROAD  
PARKTOWN  
JOHANNESBURG**

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 SECRETARY  
TRANSNET ACQUISITION COUNCIL  
TABLE 1/10  
1<sup>ST</sup> FLOOR  
INYANDA HOUSE  
21 WELLINGTON ROAD  
PARKTOWN  
JOHANNESBURG**

- 5. Please note that this RFP closes punctually at 10:00 on Tuesday 14 APRIL 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. 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 Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.

Transnet would therefore prefer to do business with local business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFP responses. Transnet will 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 R30 000 (thirty thousand S.A. Rand) will be evaluated accordingly. All transactions below this threshold will, as far as possible, be set aside for Exempted Micro Enterprises (EMEs).

Consequently, when Transnet invites prospective suppliers to submit Proposals for its goods and services, it urges Respondents (Large Enterprises and QSE’s - see below) to have themselves accredited by any one of the various Accreditation Agencies available who do their BBBEE ratings in accordance with the **latest Codes (i.e. those promulgated on 9 February 2007)**.

Although no agencies have, as yet, been accredited by SANAS (South African National Accreditation System), Transnet will, in the interim, accept rating certificates of Respondents who have been verified by agencies who do their BBBEE ratings in accordance with the latest Codes as promulgated on 9 February 2007. This will be an interim arrangement only until such time as the SANAS List has been approved by the DTI. (Certificates are valid for a period of one year only).

12.1 Enterprises will be rated by such agency based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
  - Rating level based on all seven elements of the BBBEE scorecard
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
  - Rating based on any four of the elements of the BBBEE scorecard
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5 million):**
  - EMEs are exempted from BBBEE accreditation



- Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition
- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE, i.e. 110% BBBEE recognition
- EME's should only provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30%

12.2 In addition to the above, Respondents who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their RFPs the percentage, of the total contract value that will 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-contractor(s), as well as a breakdown of the distribution of the aforementioned percentage must also be furnished with the RFP response to enable Transnet to evaluate / adjudicate all RFPs received on a fair basis.

12.3 Respondents will be required to furnish proof of the above to Transnet. (i.e. a detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or proof of turnover in respect of EMEs). Failure to do so will result in a score of zero being allocated for BBBEE.

**Turnover :** Kindly indicate your company's annual turnover for the past year R.....

- If annual turnover <R5m, please attach audited financials.
- If annual turnover >R5m please attach an accreditation certificate issued by an Accreditation Agency, together with all the relevant score sheets pertaining thereto.

### 13. COMMUNICATION

Respondents are warned that a response will be liable to disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFP to the Transnet employee as indicated in clause 2 above, and may also at any time after the closing date of the RFP, communicate with the Secretary of the Transnet Acquisition Council, at telephone number 011 544 9577 or fax no. 011 774 9760 on any matter relating to its RFP response.

### 14. RFP SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with Transnet representatives at a location to be agreed.

### 15. INSTRUCTIONS FOR COMPLETING THE RFP

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



**16. COMPLIANCE**

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

**17. ADDITIONAL NOTES:**

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- 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 / NON RESPONSIVE**

**18. DISCLAIMERS**

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

- modify the RFP’s Goods and request Respondents to re-bid on any changes
- reject any Proposal which does not conform to instructions and specifications which are detailed herein
- disqualify Proposals submitted after the stated submission deadline
- not necessarily accept the lowest priced Proposal
- reject all Proposals, if it so decides
- award a contract in connection with this Proposal at any time after the RFP’s closing date
- award only a portion of the proposed Goods which are reflected in the scope of this RFP
- split the award of the contract between more than one Supplier
- make no award of a contract



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

**19. LEGAL REVIEW**

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

Respondents to complete this section:

NAME OF RESPONDENT .....
PHYSICAL ADDRESS .....
.....

Respondent's contact person:	Name.....
	Designation.....
	Telephone.....
	Cell Phone.....
	Facsimile.....
	Email.....
	Website.....

**PREVIEW COPY ONLY**

**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 HO/C/G/090**

**SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) YEARS**

### **BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

#### **1. EXECUTIVE OVERVIEW**

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 service processes.
- Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Supplier(s).
- Transnet must receive proactive improvements from the Supplier with respect to supply of Goods 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 personnel for service enquiries, recommendations and substitutions.
- Transnet must reduce costs by streamlining its acquisition of Goods, including managed service processes on a Group basis.

#### **2. SCOPE OF REQUIREMENTS**

**SUPPLY AND DELIVERY OF RAIN SUITS**

#### **3. GENERAL INFORMATION**

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

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



**4. AS AND WHEN CONTRACTS**

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

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

The Respondents must indicate hereunder the combined manufacturing and delivery lead time for delivery of the Goods /products/material to end destination in the Republic of South Africa, calculated as from the 7<sup>th</sup> (seventh) day after the date of the relevant purchase order:

RFP ITEM NUMBER	MANUFACTURING & DELIVERY LEAD TIME
1. ....	(weeks/months)

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

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

RFP ITEM NUMBER	MAXIMUM MONTHLY PRODUCTION CAPACITY
1. ....	(weeks/months)

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

The Respondents must state hereunder the annual holiday closedown period and whether this period has been included in the delivery lead time offered

.....

