



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

REQUEST FOR PROPOSAL (“RFP”)

RFP NUMBER HO/C/G/084

**SUPPLY OF BUSH HATS & CAPS
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/084
SUPPLY OF BUSH HATS & CAPS
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/084

SUPPLY OF BUSH HATS & CAPS 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 / 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:

RFP No	: HO/C/G/084
Description	: SUPPLY OF BUSH HATS & CAPS
Closing date and time	: 14 April 2009 at 10h00
Closing address (refer options paragraph 4 below)	



4. DELIVERY INSTRUCTIONS FOR THIS RFP

- 4.1 **If posted**, the envelope must be addressed to the 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
1ST 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/084

**SUPPLY OF BUSH HATS & CAPS
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 BUSH HATS & CAPS

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 7th (seventh) day after the date of the relevant purchase order:

RFP 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:

RFP ITEM NUMBER	MAXIMUM MONTHLY PRODUCTION CAPACITY
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:

.....

.....

.....

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 sample(s) calculated as from the date of notification of acceptance of the Proposal by Transnet:

.....

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:

.....

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:

(i) LOCAL MANUFACTURER(S):

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

8. NATIONAL RAILWAY SAFETY REGULATOR ACT

In compliance with the **National Railway Safety Regulator Act, 16 of 2002**, the successful Respondent (the “Supplier”) shall ensure that the Goods to be supplied to Transnet, under the terms and conditions of a contract between the parties, comply fully with the specifications as set forth in Section 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	
----	--

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
-----	----

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
-----	----

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.



.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

PREVIEW COPY ONLY

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:

.....

.....

.....

.....

.....

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

.....



.....

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

.....

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

.....

PREVIEW COPY ONLY

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



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

PRIEVIEW COPY ONLY



SECTION 3

RFP NUMBER HO/C/G/084

**SUPPLY OF BUSH HATS & CAPS
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 ofonly; and agree to a penalty clause to be negotiated with Transnet, which will allow Transnet to invoke a penalty (details to be negotiated) against us should the delivery of the Goods be delayed due to non-performance by us.

The law of the Republic of South Africa shall govern the contract created by the acceptance of this RFP. The *domicillium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate *domicillium citandi et executandi* hereunder:

NOTIFICATION OF AWARD OF RFP

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

VALIDITY PERIOD

Transnet desires a validity period of 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

(iii) 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"/>
-----	--------------------------	----	--------------------------

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"/>
-----	--------------------------	----	--------------------------

If YES, please indicate below:

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

ADDRESS



Indicate nature of relationship (if any):

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

PRICE REVIEW

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

RETURNABLE DOCUMENTS

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

Notice to Bidders – Section 1	√
Background overview – Section 2	√
Proposal Form – Section 3	√
Resolution of Board of Directors (Respondent's Representative) – Section 4	√
Certificate of Acquaintance with RFP Documents – Section 5	√
Pricing & Delivery Schedule – Section 6	√
General Tender Conditions, Form CSS5 – Section 7	√
Conditions of Contract, Form US7 – Section 8	√
Audited Financials for previous year	√
Valid Tax Clearance Certificate	√
VAT Registration Certificate	√
BBBEE Accreditation Certificate	√
Transnet Supplier Declaration/Application	√
Specifications and Drawings – Section 10	√

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

21

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

PRIEVIEW COPY ONLY



SECTION 4

RFP NUMBER HO/C/G/084 SUPPLY OF BUSH HATS & CAPS 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/084

**SUPPLY OF BUSH HATS & CAPS
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/084

**SUPPLY OF BUSH HATS & CAPS
FOR A PERIOD OF TWO (2) YEARS**

PRICING & DELIVERY SCHEDULE

ITEM 1

DESCRIPTION

HAT, BUSH (FLOPPY)
SIZE: 52
STEWARD BLUE POLYESTER/COTTON
WITHOUT LOGO
SPECIFICATION NUMBER CSS 286.21 G32

ITEM 35/	SIZE	QTY	PRICE PER EACH
a. 35113698	52	72
b. 35113702	54	245
c. 35113714	56	706
d. 35113726	58	1200
e. 35113738	60	1145
f. 35113751	62	209
g. 35113763	64	44

