



Transnet Freight Rail
an Operating Division of
TRANSNET SOC LIMITED
(Registration No. 1990/000900/30)

REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

ISSUE DATE : 24 / 10 / 2012
CLOSING DATE : 13 / 11 / 2012
CLOSING TIME : 10h00

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

Respondent's Signature

Date and Company Stamp



RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

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 RFQ Documents**
- 6. Service Fees and Costs**
- 7. General Tender Conditions (CSS5 – Services)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Certificate of Attendance of RFQ Briefing**
- 10. E7/1 Specifications for work on, over, under or adjacent to railway lines
and near high voltage equipment**
- 11. Safety arrangements and procedural compliance with the occupational
health and safety Act: Act 85 of 1993 and regulations**
- 12. RFQ Declaration Form**

Respondent's Signature

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Date and Company Stamp



SECTION 1

RFQ NUMBER: PTH/52027

PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH FOR A PERIOD OF 24 MONTHS

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 requirement to Transnet.

On or after 24 October 2012 documents may be inspected at, and are obtainable from the Regional Supply Chain Office, 1st Floor, Room 105, Stow Road, Uitenhage or arrangements can be made with Me. Ronelle Blom on telephone number 041 – 994 2045 for collection of the tender document on the day of the site meeting/briefing session on condition that proof of payment i.r.o. the tender fee is produced.

A non-refundable Tender fee of R 100,00 (inclusive of Vat) is applicable per tender. Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch code 004805. The deposit slip must reflect RFQ; PTH/52027 and the Company Name. Receipt/s must be presented prior to collection of the RFQ/s.

This amount is not refundable. RFQ documents will only be available until 15h00 on 31 October 2012.

2. **Information briefing session & Site inspection details**

A compulsory information briefing session will be held followed by compulsory site inspections to be undertaken to the different sites where the services are required on 01 November 2012. Attendance at all site inspections/sessions is compulsory and failure to attend any session will disqualify submissions from evaluation.

The briefing session will start punctually at 09h00 and Respondents must please ensure that they arrive on time to prevent any delays.

Details of the compulsory briefing session location:

Date: 1st November 2012
Venue: Transnet Freight Rail
"Transtel Building" - Boardroom
Broad Street
North End
Port Elizabeth

Time: 09h00

Immediately after the briefing session, the compulsory site visits will follow.



The above-mentioned sessions are to be used as an opportunity for the attendees to familiarise themselves with the scope of the requirements and furthermore for bidders to pose and for TFR to respond in terms of “questions and answers”. It is hence required that prospective bidders are fully familiar with the entire tender pack prior to attending these sessions. All interested parties are to provide their own transportation and accommodation to and from the abovementioned sessions and will be for your own expense. Transnet will not provide transport in any form.

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

Name : Granville van der Merwe
Division : TFR Supply Chain Services
Email : Granville.vandermerwe@transnet.net
Tel : 041 – 507 4089

3. Quotations must reach the Senior Buyer, Transnet Freight Rail (Regional SCS Office) before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

RFQ No	: PTH/52027
Description	: Garden Services at Infra North End & Deal Party
Closing date and time	: 13 November 2012 at 10h00
Closing address (refer options paragraph 4 below)	

4. **DELIVERY INSTRUCTIONS FOR THIS RFQ**

4.1 If posted, the envelope must be addressed to the Transnet Freight Rail, Regional SCS Office(Senior Buyer), P.O.Box 95, Uitenhage, 6230 and must be dispatched in time for sorting by the Post Office to reach this address before the closing time of the RFQ. In the event of the late receipt of a Quotation, 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 FREIGHT RAIL tender box which is located at the , Regional SCS Office, Transnet Freight Rail Building, 1st floor (Room 105), Stow Road, Uitenhage and should be addressed as follows:

TRANSNET FREIGHT RAIL REGIONAL SCS OFFICE TRANSNET FREIGHT RAIL BUILDING TENDER BOX 1ST FLOOR , ROOM 105 STOW ROAD UITENHAGE
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The measurements of the "tender slot" are 300mm wide x 400mm 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 40mm thick) must be split into two or more files, and placed in separate envelopes.

Respondent’s Signature

Date and Company Stamp



It should also be noted that the above tender box is accessible to the public only during weekdays from 07h30 to 16h00

4.3 If dispatched by courier, the envelope must be addressed as follows and delivered to the Office of The Senior Buyer, Regional SCS Office and a signature obtained from that Office.