.....



The Respondent is to furnish the following information:

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

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

**5. PRE-PRODUCTION SAMPLES**

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

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

State the number of days/weeks/months after which delivery would commence subject to Transnet's approval of the pre-production sample(s), calculated as from the date of such approval:

.....
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**6. 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)
.....	.....	.....

**7. SUPPLIERS**

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

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

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



(i) LOCAL MANUFACTURER(S):

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

**8. AL 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 9 (*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 organisation.

**Accepted:**

YES		NO	
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**9. 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	
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**10. 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	
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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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**11. 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:



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

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

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

..... ..... .....
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**12. 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
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**13. EVALUATION CRITERIA**

The following criteria will need in terms of evaluation of this tender but will not be united to the criteria:

**COMMERCIAL:**

- Pricing - Whilst not the sole factor for consideration, competitive pricing and overall level of discounts will be critical in indicating how much you value Transnet's business
- TECHNICAL:
- Adherence to specification
- Production capacity
- References
- SABS Capability Report
- Quality and Workmanship

**BBBEE:**

Compliance to basic condition of Employment BBBEE status of company, only level 3 and above will be taken in consideration



### SECTION 3

**RFP NUMBER HO/C/G/090**

**SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) 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 4 (four) 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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**DECLARATION**

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

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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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):

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*(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>Transnet Supplier Declaration/Application</b>	√
<b>Specifications and Drawings – Section 10</b>	√

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

\_\_\_\_\_  
 Respondent’s Signature

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



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

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

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

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

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

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**SECTION 4**

**RFP NUMBER HO/C/G/090**

**SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) 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 HO/C/G/090**

**SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) 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 HO/C/G/090**

**SUPPLY OF RAIN SUITS  
 FOR A PERIOD OF TWO (2) YEARS**

**PRICING & DELIVERY SCHEDULE**

**ITEM 1**

DESCRIPTION SUIT WET WTHR; 2 PCE, BLUE, UNISEX  
 BLUE P.V.C. COATED FABRIC  
 SPECIFICATION NUMBER CSS 286.21 G130

ITEM 35/	SIZE	QTY	PRICE PER EACH
a. 35158514	77-82(XS)	10	.....
b. 35158526	87-92(S)	1684	.....
c. 35158538	97-102(M)	4119	.....
d. 35158551	107-112(L)	2334	.....
e. 35158563	117-122(XL)	810	.....
f. 35158575	127-132(2XL)	10	.....
g. 35158587	137-142(3XL)	10	.....
h. 35158599	147-152(4XL)	10	.....
i. 35158603	157-162(5XL)	10	.....
j. 35158599	167-172(6XL)	10	.....
k. 35158603	SPECIAL	1	.....

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

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





## SECTION 7

**RFP NUMBER HO/C/G/090**

**SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) YEARS**

**GENERAL TENDER CONDITIONS - GOODS**

**Refer Form CSS5 attached hereto**

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## SECTION 8

RFP NUMBER HO/C/G/090

SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) YEARS

**STANDARD TERMS AND CONDITIONS OF CONTRACT**

**FOR THE SUPPLY OF GOODS TO TRANSNET**

Refer Form US7 attached hereto.

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

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

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

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Respondent's Signature

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Date and Company Stamp



## SECTION 9

RFP NUMBER HO/C/G/090

SUPPLY OF RAIN SUITS  
FOR A PERIOD OF TWO (2) YEARS

### SPECIFICATIONS AND DRAWINGS

**Specification number CSS 286.21 G130 Revised Jan'09**

#### WET WEATHER (RAIN) TWO PIECE SUIT, UNISEX

Reference item No. 35158502 Transnet logo

##### **1 Scope**

This specification covers the requirements for material & supply of unisex wet weather (rain) suits to Transnet.

##### NOTES

1 The following requirements will be specified in tender invitations and in each order or contract:

a) The size(s) required (see 7)

2 Special conditions of tender (which cover the conditions of acceptance of the Wet weather suit) are given in annex A.

##### **2 Normative references**

The following standards contain provisions which, through reference in this text, constitute provisions of this specification. All standards are subject to revision and, since any reference to a standard is deemed to be a reference to the latest edition to a standard, parties to agreements based on this specification are encouraged to take steps to ensure the use of the most recent editions of the standards indicated below. Information on currently valid national and international standards may be obtained from the South African Bureau of Standards.