PRIEVIEW COPY ONLY

Respondent's Signature

Date and Company Stamp



ITEM 2

DESCRIPTION CAP, UNISEX
 STEWARD BLUE POLYESTER/COTTON
 WITH TRANSNET LOGO
 SPECIFICATION NUMBER CSS 286.21 G25

ITEM 35/	SIZE	QTY	PRICE PER EACH
a. 35098275	52	425
b. 35098287	54	929
c. 35098299	56	3958
d. 35098303	58	6958
e. 35098315	60	3747
f. 35098327	62	951
g. 35098339	64	284

ITEM 3

DESCRIPTION CAP, MENS
 COLOUR : OXFORD BLUE
 MATERIAL : POLYESTER /VISCOSE
 SPECIFICATIONS : CSS 286.21 G60

ITEM 35/	SIZE	QTY	PRICE PER EACH
a. 35123190	54-55(S)	31
b. 35123205	56-57(M)	170
c. 35123217	58-59(L)	130
d. 35123229	60-61(XL)	73

PREVIEW COPY ONLY



SECTION 7

RFP NUMBER HO/C/G/084

**SUPPLY OF BUSH HATS & CAPS
FOR A PERIOD OF TWO (2) YEARS**

GENERAL TENDER CONDITIONS - GOODS

Refer Form CSS5 attached hereto

PREVIEW COPY ONLY



SECTION 8

RFP NUMBER HO/C/G/084

**SUPPLY OF BUSH HATS & CAPS
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."

Respondent's Signature

28

Date and Company Stamp



SECTION 9 [if applicable]

RFP NUMBER HO/C/G/084

**SUPPLY OF BUSH HATS & CAPS
FOR A PERIOD OF TWO (2) YEARS**

SPECIFICATIONS AND DRAWINGS

Specification number CSS 286.21 G32 Revised Dec'08
Specification number CSS 286.21 G25 Revised Dec'08
Specification number CSS 286.21 G60 Revised May'00

HAT, BUSH	Reference no. :35/113686	Item no. 35/113698 Size 52	Item no. 35/113702 Size 54
		Item no. 35/113714 Size 56	Item no. 35/113726 Size 58
		Item no. 35/113738 Size 60	Item no. 35/113751 Size 62
		Item no. 35/113763 Size 64	

1. REQUIREMENTS:

MATERIALS:

1. The following (outer material) all cotton D59 fabric will be supplied by Transnet Ltd
 - a. For reference Item No 35/113686 "Steward Blue" Cloth stock Item No 35/3492 the quantity will be in accordance with tender.
 2. The following materials shall be used by the manufacturer. The colour of the eyelets and sewing threads shall in each case be acceptable colour match to that of the outer material.
 - a. BRIM INTERLINING:
Firm non-woven interlining Q.293 of nominal thickness 1 mm, 125 p/m2.
 - b. EYELETS:
Brass eyelets of 3-4 mm inside diameter, with corrosion resistant metal washer (ring) that fits eyelet

SEWING THREAD:

- c. The thread shall comply with the relevant requirements of SABS and shall be a polyester and cotton core spun thread or a staple polyester thread, ticket No 80 (in both cases).

3. WORKMANSHIP:

The hat shall be cut and made with fist class workmanship throughout and shall be free from defects that affect their appearance or may affect their serviceability (or both), and from marks, spots and stains incurred in the



marking-up. All seams shall be smooth and all stitching shall be uniform. Seams and stitching shall be free from twists, pleats and puckers and shall be sufficiently extensible to obviate seam cracking and undue shrinkage in use.

All ends of sewing that are not secured in seams or in other sewing shall be adequately backstitched. All ends of sewing shall have trimmed and loose threads removed. The hats shall be of uniform and acceptable make, colour and finish and the matching of the shades of the component parts of the hat shall be such as to be acceptable.

4. **STYLE:**

The hats shall have on oval shaped crown with a padded lining, a deep body with three ventilation eyelets.

