



## Office Space Planning Contract

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Transnet Freight Rail is an Operating Division of

TRANSNET LIMITED

(Registration No. 1990/000900/06)

### REQUEST FOR PROPOSAL (“RFP”)

RFP NUMBER: HOAC-JHB-5837

### PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES FOR A PERIOD OF TWO YEARS

**Issue date** : 23 March 2010

**Closing Date** : 13 April 2010

**Closing time** : 10:00

**Option date** : 30 June 2010

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

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Respondent's Signature

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Date and Company Stamp



## Office Space Planning Contract

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**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES 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. Scope of Work and Pricing**
- 7. Standard Terms and Conditions of Contract (US7 - Services)**
- 8. Non-Disclosure Agreement**
- 9. Supplier Declaration Form**
- 10. Supplier Code of Conduct**

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Respondent's Signature

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Date and Company Stamp



**Office Space Planning Contract**

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**SECTION 1**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES FOR A PERIOD OF TWO YEARS**

**NOTICE TO BIDDERS**

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

On or after Tuesday, 23 March 2010 the RFP documents may be inspected at, and are obtainable from the office of TRANSNET FREIGHT RAIL, TENDER ADVICE CENTRE, INYANDA HOUSE 1, GOUND FLOOR, 21 WELLINGTON ROAD, PARKTOWN, JOHANNESBURG.

A non-refundable tender fee of R500.00 (Inclusive of VAT) is applicable per tender. Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203 58598, Branch code 004805. The deposit slip must reflect RFP: HOAC-JHB-5837 and the Company Name. Receipt/s to be presented prior to collection of the tender/s

**NOTE: For specific queries before the closing of the RFP, the following Transnet employee(s) may be contacted by e-mail only:**

Name : Neo Sekwati  
Division : Supply Chain Services  
E-mail : neo.sekwati@transnet.net

2. **Quotations 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>: HOAC-JHB-5837</b>  |
| <b>Description</b>                                       | <b>: Provision of Office Space Planning and Professional Services</b> |
| <b>Closing date and time</b>                             | <b>: Tuesday, 13 April at 10h00</b>                                   |
| <b>Closing address (refer options paragraph 4 below)</b> |   |

3. **DELIVERY INSTRUCTIONS FOR THIS RFP**

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Respondent's Signature

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Date and Company Stamp



## Office Space Planning Contract

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- 3.1** If posted, the envelope must be addressed to the Secretary, Transnet Acquisition Council, P.O.Box 7784, 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.
- 3.2** If delivered by hand, the envelope is to be deposited in the TRANSNET tender box which is located at the main entrance, Inyanda1-Building,21 Wellington Road, Parktown 2193, Johannesburg , and should be addressed as follows:

THE SECRETARY  
TRANSNET ACQUISITION COUNCIL  
INYANDA HOUSE 1  
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.**

- 3.3** 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  
INYANDA HOUSE 1  
GROUND FLOOR  
21 WELLINGTON ROAD  
PARKTOWN, JOHANNESBURG

- 4.** Please note that this RFP closes punctually at 10:00 on Tuesday 13 April 2010.
- 5.** If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."
- 6.** NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.
- 7.** The responses to this RFP will be opened as soon as practicable after the expiry of the time advertised for receiving them.
- 8.** Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. service fees, deliverables, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
- 9.** Envelopes must not contain documents relating to any RFP other than that shown on the envelope. All envelopes must reflect the return address of the Respondent on the reverse side.

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Respondent's Signature

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Date and Company Stamp



## Office Space Planning Contract

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10. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 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.