*CSS 286.21, Clothing — LAB/1: Labelling — PAC/1: Packing and marking.*

*SANS 79, Textiles – Mass per unit area of conditioned fabrics*

*SANS 105-BO2, Tests for colour fastness – Part Bo2: Colour fastness to artificial light: Xenon artificial lamp test.*

*SANS 105-CO3, Textiles- Tests for colour fastness – Part CO3: Colour fastness to washing: Test 3.*

*SANS 105-X12, Tests for colour fastness – Part X12: Colour fastness to rubbing.*



SANS 142, *Elastic webbing*  
SANS 410, Textiles – Tearing strength of fabrics: tongue tear test.  
SANS 1309, *Printed labels for textiles.*  
SANS 1360-1, *Size designation of clothes — Part 1: Women's and girls' outerwear garments.*  
SANS 1362, *Sewing threads*  
SANS 1822, *Slide (zip) fasteners.*  
SANS 1823, *Touch and close fastener*  
SANS 5266, Water resistance of textile: variable head test.  
SANS 5278 *Sewing stitches per unit length*  
SANS 50471, High-visibility warning clothing for professional use- test method and requirements  
SANS 7211-2, Textiles-Woven fabrics – Construction – Method of analysis Part 2: Determination of number of threads per unit area.  
SANS 10076-6, The assessment of defects in textile piece-goods and made-up articles-Part 6: Defects in woven Filament piece-goods (synthetics)  
SANS 10076 - 7, The assessment of defects in textile piece-goods and made-up articles-Part 7: Defects in household articles  
SANS 13934 –1, Textiles-Tensile properties of fabrics. Part 1. Determination of maximum force and elongation at maximum force using the strip method s Part 1  
SANS 10101, *Standard nomenclature for stitches, seams, and stitchings.*  
SANS 10188, *Standard methods of garment measurements..*  
SANS 100004, *Terms and definitions for textiles and textiles merchandise.*  
SANS 10011, *Care-labelling of textiles piece goods, textiles articles and clothing.*

### 3 Definitions

For the purposes of this specification, the following definitions apply:

- 3.1 **acceptable:** acceptable to Transnet Limited.
- 3.2 **nominal:** subject to the tolerances normal to good manufacturing practice.

### 4 Requirements

#### 4.1 Style

##### Jacket:

- ❖ Single breasted
- ❖ Slide fastener front fastening
- ❖ Double storm flap fastening with press-studs
- ❖ Hood with storage pouch
- ❖ Storm collar
- ❖ Sleeves to be integral part of jacket body



- ❖ Storm cuffs
- ❖ Screen sprinted or embroidered logo
- ❖ Front lower patch pockets with flaps
- ❖ Straight sides
- ❖ With reflective stripe at waist height

**Trouser:**

- ❖ Pyjama-type/pull-on type
- ❖ Bottom adjustment straps
- ❖ Elastic webbing and draw cord in waist
- ❖ With a single reflective stripe at knee height

**Separate bag:**

- ❖ Square flat bag
- ❖ Draw cord

**5 Materials**

NOTE: No material will be supplied by Transient Limited.

**5.1 MATERIAL:**


- ❖ Outer base fabric and the bag fabric to be a 100% polyester continuous filament non-breathable
- ❖ Shall comply with the requirements of table 1
- ❖ Cloth shall be assessed for defects , in accordance with SANS 10076-6 Part 6
- ❖ Colour shall be a close match to “Pantone Blue” No. 285
- ❖ All trimming material to be supplied and used by the manufacturer and to be an acceptable match to that of outer material

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**Table 1 - Requirements for coated fabric**

1	2	3
Property	Requirement	Method of test
Fibre composition .....	100 % Polyester continuous filament <sup>1)</sup>	Microscopical examination and chemical analysis
Weave.....	Oxford	Physical examination
Mass <sup>1)</sup> per unit area after coating, g/m <sup>2</sup>	150	SANS 79
Number of threads per cm. min		SANS 7211-2
Warp .....	22	
Weft.....	18	

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

Breaking strength, N, min As received:		SANS 13934-1	
Warp.....	950	)	
Weft	710		
Tearing strength, N, m <sup>2</sup> ).....		SANS 410	
Warp.....	55		
Weft.....	50		
Water resistance (variable head) mm, min As received.....	4000	SANS 5266	
After weathering <sup>3)</sup> .....	2000		
After dry-cleaning <sup>4)</sup> .....	2000		
After accelerated ageing <sup>5)</sup> .....	2000		
Colour fastness to light, rating, min. ....	4-5	SANS 105-BO2	
Colour fastness to washing, rating, min.		SANS 105-CO3	
Change in colour .....	4		
Staining of transfer cloths .....	4		
Colour fastness to rubbing, rating, min.		SANS 105-X12	
Dry .....	4		
Wet .....	4		
1) ± 5 % 2) Except that the size of the test specimens shall be 180mm x 150mm and the width of the tongue shall be 50 mm. Report the mean of the highest peak values. 3) After weathering in accordance with SABS method 481 for an exposure period of 200 h. 4) After dry-clean in accordance with SABS 1026 Procedure B, but using white spirit as the reagent and omitting steam pressing 5) After being subjected to accelerated aging in accordance with SABS method 415, the coated surface shall not show any appreciable change in pliability or separation of the coating from the fabric or become tacky or adversely affected in appearance or serviceability.			