The hat shall have a woven Vilene reinforced brim with a bound edge. The hat shall be lined on the side sideband.

The pattern shall be drafted by the manufacturer to conform to the specification and the sealed sample held by the Spoornet Clothing

5. **SIZES:**

The hats shall be supplied in size designations 52-64 cm (inclusive) as specified in the order or contract, and

their finished dimensions shall comply with the following requirements:

- a. The internal circumference of the hat, measured on the brim to body seam shall be 10 mm greater than size designation.
- b. On a hat of size designation 57 cm length of the crown, measured front to back, shall be 21 cm and the width of the crown measured from side to side shall be 16,5 cm. For hats of a smaller or larger size designation, the crown length and width shall be so decreased or increased proportionately to ensure a decrease or increase (as relevant) of the hat circumference of 10 mm per size.
- c. The body of the hat shall be cut one piece and the finished height at the center front shall be 87 mm and 87 mm at the center back (measured along the seam).
- d. The brim of the hat shall have finished width of 75 mm at the center front and center back and 72 mm at the sides.

6. **MAKE:**

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

6.1 **CROWN:**

The crown shall be outer material, lined with outer material and interlined with crown padding (6.2) and shall

be oval the lining shall be bonded to the padding with three layers of a rubber solution. The bonded material



shall have a uniform finish, shall be free from perforations, untreated areas and other imperfections (e.g. blisters and ripples), and shall not under any circumstances, emit an unpleasant odour. Bonding shall be such as a secure union between the crown lining and the foam.

6.2 CROWN PADDING:

A highly resilient foam rubber or foam plastic of nominal thickness 3 mm and capable of withstanding laundering.

6.3 BODY:

The body of the hat shall be of outer material, cut in one piece, seamed together at the center back and lined with outer material.

6.4 BRIM:

The brim shall be in two parts that are seamed together at each side of the hat body. It shall be of outer material, lined with outer material and interlined with non-woven Vilene (see 2a). The brim shall be sewn with concentric rows of stitches spaced at 8 mm intervals. The free edge of the brim shall be bound with outer material as to form a binding of finished width 8 mm.

6.5 EYELETS:

Each shall have six eyelets (see 2b) in the following positions: On each side of the hat, three eyelets so positioned as to form a triangle with a 30 mm side. The apex of the eyelet triangle shall be in line with the brim side seam, and shall be 25 mm below the crown to body seam. Each eyelet shall be properly clinched over a washer (see 2c) on the inside of the hat.

7. PACKING:

Packing requirements to specification CSS 286.21 PAC/1 Latest.

8. MARKING:

Each hat shall have a white woven cotton or rayon label, that complies with the requirements of SABS 1309 and nominal size 60 mm X40 mm, securely sewn (on all four edges) to the crown lining. This label shall be legibly and indelibly marked with ink that complies with the requirements of SABS 432 in block letters of height at least 3 mm with the following information.

- (a) Manufacturer's name or trade or both.
- (b) The stock item number (e.g. 35/000000) for each size including garments made to special measurements
- (c) Size designation (except when garments are made to special measurements)
- (d) Garment reference: Specification No. i.e. G.32.



- (e) The words "made in South Africa –
- (f) Year of manufacturer.

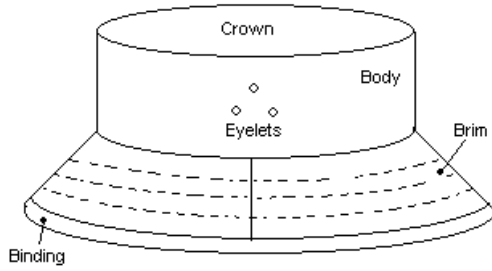
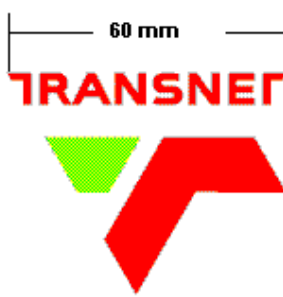


Figure 1 - Side view



PRIEVIEW COPY ONLY

Respondent's Signature



Transnet logo Silk-screened in White
 Centre front

*White close colour match No. 1c/2 of CKS 129.