**TRANSNET FREIGHT RAIL
REGIONAL SCS OFFICE
TRANSNET FREIGHT RAIL BUILDING
TENDER BOX
1ST FLOOR , ROOM 105
STOW ROAD
UITENHAGE**

5. Please note that this RFQ closes punctually at 10:00 on Tuesday 13 November 2012
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 RFQ 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 Quotations / information received, i.e. service fees, deliverables, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
10. Envelopes must not contain documents relating to any RFQ 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 RFQ 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 B-BBEE initiatives [including, but not limited to subcontracting and Joint Ventures] as part of their tendered responses. Transnet will accordingly allow

Respondent's Signature

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Date and Company Stamp



“preference” points to companies who provide a B-BBEE Accreditation Certificate. All procurement transactions will be evaluated accordingly.

Consequently, when Transnet invites prospective suppliers to submit Proposals for its various expenditure programmes, it urges Respondents [*Large Enterprises and QSE's - see below*] to have themselves accredited in compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011. As from 1 October 2011 valid B-BBEE Accreditation Certificates must be issued by:

- a) Verification Agencies accredited by the South African National Accreditation System [**SANAS**];
or
- b) Registered auditors approved by the Independent Regulatory Board of Auditors [**IRBA**], in accordance with the approval granted by the Department of Trade and Industry.

A Verification Certificate issued must reflect the weighted points attained by the measured entity for each element of the scorecard as well as the overall B-BBEE rating.

B-BBEE Rating

Enterprises will be rated by Verification Agencies or registered auditors based on the following:

- a) Large Enterprises** [i.e. annual turnover greater than R35 million]:

Rating level based on all seven elements of the B-BBEE scorecard

- b) Qualifying Small Enterprises – QSE** [i.e. annual turnover between R5 million and R35 million]:

Rating based on any four of the elements of the B-BBEE scorecard

- c) Exempted Micro Enterprises – EME** [i.e. annual turnover less than R5 million]:

EMEs are exempted from B-BBEE accreditation

Automatic rating of Level 4 B-BBEE irrespective of race or ownership

Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as Level 3 B-BBEE

EME's should provide documentary proof of annual turnover [i.e. annual financials signed off by an accounting officer] plus proof of Black ownership if Black ownership is greater than 50% and/or Black Women ownership is greater than 50%

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].



N.B. Failure to do so will result in a score of zero being allocated for B-BBEE.

Turnover: *Kindly indicate your entity's annual turnover for the past year:*
R _____

Joint Ventures and Subcontractors

In addition to the above, Respondents who wish to enter into a Joint Venture with, or subcontract portions of the contract to, B-BBEE entities must state in their RFPs, the percentage of the total contract value that will be allocated to such B-BBEE entities, should they be successful in being awarded any business. A rating certificate in respect of such B-BBEE JV-partners and/or subcontractor(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 in accordance with the processes outlined in the B-BBEE Preference Points Claim Form appended hereto as Annexure A.

Please note that a Respondent will not be awarded points for B-BBEE if it is indicated in its Proposal that such Respondent intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to an entity that does not qualify for at least the same points that the Respondent qualifies for, unless the intended subcontractor is an EME with the capability to execute the contract.

B-BBEE Registration

In addition to the accreditation certificate, Transnet recommends that Respondents register their B-BBEE compliance and supporting documentation on the Department of Trade and Industry's [DTI] National B-BBEE IT Portal and Opportunities Network and provide Transnet with proof of registration in the form of an official B-BBEE Profile issued by the DTI.

Transnet would wish to use the DTI B-BBEE IT Portal as a data source for tracking B-BBEE compliance.

For instructions to register and obtain a DTI B-BBEE Profile go to <http://bee.thedti.gov.za>

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 RFQ 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 RFQ to the Transnet employee as indicated in clause 2 above, and may also at any time after the closing date of the RFQ, communicate with the Secretary of the Local Acquisition Council, at telephone number 041 - 9942045 or fax no. 041 - 9942024 on any matter relating to its RFQ response.



RFQ 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 RFQ

- (i) Sign document (sign and date the bottom of each page). This document will serve as the legal and binding one.
- (ii) The signed document to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Quotations:
 - Respondent's latest audited financial statements;
 - Respondent's valid Tax Clearance Certificate.
 - Respondent's valid Letter of Good Standing issued by the compensation commissioner
 - Respondent's valid BBBEE certificate or letter from auditor if annual turnover < R 5 million rand

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.