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**5.2 COMPONENT MATERIAL**

**5.2.1 SLIDE FASTENER**

**Front slide fastener class B**

- One-way open-end
- Spiral elements

**Slide fasteners for collar – class B**

- One-way closed-end
- Spiral elements

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



### 5.2.2 TOUCH AND CLOSE FASTENER

- Nominal width of 25mm

### 5.2.3 PRESS-STUDS

- male and female type with dome
- intrinsically corrosion resistant metal
- Gun metal colour
- Nominal outside diameter of dome of female part to be 15mm & inside of hole to be 7 mm

### 5.2.4 DRAW CORD

- Acceptable polyester or nylon
- Nominal diameter of 6 mm
- Each end shall be acceptable sealed and knotted with plastic “bell-end”

### 5.2.5 ADHESIVE TAPE

- Acceptable adhesive tape for sealing of all seams
- Width 20 mm

### 5.2.6 REFLECTIVE TAPE

- 25 mm
- Standard type ref.: 8910

### 5.2.7 THREADS

- To comply with relevant requirements of SANS 1362 “Sewing threads”
- Colour to be an acceptable match to colour of the outer material.

#### Sewing, buttonhole and top-stitching threads

- polyester-and-cotton core-spun or staple polyester thread
- ticket no.80

#### Overlocking threads

- Crimp-textured polyester
- Ticket no. 140

## 6 Workmanship

The wet weather suit and storage bags shall be:

- Cut and made with first-class workmanship

#### Shall be free from:

- Defects, as specified in SANS 10076-7
- Marks / Spots
- Stains, incurred in the making-up

#### Seams and stitches shall be:

- Smooth and free from twists, pleats and puckers

#### End of sewing shall be:

- Trimmed and loose threads removed
- Back-tacked if unsecured

## 7 Sizes

**Size chart -Jacket**

1	2	3	4	5
Size designation	Nominal finished garment measurements, cm			
	Chest	Back length	Sleeve length 1)	Cuff Circumference
77-82 (XS)	100	78	80	33
87-92(S)	110	80	81	34
97-102 (M)	120	82	82	35
107-112 (L)	130	84	83	36
117-122 (XL)	140	86	84	37
127-132 (2XL)	150	88	85	38
137-142(3XL)	160	90	86	39
147-152 (4XL)	170	92	87	39
157-162 (5XL)	180	94	88	40
167-172 (6XL)	190	94	88	40

1) Underarm to outer edge of cuff

**Size chart -Trouser**

1	2	3	4	5	6	7
Size designation 1)	Nominal finished garment measurements, cm					
	Waist Relaxed	Waist Extended	Seat Circumference	Outside leg	Inside Leg	Bottoms
77-82 (XS)	70	95	105	118	84	50
87-92(S)	80	105	115	120	84	52
97-102 (M)	90	115	125	122	84	54
107-112 (L)	100	125	135	124	84	56
117-122 (XL)	110	135	145	126	84	58
127-132 (2XL)	120	145	155	126	84	60
137-142(3XL)	130	155	165	126	84	62
147-152 (4XL)	140	165	175	126	84	62
157-162 (5XL)	150	175	185	126	84	62
167-172 (6XL)	160	185	195	126	84	62

1) Based on the waist girth of the intended wearer

**8 Make**

NOTE: Unless inconsistent with the text, all measurements are nominal.

**8.1 JACKET:**

**8.1.1 Fronts, back and sleeves**

- Consist of top and bottom section
  - ⇒ Top section to be integral with the sleeves to a point 40 mm below the base of the scye
- Seam joining the top and bottom section to be top-stitched 1 mm and 6 mm above the joint of the seam
- Front & back 25 mm reflective strip 80 mm below the scye (i.e. 40 mm below base point)
- 25 mm sleeve reflective strip 19 cm below the scye.
- Foreparts fasten with slide fastener
  - ⇒ Visible when closed
  - ⇒ Inserted into the front edges





- ⇒ Extended from top edge of collar to approximately 11 cm above bottom edge of jacket for size large  
other sizes to be graded proportionally.
- Foreparts to each have a storm flap
  - ⇒ Which conceals the slide fastener
  - ⇒ Fastens with press-stud fasteners
- Top and bottom section of the back shall each be cut in one piece  
No centre back seam
- Straight side seam & hem

#### 8.1.2 **Storm Flap**

- each flap to be of folded outer material.
  - ⇒ Of finished width 70 mm
  - ⇒ Shall extend from the top edge of collar to bottom hem
- Top and front edges shall have an edge-stitching of 7 mm
- Left storm flap to have five female press-stud sections
  - ⇒ Positioned 10mm from the front edge
  - ⇒ Topmost fastener shall be centred 20 mm from top edge of flap
  - ⇒ Section fastener to be 60mm below the topmost one
  - ⇒ Bottom press-stud section to be centred 30 mm from bottom edge of flap
  - ⇒ Other two fasteners shall be spaced equidistantly between second and bottom fastener section.
- Right side storm flap to have the male fastener sections.
  - ⇒ To correspond to the female sections.