Annex A
 (normative)

Special conditions of tender

A-1 Unless otherwise stated, Transnet (or an officer or organization deputed by it), shall be the inspecting authority.

A-2 Three pre-production samples 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-3 The hats shall be subject to inspection during the course of 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 sub-contractor where work on hats supplied to this specification may be in progress.

A-4 The contractor shall inspect the finished hats for compliance with the specification before submitting them to the inspecting authority for final inspection.

A-5 Before acceptance, the hats shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.

REVISION HISTORY SHEET		
Document	Quality Assurance	Document No.
Subject	ADMINISTRATION, PREPARATION, MAINTENANCE AND DISTRIBUTION OF PRIVATE SPECIFICATIONS	Effective date January 2005
Controlling Officer: R. Roodt		
Approving Officer: C. J.V. du Plooy		
Rev/No	Date approved	Nature of revision
1	January 2005	1. Remove Item ref. no.. 35/118172 Transtel
2	March 2006	1. Insert reference number & item number with sizing
3	September	1. Rectify item number on page one

 Respondent's Signature



	2007	
4	December 2008	1 Incorporate Transnet Logo

CAP'S

Reference item No. 35/98238 “Stewart Blue” Spornet logo: Cloth stock item No 35/3492

The quantity supplied will be in accordance with the tender.

2. REQUIREMENTS:

2.1.2. The following materials, shall be supplied and used by the contractor. The colour of the press stud domes eyelets, and sewing threads shall in each case be an acceptable colour match to that of the outer material..

a) PEAK-INTERLINING:

Firm plastic sheeting of nominal thickness 1 mm.

b) PRESS-STUD:

Japanned steel or japanned brass.

c) EYELETS:

Brass eyelets of 3-4 mm inside diameter, with corrosion resistant metal washer (ring) that fits eyelet.

d) SEWING THREAD:

The thread shall comply with the requirements of SABS 1362 and shall be a polyester and-cotton core-spun thread ticket no 80.

3. STYLE:

The cap shall have a soft top, a stiffened front peak and a neck flap that, when not in use, folds as shown in Fig 1, and is secured in that position by means of press stud. The crown of he cap shall be lined with self material.

The pattern shall conform to the specification and to the sealed sample and shall be drafted by the manufacturer.

4. MAKE:

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

3.1 CROWN:

The crown shall be oval, of outer material all cotton D 59 (see1.1) and lined self material. The length and width of

Respondent's Signature



the crown, measured from seam to seam, shall be 185 mm from front to back, and 165 mm from side to side on a cap of size designation 58. On caps of larger and smaller sizes, these dimensions shall be so increased proportionately as to ensure an increase or decrease (as relevant) in the periphery of crown of 10 mm per size.

3.2 BODY:

The body shall be one piece of outer material all cotton D59 cloth (see 1.1) and lined with outer material, shall have a finished depth of 90 mm at the center front and 80 mm at the center back, and shall be seamed at the center back. Three eyelets (see 1.2c) shall be fitted on either side of the body between the peak and neck flap.

3.3 NECK FLAP:

The neck flap shall be of outer material all cotton D59 cloth (see 1.1) and shall have a finished width of 23 cm at the body and tapering to 30 at the bottom hem, and a finished depth, when fully extended, of 18 cm at side and 16 cm at the center. The free edges of the flap shall be turned in, turned under 10 mm, and secured by means of a row of stitching 2 mm from the turned-in edge. The completed back-neck-flap assembly shall be centered (width-wise) on the center-back seam of the body, and secured in the outer-material-to-lining seam at the lower edge of the body.

3.4 PEAK:

The peak shall consist of a section of interlining (see 1.2(a) that is covered on both sides with outer material all cotton D59 cloth (see 1.1). The two sections of outer material shall have been so shaped and sewn together along the outer edge that after the seam has been pressed open and the layer of interlining sandwiched between the upper and lower layers of outer material, the seam is on the under surface of the peak and 3 mm from its outer edge.