### 11. 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.

11.1 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)

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Date and Company Stamp



## Office Space Planning Contract

(c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**

- Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition
- Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
- EME's should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers

11.2 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 / Proposals the percentage of the total contract value which would be allocated to such BBBEE companies should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

**11.3 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.

**11.4** 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.

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

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



## Office Space Planning Contract

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

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

|   |
|---|
| <p><b>DTI BBBEE UNIQUE PROFILE NUMBER:</b><br/>         .....</p> |
|---|

**11.6** 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.

### 12 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 on any matter relating to its RFP response.

### 13 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.

### 14 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

### 15 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.

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

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



## Office Space Planning Contract

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### 16 ADDITIONAL NOTES:

- All returnable documents as indicated in the Proposal Form (Section 3) must be returned with the response
- Respondents are to note that Proposal 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**

### 17 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

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Respondent's Signature

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Date and Company Stamp





### Office Space Planning Contract

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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.

#### 18 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.....     |

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

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

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



**Office Space Planning Contract**

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**SECTION 2**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
FOR A PERIOD OF TWO YEARS**

**BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

**1. BACKGROUND**

**2. EXECUTIVE OVERVIEW**

Transnet is seeking a partner(s) to provide Office Space Planning and related Professional Services. The selected service 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 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.

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Respondent's Signature

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Date and Company Stamp



**Office Space Planning Contract**

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**3. SCOPE OF REQUIREMENTS**

Provision of Office Space Planning and Related Professional Services for a period of two years

**4. GENERAL INFORMATION**

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

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

**5. 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:

| RFQ ITEM NUMBER | MANUFACTURING & DELIVERY LEAD TIME |
|-----------------|------------------------------------|
| 1. ....         | (weeks/months)                     |
| 2. ....         | (weeks/months)                     |
| 3. ....         | (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:

| RFQ ITEM NUMBER | MAXIMUM MONTHLY PRODUCTION CAPACITY |
|-----------------|-------------------------------------|
|                 |                                     |

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

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



### Office Space Planning Contract

|    |       |                |
|----|-------|----------------|
| 1. | ..... | (weeks/months) |
| 2. | ..... | (weeks/months) |
| 3. | ..... | (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:

.....

.....

.....

### 6. PRE-PRODUCTION SAMPLES/PROTOTYPES

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

.....

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

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



**Office Space Planning Contract**

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)/prototype(s), calculated as from the date of such approval:

|       |
|-------|
| ..... |
|-------|

**7. MANUFACTURERS**

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

(i) LOCAL MANUFACTURER(S):

| RFQ ITEM NO. | NAME  | ADDRESS (IN FULL) |
|--------------|-------|-------------------|
| .....        | ..... | .....             |
| .....        | ..... | .....             |
| .....        | ..... | .....             |

(b) **SUPPLIERS**

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

(i) LOCAL MANUFACTURER(S):

| RFQ ITEM NO. | NAME  | ADDRESS (IN FULL) |
|--------------|-------|-------------------|
| .....        | ..... | .....             |
| .....        | ..... | .....             |
| .....        | ..... | .....             |

(c) **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:

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

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



**Office Space Planning Contract**

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| Name of Company | Contact Person | Telephone number |
|-----------------|----------------|------------------|
|                 |                |                  |
|                 |                |                  |
|                 |                |                  |
|                 |                |                  |

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Respondent's Signature

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Date and Company Stamp



**Office Space Planning Contract**

**SECTION 3**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
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) 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.

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

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

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



### Office Space Planning Contract

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 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 .....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:

\_\_\_\_\_

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

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





### Office Space Planning Contract

#### 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 |
|--|-------------------|-------------|
| .....                                    | .....             | .....       |
| .....                                    | .....             | .....       |
| .....                                    | .....             | .....       |
| .....                                    | .....             | .....       |
| .....                                    | .....             | .....       |

| (iii) 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.