#### 8.1.3 **Two side pockets**

- To be of outer material
- To be patch pockets
- Square corners
- To be of finished width and depth 18 cm and 21 cm respectively
- Centrally positioned on the front sections
- Side of each pocket parallel to the front edge of jacket
- Bottom edge of pocket shall be positioned 40 mm above the hem on size large (to be graded proportionally)
- Pocket mouth edge to be turned in 5 mm
  - ⇒ Turned over 10 mm
  - ⇒ Top-stitched 1 mm from the turned-in edge
- Sides and bottom edges of pockets shall be turned in 8 mm
  - ⇒ Top-stitched 1 mm from the turned-in edge

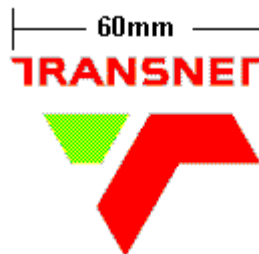
#### 8.1.4 **Pockets flaps**

- To be of folded outer material
- Square corners
- Of finished width and depth 18 cm and 55 mm.
- Stitched down 15 mm above the mouth openings of side pockets

#### 8.1.5 **Logo**



- Have the Transnet Logo embroidered in white.
- Position in the top section of the left front
- To be positioned 140 mm above the base point (40 mm below the scye)
- 60 mm from storm flap edge
- The name TRANSNET to be 60 mm
- Embroidery to be covered on the inside with sealing tape.



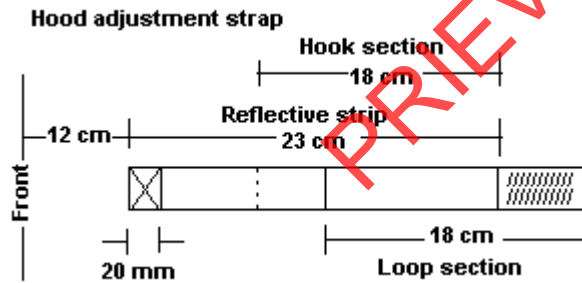
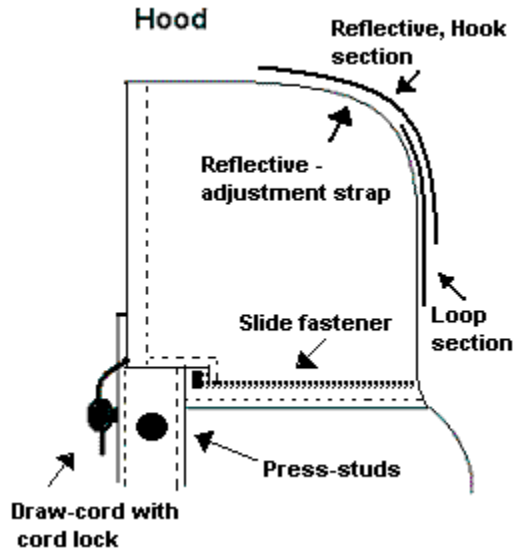
#### 8.1.6 Collar

- be of two layers of outer material with the coated sides to the inside.
- be of finished width 80 mm.
- extend from the left side of the centre front to the right side of the centre front
- be sewn to the top of the jacket
- be fitted with a slide fastener
  - ⇒ Centred in the outer collar
  - ⇒ Visible when closed
  - ⇒ Commencing 40 mm within the front edges of the collar for size large (to be graded proportionally)
  - ⇒ edges of the slide fastener opening shall be stitched 1 mm from the edges.
- have a 1 mm top-stitching above the join of the neck-to-body seam.

#### 8.1.7 Hood

- have a right and left section of outer material
- be seamed together from the forehead to the back of the neck.
- Have a face opening circumference of 60cm for size large (to be graded proportionally)
- Have a 25 mm reflective adjustment strap on the centre seam
- A section of touch and close fastener (loop section) to be stitched to the hood
  - ⇒ Of finished length 18cm 23 cm from front edge
- A 18 cm section of touch and close fastener (hook section) stitched to a 23cm reflective strip.
  - ⇒ 20mm box stitch to the hood 12cm from front edge
- Be turned in 5 mm at the front edge.
  - ⇒ Turned over 20 mm
  - ⇒ Stitched down 2 mm from the turned-in edge to form a tunnel for the draw-cord.
  - ⇒ End of the tunnel to be left open to provide openings for the draw-cord.
  - ⇒ Draw-cord shall be of sufficient length to protrude 15 mm within each front collar edge for size large.

(to be graded proportionally)



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Respondent's Signature



#### 8.1.8 Cuffs

- Be faced with outer material
  - ⇒ Of finished depth 13 cm
  - ⇒ Free edges shall be turned inwards and enclosed by a length of elastic webbing
    - Of width 5 mm to form a storm cuff
  - ⇒ Shall be secured to the sleeve with a bar-tack 50 mm from the edge of the cuff and across.
- Have an edge-stitching of 5 mm

### 9 Trousers

#### 9.1 Front & back:

- be plain
- be cut without side seams
- have an elasticized waist
- have a 25 mm reflective strip 28 cm below the crutch for size 107-112 (L) (to be graded proportionally)

#### The waistband lining shall:

- be of finished width 30 mm
- be interlined with elastic outer material.
- Top-stitched 30 mm from the folded edge
- Raw edge to be overlocked.