A long the inner edge of the peak both layers of the outer-material cover shall extend beyond the interlining for a distance of at least 10 mm to allow for the attachment of the peak to the body of the cap. When assembled and laid flat, the length of the peak (measured as the distance between the end of the points) shall be 205 mm. Peak size measure from crown to body seam to point of peak shall be 70 mm minimum with a maximum of 80 mm. The three plies of the peak, i.e. the upper layer, interlining and lower layer, shall be secured together by means of rows of stitching that are spaced

at 10 mm intervals and are concentric with the outer edge of the peak. The peak shall be centrally located on the front of the cap and shall be secured in with the stitching of the lower edges of the body lining.

3.5 PRESS STUDS:

The relevant components parts of press studs (see 1.1.2(b) shall be located on the flap and the body of the cap, so when the flap is not in use, the upper fold is held against the body along the crown-to body seam, (see Fig.1.)

3.6 SIZES:

The caps shall be supplied in one or more of the size designations 48-64 (inclusive), as specified in the order or contract.

5. STITCHES, SEAMS AND STITCHINGS:

4.1 STITCHED:

All stitching shall be stitch Type 301.

4.2 SEAMS:

Seams shall be at least 9 mm wide and shall be as follows:

Crown-to-body, peak-to-body and neck-flap-to body seams. Seam type lsbp-2.

Centre-back body seam. SEAM type Ssa.

4.3 STITCHES:

Neck-flap free edges. Stitching type Efb-1.

4.4 NUMBER OF STITCHES:

The number of stitches shall be 40 ± 4 stitches per 10 cm for all sewing.

6. EMBLEM:

Vertical logo format to be screen-printed centrally on the front body of the cap as specified below.

(a) Transnet logo Silk-screened in White*

*White close colour match No. 1c/2 of CKS 129.

7. SCREENPRINTING:

Colour fastness to washing of screening. The numerical ratings for change in colour and staining of transfer cloths, determined in accordance with the relevant SABS method, shall not be less than 4.



8. WORKMANSHIP:

The garments shall be cut and made with fist-class workmanship throughout and shall free from any defects that effect appearance or serviceability or both. Any marks, spots or stains incurred during making-up shall be removed.

All seams shall be smooth and free from twists, pleats and puckers.

Seams and sewing shall be sufficient extensible to obviate “Seam cracking” and undue shrinkage in use. Each hem shall be uniform in width and free from distortion. Buttonholes shall be well made, correctly positioned, clean cut, and properly finished off.

Sewing shall be uniform and ends that are not secured in seams or other sewing shall be adequately backstitched.

All ends of sewing shall have been trimmed and loose threads removed. All garments of the same style reference shall be uniform make, colour, and finish, and matching of shade of the various component parts made of outer material shall be acceptable.

9. LABELING, MARKING AND PACKING:

8.1 PACKING:

The garments shall be packed and marked in accordance with the requirements of specification CSS.286.21 PAC/1.

8.2 LABELLING:

- (g) Manufacturer’s name or trade or both.
- (h) The stock item number (e.g. 35/000000) for each size including garments made to special measurements
- (i) Size designation (except when garments are made to special measurements)
- (j) Garment reference. Specification No. i.e. G.25.
- (k) The words “made in South Africa –
- (l) Year of manufacturer.

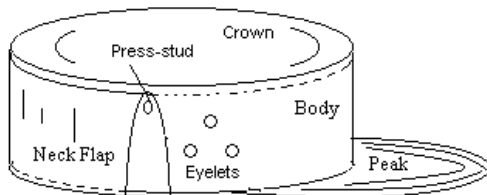
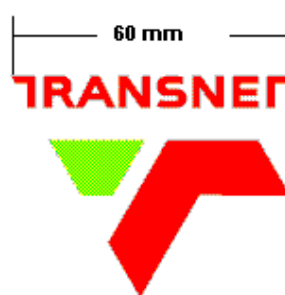


Fig. 1 - Side view



Respondent's Signature

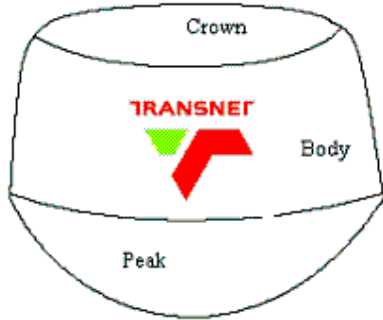


Fig. 2 - Front view

PRIEVIEW COPY ONLY

Respondent's Signature
Date and Company Stamp



Annex A
(normative)

Special conditions of tender

A-1 Unless otherwise stated, Transnet (or an officer or organization deputed by it), shall be the inspecting authority.