16. ADDITIONAL NOTES:

- All returnable documents as indicated in the Quotation Form (Section 3) must be returned with the response
- Respondents are to note that Quotations 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 Quotation must be legally authorized by the Respondent to do so (Refer Section 4). A list of those person(s) authorized to negotiate on your behalf (if not the authorized signatories) must also be submitted along with the Quotation 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 Quotations 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 QUOTATION BEING REJECTED**

Respondent's Signature

Date and Company Stamp



17. DISCLAIMERS

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

- modify the RFQ’s Services and request Respondents to re-bid on any changes
- reject any Quotation which does not conform to instructions and specifications which are detailed herein
- disqualify Quotations submitted after the stated submission deadline
- not necessarily accept the lowest priced Quotation
- reject all Quotations, if it so decides
- award a contract in connection with this Quotation at any time after the RFQ’s closing date
- award only a portion of the quoted Services which are reflected in the scope of this RFQ
- 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 Quotation, whether or not the Respondent is awarded a contract.

18. LEGAL REVIEW

Any Quotation 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**

SUBSTANCE ABUSE TESTING

The OHS Act (Act 85 of 1993) clearly states in the Safety Regulations 2A **“INTOXICATION”** An employer or user, as the case may be, shall not permit any person who appears to be under the influence of intoxicating liquor or drugs, to enter or remain at a workplace. Transnet Freight Rail enforces this legislation by means of its Substance Abuse Policy, and therefore reserves the right to do substance abuse testing on anyone who enters their premises.

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 2

RFQ NUMBER: PTH/52027

PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH FOR A PERIOD OF 24 MONTHS

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. BACKGROUND

Transnet Freight Rail requires the provision of garden services and Yard Cleaning twice per month at their premises situated in North End and Deal Party, Port Elizabeth for a period of 24 months. **It is essential to note that the area concerned, as well as items listed, will be maintained and executed strictly to recognized horticultural rules and principles. Refer to point 3 here-of.**

2. EXECUTIVE OVERVIEW

Most Transnet Operating Divisions currently procure their product and service requirements through a number of service providers. Our objective is to source all activity through a Preferred Supplier(s) capable of servicing all the Transnet Operating Divisions in locations as indicated above.

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 provision of Services and related processes.
- Transnet's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology and service delivery systems.
- Transnet end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.
- Transnet must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.



3. SCOPE OF REQUIREMENTS

3.1 CLEANING AND CLEARING:

The works include the following:

- 3.1.1 The lawns shall be cut with a lawn mower to maintain the height of the grass between 30 and 50mm
- 3.1.2 All other overgrowth (if Applicable) to be cut to maintain the height of between 50 and 80mm
- 3.1.3 All trees to be pruned to at least 2m above ground level, at a recognized time for the applicable specie/s. Thinning out of species will be executed to aesthetic principles. Special attention will be given to the species; Phoenix reclinata, as well as Strelitzia nicollii. Plants will be trimmed below window height, where practicable. All pruning will be done with collaboration with the local horticulturist.
- 3.1.4 All trimming as well as pruning around flowerbeds, paths, and edges and around all structures
- 3.1.5 Clean and maintain flowerbeds and loosen soil around trees.
- 3.1.6 Cleaning and removing of litter such as paper and tins etc., in the yard areas, including from fences in the vicinity of each area.
- 3.1.7 All waste must be removed and dumped at an approved municipal dumpsite.
- 3.1.8 Cycads to be inspected and treated with insecticide at least every fourteen days to prevent it being infected by worms as well as snout beetle. (Kohinor insecticide to be applied)
- 3.1.9 Lawns will be sprayed with selective broadleaf herbicide during September and March to control all species of broadleaf weeds.
- 3.1.10 Fence lines will be treated with Glyphosate herbicide every three months to control vegetation creeping and clinging to it. (500 mm Swath is required.)
- 3.1.11 Existing creepers as well as rubble on fences will be removed every 14 days.
- 3.1.12 All existing rubble, stones, concrete, etc. to be removed as per 3.1.7.
- 3.1.13 **30 cubic meters of pine bark will be supplied and distributed to flowerbeds near the start of the growing season, each year**

NB: It is essential to understand that the garden as well as green surrounding areas will be maintained to strict recognized horticultural rules and principles.



3.2 WEED SPRAYING:

Alien vegetation or declared/noxious weeds, in the area which is required to be maintained by the contractor, shall be treated as normal maintenance and must be removed or treated as follows

- By means of Chemical control weed spray around structures and perimeter of fence

3.3 HERBICIDE APPLICATION

The contractor shall at all times adhere to the health and safety regulations as per ACT 85 of 1993

- **Compliance with statutes**

The contractor's procedures for the procurement, storage, handling, transporting, application and general use of chemicals shall comply with all applicable Legislation Codes of Practice the Local, Regional or Provincial Authorities, including but not restricted to:

- The Fertilizers, Farm Feeds, Agricultural Remedies and Stocks remedies Act (Act 36 of 1947) as amended.
- The Hazardous substance Act (Act 15 of 1973).
- The Environmental Conservation Act (Act 73 of 1989).
- Any other relevant legislation.