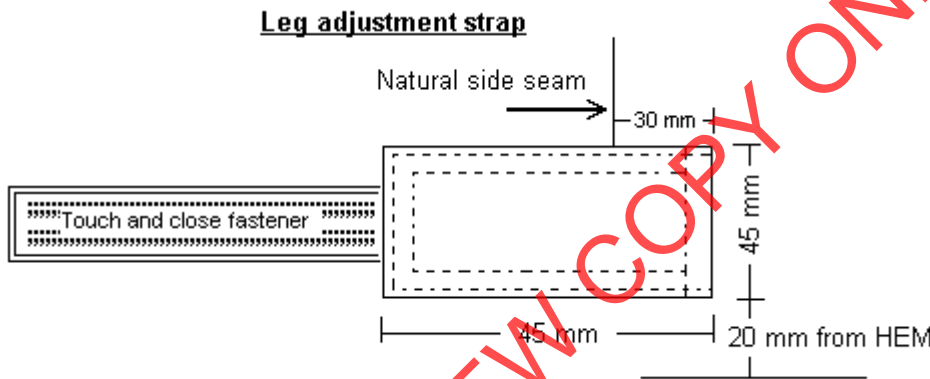
#### The waistband shall:

- Be grown on
- Folded along the top to form a waistband lining
- Be fitted with one button hole
  - ⇒ Horizontal
  - ⇒ Shirt type
  - ⇒ Barred at each end
  - ⇒ Through the waistband lining only
  - ⇒ Centrally position over the centre front seam
- Be fitted with a draw-cord
  - ⇒ Threaded through the tunnel and button holes
  - ⇒ Long enough to protrude 10 cm at each end (before adjustment)
  - ⇒ Threaded through draw-cord cones at the ends
  - ⇒ Security knotted and heat sealed at the ends

#### 9.2 Leg adjustment straps

- To be of outer material.
- Lined with outer material
- Top-stitched 1 mm & 7 mm from the free edges

- Each strap to have a square end
- Of finished width and length 45 mm and 10 cm respectively
- A section of touch and close fastener to be stitched to the lining only
  - ⇒ Of finished length 60 mm
  - ⇒ Centred
  - ⇒ 10 mm in from the free edges
- strap to be equal with the bottom hem of trousers
- positioned 30 mm backward from the actual side seam and facing forward to the front leg.
- A length of touch and close fastener sewn along the bottom hem.
  - ⇒ Starting from the actual side seam
  - ⇒ Of finished length 16 mm
  - ⇒ So positioned as to correspond with the touch and close fastener on strap.



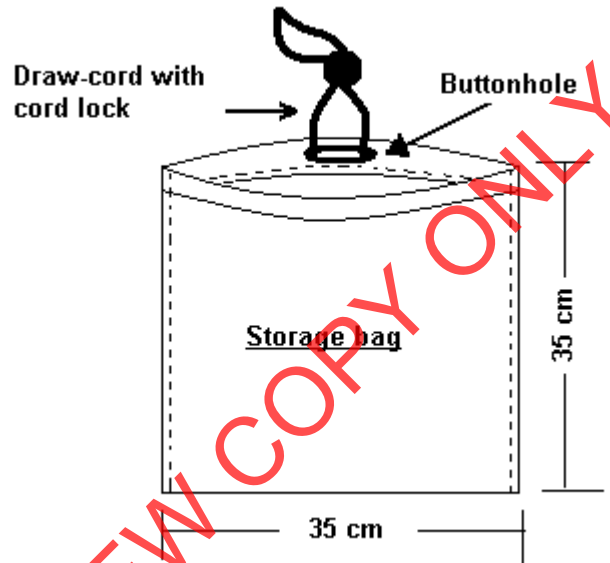
### 9.3 Bottom hem

- Be turned in 5 mm.
- Be turned over 20 mm
- Stitched 1 mm from the turned in edge.

### 9.4 Storage bag

- Of double folded outer material
- Sewn along each side
- Turned out and top-stitched 2 mm from the turned out edge.
- Of finished width and depth 35 cm
- Top edge to be turned in 5 mm
  - ⇒ Turned over 20 mm
  - ⇒ Stitched 2 mm from the turned-in edge to form a tunnel through which a draw-cord shall be threaded.
- Be fitted with a button hole

- ⇒ Centrally position on the inside of the tunnel
- ⇒ Of finished length 25 mm
- ⇒ To provide an opening for the ends of the draw-cord.
  - To be of sufficient length to protrude 12 cm before adjustment
  - To be equipped with cord locks
  - End of cord to be knotted and heat sealed



## 10 Stitches, seams and stitchings

### 10.1 Stitches

- **Main seam:** single needle lock stitch
- **Overlocking:** three-thread overlocking stitch
- **Top-stitching:** single needle lock stitch

### 10.2 Seams

- At least 10mm wide
- Sealed at the inside with adhesive tape for water resistance
  - ⇒ Shall be tested as specified in Annex B

**Jacket side and sleeve seams; trousers inside leg and seat seam:**

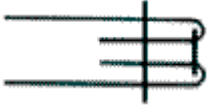


Seam type Ssa-1



Superimpose two or more plies of material and seam with the appropriate number of rows of stitches positioned at the specific distance(s) from the aligned edges.