A-2 Three pre-production samples 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-3 The caps shall be subject to inspection during the course of 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 sub-contractor where work on caps supplied to this specification may be in progress.

A-4 The contractor shall inspect the finished caps for compliance with the specification before submitting them to the inspecting authority for final inspection.

A-5 Before acceptance, the caps shall have been inspected and tested by the inspecting authority and found to comply with the requirements of the specification.

PRIEVIEW COPY ONLY



REVISION HISTORY SHEET		
Document Quality Assurance		Document No.
Subject ADMINISTRATION, PREPARATION, MAINTENANCE AND DISTRIBUTION OF PRIVATE SPECIFICATIONS		Effective date January 2005
Controlling Officer: R. Roodt		
Approving Officer: C. J.V. du Plooy		
Rev/No	Date approved	Nature of revision
1	January 2005	1 Remove Item ref. no.. 35/97916 Portnet, ref. 35/117813 Transtel 35/138974 Coalink
2	December 2008	1 Remove Item ref. no 35/103123 & 35/149180 Add Transnet logo

PREVIEW COPY ONLY

 Respondent's Signature

 Date and Company Stamp



PRIVATE, NOT FOR PUBLICATION

PRIVATE SPECIFICATION

CSS 286.21 G60

ISSUED : JANUARY 1997

REVISED: MAY 2000

Caps, combat

Reference item No. 35/123189

1. Scope

This specification covers the cut, make and trim of combat caps for personnel of Transnet Limited.

NOTES

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

a) the size(s) required (see 4.4)

2) Special conditions of tender (that cover the conditions of acceptance of the caps) are given in annex A.

3. Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of the specification. All standards are subject to revision and, since any reference to a standard is deemed to be a reference to the latest edition of that 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 listed below. Information on currently valid national and international standards may be obtained from the South African Bureau of Standards.

CSS 286.21, Clothing - PAC/1: Packing and marking.

CKS 129, Colours for textiles.

CKS 488, Field dress material (polyester-and-cotton).

SABS 1362, Sewing threads.

SABS 04, Terms and definitions for textiles and textile merchandise.

SABS 0101, Standard nomenclature for stitches, seams and stitchings.



4. Definitions

For the purpose of this specification on the relevant definitions given in SABS 04 and the following definitions apply :

- 4.1 acceptable : Acceptable to Transnet Limited.
- 4.2 body : The upright sides of a cap.
- 4.3 crown : The top surface of a cap.
- 4.4 nominal : Subject to the tolerances normal to good manufacturing practice.

5. Requirements

5.1 Materials

NOTE - The outer material (stock item No. 113787), a polyester-and-cotton field dress fabric that complies with the requirements for type FD74 of CKS 488 and of a colour that is an acceptable match to colour No. 34c “Oxford blue” of CKS 129 will be supplied by Transnet Limited.

The quantity supplied will be in accordance with the material ratings agreed to for the fulfilment of a contract. The outer material to be used in the manufacture of pre-production samples, as well as any outer material required for test purposes, must be estimated and rated additionally.

5.1.1 General

The materials specified in 4.1.2 and 4.1.5 shall be supplied and used by the manufacturer.

5.1.2 Peak interlining

Flexible hardened polypropylene of nominal thickness 1 mm.

5.1.3 Sewing thread

The thread shall comply with the relevant requirements of SABS 1362 and shall be a polyester-and-cotton core-spun thread, ticket No. 75.