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

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



### Office Space Planning Contract

#### 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.

|         |                |
|---------|----------------|
| Name    | .....          |
| Address | .....<br>..... |

#### 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:

|     |  |
|-----|--|
| YES |  |
|-----|--|

|    |  |
|----|--|
| NO |  |
|----|--|

#### DECLARATION

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

|     |  |
|-----|--|
| YES |  |
|-----|--|

|    |  |
|----|--|
| NO |  |
|----|--|

If YES, please indicate below:

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

ADDRESS

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Indicate nature of relationship (if any):

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Respondent's Signature

Date and Company Stamp



## Office Space Planning Contract

*(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):

|  |   |
|--|---|
| Notice to Bidders – Section 1  | √ |
| Background overview – Section 2  | √ |
| Proposal Form – Section 3  | √ |
| Resolution of Board of Directors (Respondent's Representative) - Section 4 | √ |
| Certificate of Acquaintance with RFP Documents – Section 5                 | √ |
| Scope of Work and Pricing - Section 6                                      | √ |
| Conditions of Contract - Form US7 – Section 7                              | √ |
| Audited Financials for previous year                                       | √ |
| Valid Tax Clearance Certificate  | √ |
| VAT Registration Certificate   | √ |
| BBBEE Accreditation Certificate  | √ |
| Non-Disclosure Agreement - Section 8                                       | √ |
| Supplier Declaration Form - Section 9                                      | √ |
| Supplier Code of Conduct – Section 10                                      | √ |

**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.

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

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



### Office Space Planning Contract

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:

|                               |                               |
|-------------------------------|-------------------------------|
| <p>1 _____</p> <p>2 _____</p> | <p>1 _____</p> <p>2 _____</p> |
|-------------------------------|-------------------------------|

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

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

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



Office Space Planning Contract

SECTION 4

RFP NUMBER: HOAC-JHB-5837

PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES 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

Table with 3 columns: FULL NAME(S), CAPACITY, SIGNATURE. Includes a large red diagonal watermark reading 'PREVIEW COPY ONLY'.

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

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

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



**Office Space Planning Contract**

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**SECTION 5**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
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

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

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

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**Office Space Planning Contract**

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**SECTION 6**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
FOR A PERIOD OF TWO YEARS**

**SCOPE OF WORK AND PRICING**

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## Office Space Planning Contract

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### SCOPE OF WORK: OFFICE SPACE PLANNING SERVICE

#### 1. SCOPE OF WORK

The services required on a national basis will include, but is not limited to, the following:

| <u>Building name</u>                   | <u>Approximate m2</u> |
|--|-----------------------|
| <b><u>Central Region</u></b>           |                       |
| 138 Eloff Street                       | 8 000                 |
| Isando Admin building                  | 7 000                 |
| Bayhead Protekon                       | 3 900                 |
| Sentrarand Admin                       | 6 200                 |
| Esselenpark                            | 5 900                 |
| <b><u>Western Region</u></b>           |                       |
| Belcon Building                        | 3 900                 |
| Transnet Park building                 | 4 000                 |
| Salkor Building                        | 6 100                 |
| <b><u>Eastern Region</u></b>           |                       |
| Ermelo CTC                             | 1 000                 |
| Pyramid South                          | 3 000                 |
| Koedoespoort                           | 1 000                 |
| <b>Total approximate m<sup>2</sup></b> | <b>50 000</b>         |

#### Space Planning:

- Planning of space as per approved Transnet Freight Rail standards to the best advantages of both the department and building/area involved
- Measuring and drawing up of the building concerned including services.
- In liaison with the Facilities Manager HQ meet with Heads of departments to obtain specific and future requirements on number of people, work flow, etc. and compilation of a comprehensive brief in this regard.
- Ensure all available space is utilised to its full potential in line with Transnet Freight Rail's strategy of optimal space utilisation taking current best practices into account.
- Preparation of block plans and space plans.
- Ensure that the space planning and refurbishment designs are done within the context of energy savings and green building principles.