**Pocket flaps and adjustment straps:** seam type Ssae-2



form seam type Ssa-1, using two plies of material. Then turn back each ply at the seam and seam through the turned edges with the appropriate number of rows of stitches.

**Side pockets & slide fasteners:** seam type LSd-1



Turn in the edge of one ply of material, lap it on the body of a second ply (at the specific distance from the edge of the second ply), and seam with the appropriate number of rows of stitches.

**Front and back cross panel seams:** seam type LSb-2



Turn in the edge of one ply of material, lap it on the edge of a second ply, and seam with the appropriate number of rows of stitches.

**Attaching pocket flaps and storm flaps adjustment straps on trousers:**

Seam type LSs-2



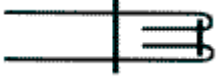
So super two superimpose two plies of material that their edges are the specified distance apart, and seam with one row of stitches

At the specified distance from the edge of the top ply. Then turn the top ply back at the seam with one row of stitches through the



top and bottom plies.

**Top edges of collars and storage and storage bag:** seam type SSae-2



Form seam type Ssa-1, using two plies of material. Then turn back each ply at the seam and seam with the appropriate number of rows of stitches, ensuring that when more than one row of stitches is used, one row passes through the folded edges.

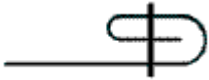
### 10.3 Stitchings

All exposed raw edges of trousers: stitching type Efd

Stitch over the edge of ply of material with one row of stitches.



Hems: stitching type Efb-1



Turn in the specified width at the edge of a ply of material, fold back the turned edge, and stitch the turned-in and folded portion

With the appropriate number of rows of stitches.

### 10.4 Number of stitches

**All seams and top-stitching:**  $32 \pm 2$  per 10 cm

**Overlocking:**  $32 \pm 4$  per 10 cm

**Buttonholes:**  $12 \pm 1$  per 1 cm

**Bar-tacks:**  $22 \pm 2$  per 1 cm

### 10.5 LABELING:

The garment shall be labeled and marked in accordance with the requirements of specification CSS 286.21 LAB/1

### 10.6 PACKING:

**Each jacket and trouser shall be (in conjunction with specification CSS.286.21 PAC/1):**





- Neatly folded and packed into the storage bag
- Delivered in a commercially dry condition
- Packed in a plastic envelope of suitable size and shape
- The item number and size to be reflected on the plastic envelope with a stuck-on label

## Annex A

(normative)

### Special conditions of tender

#### A-1 GENERAL

**A-1.1** Unless otherwise stated, The Chief Executive Transnet (or an officer or organization deputed by it), shall be the inspecting authority.

**A-1.2** Two pre-production sample garments shall have been inspected, tested and approved by the inspecting authority before bulk production is commenced, and it shall be the duty of the manufacturer to give adequate notice to the inspecting authority of the availability of these samples.

**A-1.3** The individual garments shall be subject to inspection during the course of the manufacture. The inspector shall, during normal working hours, be given all reasonable facilities for carrying out his duties and shall have the right of entry into the contractor's factory and the factory or works of any subcontractor where work on the individual garments supplied to this specification may be in progress.



**A-1.4** The contractor shall inspect the finished garment for compliance with the specification before submitting them to the inspecting authority for final inspection.

**A-1.5** Before acceptance, the garments shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.

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**Annex B**

(normative)

**Test method for water resistance (seam taping)**



**All test results and relevant documentation shall be stored, be traceable and available for inspection**

The efficiency of the seam taping process is essential to the required environmental protective properties of the garment. That efficiency is affected by the number of process variables including central positioning of the tape, time, speed, temperature and pressure profile. In order to provide assurance of the machine controls, the contractor is to prescribe speed settings for each seam and to demonstrate their effectiveness during production by implementing the procedures outlined below.

Method of test: SANS 5266 with static water head of 200 cm for 2 minutes.

Requirements: maximum of three growing drops.