5.1.4 Brow interlining

Knitted fabric, PVC coated (stiffener)

5.1.5 Eyelets

Brass eyelets of 3-4 inside diameter diameter, with corrosion resistant metal with washer (ring) that fits eyelet
The eyelet coated with an acceptable colour match to that of the outer material

5.2 Workmanship

The caps shall be made with first-class workmanship throughout and shall be free from defects that affect their appearance or may affect their serviceability (or both), and from marks, spots and stains incurred in the making-up. All seams shall be smooth and all stitching uniform and free from twists, pleats and puckers. All ends of sewing shall have been trimmed and loose threads removed. The caps shall be of uniform and acceptable make, colour and finish.

5.3 Style

The caps (see figure 1) shall have a soft finish a pear shaped and elongated crown, a body shaped to a point at the back, a stiffened peak, a stiffened body on brow a patch pouch on inner front body and elasticized back. The cap shall be fully lined with outer material.

5.4 Sizes

The caps shall be supplied in one or more of the following cap sizes, as specified in the order or contract

- a) Small (54-55)
- b) Medium (56-57)
- c) Large (58-59)
- d) Extra Large (60-61)

5.5 Make

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

5.5.1 Crown

The crown (see fig. 1) shall be pear shaped and the width at the widest part of finished crown on a size medium cap shall be 150 mm and the length from front to back shall be 250 mm. The elasticized back of the crown shall be 70 mm relaxed and 90 mm extended



for caps of larger and smaller sizes these dimensions shall be increased or decreased proportionately to the size of the cap.

5.5.2 Body

The body (see figure 1) of the cap shall be of one piece of outer material panel, shaped to a point at the back and lined with outer material. The body shall be of finished depth 80 at the centre front. A patch pouch of inner material of width 80 mm and depth 70 mm top stitched to the lining, positioned centrally on the brow. Pouch opening at the crown seam. The brow interlining (stiffener) (see 4.1.4) shall extend from outer points of the peak at the bottom and to the crown and body seam. Eyelets (4.1.5) shall be inserted inside the body panels, two on both sides positioned at the points of the outer points of the cape peak.

5.5.3 Peak

The peak shall consist of an interlining (see 4.1.2) faced on the top and on the underside with outer material. The peak shall be securely attached to the centre front of the cap between the outer material and the lining of the body and when assembled and laid flat, the length of the peak (measured as the distance between the ends of the points), shall be 200 mm and the width at the centre front (measured from the inner edge to the outer edge) shall be 75 mm.

5.6 Stitches and seams

5.6.1 General

all sewing shall be in accordance with SABA 0101.

5.6.2 Stitches

Stitch type 301 throughout.

5.6.3 Seams

The seams shall be at least 9 mm wide and shall be as follows:

- a) crown-to-body and peak-to-body : seam type LSbp;
- b) all other seams: seam type SSa.

5.6.4 Number of stitches



40 ± 4 per 10 cm throughout.

6 Labelling, packing and marking

6.1 Labelling

Each cap shall bear the following information legibly and permanently marked on the inner crown lining, or on a label sewn onto the inner crown lining :

- a) the manufacturer's name or trade mark or both;
- b) the year of manufacture;
- c) the size designation;
- d) the garment reference number, i.e. G 60;
- e) the stock item number for each size; and
- f) the words "Made in South Africa - Vervaardig in Suid-Afrika".

6.2 Packing a marking

As specified in CSS 286.21 PAC/1.

PREVIEW COPY ONLY



- a) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- b) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Regards,
Transnet 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:

- c) **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.
- d) **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).



- e) **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).
- f) **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]*

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	

 Respondent's Signature

 Date and Company Stamp



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)					
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 Transnet OD	Yes	No
--	-----	----

If yes please submit / furnish details of such a contract (together with the SDF)			
---	--	--	--

a) What is being procured from the supplier?

i. Products only	Yes	No
ii. Services only	Yes	No
iii. Labour only	Yes	No
iv. Mix of services and products	Yes	No
v. Mix of services and labour	Yes	No

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

Yes	No
-----	----

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

d) Advise on the Detailed Procurement Process (**DPP**) / Procurement Mechanism that was followed (Please also take into consideration the revised P2P value/strategy as set out in the Weekly News Bulletin dated 6 October 2008 on the Intranet)



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