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Respondent's Signature

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## Office Space Planning Contract

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### **Interior design (where required in line with Transnet Freight Rail CI):**

- Specialized lighting and ceiling plans indicating accent lighting
- Design and detailing of custom made counters and bulkheads
- Specification of blinds/curtains
- Signage

### **Project and construction management:**

- Provision of specifications, construction drawings and finishes specifications including furniture, electrical, ceiling, air-conditioning and lighting layouts. drawings
- Preparation of work program.
- Conduct regular project and site meetings
- Monitoring of contractors progress in relation to the program.
- Quality control of work whilst under construction
- Snagging of completed work

### **Other professional services:**

- Contract in any professional services required for the refurbishment of buildings e.g.:
- Specification writers
- Quantity surveyor
- Architectural
- Mechanical
- Electrical etc.

## 2. ADJUDICATION CRITERIA

Adjudication will be based on the criteria mentioned hereunder.

You are hereby invited to submit a space-planning proposal to include the following:

### **(A) B-BBEE (Weight 10):**

Your company profile must indicate the following, but not limited to:

- B-BBEE certificate and scorecard

### **(B) COMMERCIAL (Weight 50):**

Your pricing methodology in respect of:

- Space planning
- Interior design
- Project Management
- Professional services
- Cost of drawings per print A0, A3,A4

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Respondent's Signature

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## Office Space Planning Contract

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**(C) TECHNICAL (Weight 40):**

- Experience - indicate current and previous experience most relevant to this instruction
- References of previous clients
- Staff compliment

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Respondent's Signature

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Date and Company Stamp



## Office Space Planning Contract

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### PRICING SCHEDULE

| Description of Service | Unit | Price (excl VAT) |
|------------------------|------|------------------|
|------------------------|------|------------------|

#### Space Planning

|                        |                |  |
|------------------------|----------------|--|
| Research process       | m <sup>2</sup> |  |
| Space planning process | m <sup>2</sup> |  |

#### Interior Design

|                          |                |  |
|--------------------------|----------------|--|
| Technical Detail process | m <sup>2</sup> |  |
|--------------------------|----------------|--|

#### Project Management

|                            |   |  |
|----------------------------|---|--|
| Project Management process | % |  |
|----------------------------|---|--|

#### Disbursements

|                 |           |  |
|-----------------|-----------|--|
| A0 plans colour | per print |  |
| A1 plans colour | per print |  |
| A3 plans colour | per print |  |

#### Professional services as and when required

|                       |          |  |
|-----------------------|----------|--|
| Specification writers | per hour |  |
| Quantity surveyor     | per hour |  |
| Architectural         | per hour |  |
| Mechanical            | per hour |  |
| Electrical            | per hour |  |

#### Note on Traveling and Accommodation claims

|  |         |  |
|--|---------|--|
| Traveling in Gauteng to be included in price |         |  |
| <u>Traveling outside Gauteng:</u>            |         |  |
| Motor vehicle (Class B car hire rates)       | Per km  |  |
| 3 star hotel or similar                      | Per day |  |
| Air travel - Economy class.                  | each    |  |

#### **Total Monthly Price**

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 Respondent's Signature

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 Date and Company Stamp



Office Space Planning Contract

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**SECTION 7**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
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.”*

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Respondent's Signature

---

Date and Company Stamp



**Office Space Planning Contract**

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**SECTION 8**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
FOR A PERIOD OF TWO YEARS**

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

**Complete and sign NDA attached hereto**

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Respondent's Signature

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Date and Company Stamp



**Office Space Planning Contract**

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**SECTION 9**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
FOR A PERIOD OF TWO YEARS**

**SUPPLIER DECLARATION FORM**

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Respondent's Signature

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Date and Company Stamp



**Office Space Planning Contract**

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**SECTION 10**

**RFP NUMBER: HOAC-JHB-5837**

**PROVISION OF OFFICE SPACE PLANNING AND RELATED PROFESSIONAL SERVICES  
FOR A PERIOD OF TWO YEARS**

**SUPPLIERS CODE OF CONDUCT**

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Respondent's Signature

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Date and Company Stamp