1. Prior to the start of garment construction and before re-use of a machine after an idle period of longer than thirty minutes, all test of resistance to water penetration (waterproofness) of seams are to be carried out for 2 minutes at the specified pressure, with the outer material fabric face to water
  - a) Four pieces of fabric are to be seamed and taped to produce a flat test specimen with a right-angled cross-over.
  - b) The cross-over seam of the specimen is to be tested at 15kPa. If the test specimen fails,
  - c) The machine settings are to be adjusted, and the test shall be repeated until a pass is achieved.
2. The following areas shall be tested to exemplify the overall water resistance of the garment.
  - a) One straight seam either in a sleeve or at the side, is to be tested at 200kPa.
  - b) Crossover points in the underarm is to be tested at 15kPa
3. The following are the specified inspection intervals during garment production.
  - a) Each operator of a taping machine is to make a cross-over test specimen, as in Paragraph 1, and test the cross-over seam at 15kPa, every morning before production Commences
  - b) One out of every twenty garments being manufactured shall be tested.
  - c) Embroidery shall be heat sealed with an appropriately size patch to avoid water leaking through the embroidery stitches.
4. The final production inspection.
  - a) . Two garments are to be selected at random from the packing department
  - b) Garments are to be tested in “as received” state. Straight seams at 20 kPa, at different areas from where thy may have been tested previously



REVISION HISTORY SHEET		
<b>Document Subject</b> Quality Assurance ADMINISTRATION, PREPARATION, MAINTENANCE AND DISTRIBUTION		<b>Effective date</b> 21 January 2009
<b>Controlling Officer:</b> R. Roodt		
<b>Approving Officer:</b> C.J.V. du Plooy		
Rev/No	Date approved	Nature of revision

PREVIEW COPY ONLY

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

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



## 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.

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

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

45

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



## Supplier Declaration Form

Company Trading Name						
Company Registered Name						
Company Registration Number Or ID Number If A Sole Proprietor						
Form of entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number (if registered)						

Company Telephone Number			
Company Fax Number			
Company E-Mail Address			
Company Website Address			
Postal Address		Code	
Physical Address		Code	

Contact Person	
Designation	
Telephone	
Email	

Annual Turnover Range (Last Financial Year)	< R5 Million	R5-35 million	> R35 million
Does Your Company Provide	Products	Services	Both
Area Of Delivery	National	Provincial	Local
Is Your Company A Public Or Private Entity	Public	Private	
Does Your Company Have A Tax Directive Or IRP30 Certificate	Yes	No	
Main Product Or Service Supplied (E.G.: Stationery/Consulting)			

### BEE Ownership Details

% Black Ownership	% Black women ownership	% Disabled person/s ownership
Does your company have a BEE certificate	Yes	No
What is your broad based BEE status (Level 1 to 8 / Unknown)		

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

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



How many personnel does the firm employ	Permanent		Part time	
Name of person procuring your services/products				
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.**

**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

**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								Yes		No			



Transnet OD							
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	
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**c) If your reply to (b) is "NO", please furnish reasons :**

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**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 2008 on the Intranet)**

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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 BEE Status)**

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
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**Section 3: To be completed by Supplier Management**

I hereby approve  disapprove  this application

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
Vendor Number	Date captured on SAP							Recon Account		

**Transnet Supplier Declaration/Application**

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Respondent's Signature

Date and Company Stamp



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

PREVIEW COPY ONLY

## Supplier Declaration Form

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

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

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



Does Your Company Provide	Products		Services		Both	
Area Of Delivery	National		Provincial		Local	
Is Your Company A Public Or Private Entity			Public		Private	
Does Your Company Have A Tax Directive Or IRP30 Certificate			Yes		No	
Main Product Or Service Supplied (E.G.: Stationery/Consulting)						

**BEE Ownership Details**

% Black Ownership		% Black women ownership		% Disabled person/s ownership	
Does your company have a BEE certificate			Yes	No	
What is your broad based BEE status (Level 1 to 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 Authorised To Sign For And On Behalf Of Firm / Organisation**

Name		Designation	
Signature		Date	

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Vendor Name	
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	Vendor Number
--	---------------

TFR	TRE	TPT	TPL	TNPA	TCP	TRN
-----	-----	-----	-----	------	-----	-----

Create	Unblock	Amend	Extend	Once-Off / Emergency Request
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Supplier's trading name

Supplier's registered name

Please indicate if the Supplier has a contract with sourcing Transnet OD

	Yes	No
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If yes please submit / furnish details of such a contract (together with the SDF)

**b) What is being procured from the supplier?**

vi.	Products only	Yes	No
vii.	Services only	Yes	No
viii.	Labour only	Yes	No
ix.	Mix of services and products	Yes	No
x.	Mix of services and labour	Yes	No

**d)** 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
-----	--	----

**e)** If your reply to (b) is "**NO**", please furnish reasons :

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**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 2008 on the Intranet)

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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 BEE Status)

NARROW BASED (NB)				BROADBASED (BBBEE)				
BEE O/S	BWBE	DPBE	MR	CONTB. LEVEL	EME: <R5m	QSE: >R5m <R35m	LARGE: >R35m	VALIDITY DATE

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

**Section 3: To be completed by Supplier Management**

I hereby approve  disapprove  this application

Name	Grade	Date								Signature
		Y	Y	Y	Y	M	M	D	D	
Vendor Number	Date captured on SAP							Recon Account		

PREVIEW COPY ONLY