The contractor or his representative shall be a **REGISTERED PEST CONTROL OPERATOR**, specializing in the field of weed control and be registered in the terms of, The Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act (Act 36 of 1947) as amended.

If the tenderer wish to change the methods in the spec, the tenderer shall submit alternatives methods of weed control as well as materials and method, which the contractor propose to use, to the Transnet freight rail Project Manager in charge of the contract.

Tenders must supply a list of registered products, which they intend using, supported by specimen labels, indicating:

- Trade Name
- Generic Name
- Registration Number
- Ingredients (type and content) as shown on label
- Application Rates
- A copy of the certificate issued by the Department of Agriculture to certify that the tenderer or his representative is a registered pest control operator in terms of Act 36 of 1947

Approval for the use of other herbicides must first be obtained in writing from a qualified Transnet freight rail representative.



The contractor shall be held responsible for any damage to Transnet and adjoining property caused by his actions.

The Project Manager may, at any time after the first inspections, order the contractor to carry out remedial actions within 3 (Three) months, failing which the Project Manager may arrange for such action to be carried out by others at the cost of the contractor.

NB!!!! Under no circumstances may any herbicide with the active ingredients, "PARAQUAT" be used.

3.4 INCOMPETENT EMPLOYEES

Any person employed by the contractor on the Works, who is, in the opinion of the Project Manager, incompetent, or who may act in such an improper manner, may be discharge from the works by the Project Manager. Such a person shall not again be employed on the works without the permission of the Project Manager.

3.5 DRAWINGS:

No Drawings available. Sites to be pointed out at site meeting.

3.6 RISK ASESMENT:

Employees of contractor to wear safety vest at all times on the site
Employees of contractor to wear safety foot protection on the site
Employees of contractor to wear eye and ear protection when working with weed cutters and chain saws
No open fires is allowed on the site

3.7 EQUIPMENT / TOOLS

The following equipment / tools are the minimum requirements necessary to successfully execute the required work / operation:

- 4 Lawnmowers
(NB: A ride-on lawnmower will be advantageous due to the size of the different TFR yards)
- 2 Brush cutters
- 1 Knapsack sprayer (Herbicide) and/or
- 1 Knapsack sprayer (Insecticide)



**SAFETY INSTRUCTIONS WHEN USING LAWN MOWING
EQUIPMENT - PETROL DRIVEN OR ELECTRICAL**

LAWNMOWERS

1. See General Instructions.
2. Use with grass catcher when equipped.
3. To prevent unintentional starting when working on the equipment, always disconnect the spark plug wire first or disconnect from power supply.
4. Make sure that body parts and clothing are away from movable parts when starting the machine.
5. Never attempt to start with the drive engaged. Make certain it is shifted into neutral and that the brakes are set.
6. Always ensure that all the moving parts are stationary before attempting any form of adjustment or repair.
7. Never attempt to free jammed cutters or any moving parts while the unit is operating. Stop the engine and disconnect the spark plug wire first or disconnect from the power supply.
8. Watch out for and avoid, steep inclines that could cause the machine to tip over.
9. Remove sticks, stones, metal objects, pieces of wire, etc., from the grass before mowing.
10. Wear safety boots. DO NOT mow the grass barefooted.
11. Before removing the grass from the blades, stop the engine and remove the spark plug connection or disconnect from the power supply.
12. Do not mow steep inclines, without the necessary safety precautions.
13. The blades must be firmly tightened.
14. Do not leave the mower unattended whilst the motor is running.

“PRELIMINARY COPY ONLY”



EDGE CUTTERS

1. Wear appropriate Personal Protective Equipment.
2. Do not use the machine in wet or damp conditions or when it is raining.
3. Be careful when lifting and holding the machine. DO NOT hold onto the safety screen.
4. When cleaning the machine, do not submerge it into water or hold it under running water.
5. Keep away from spinning head when machine is in use.
6. Do not over reach. Keep your balance at all times.
7. Always cut to the left-hand side of the machine. This ensures that cuttings are flung away from the operator.
8. Examine the area to be cut and remove all objects that could become entangled in the cutting head. Also remove all objects that could be flung out when the machine is in operation.
9. When the machine is not in use, store under roof in a dry lockable enclosure out of reach of unauthorized persons.
10. Never force the edge cutter. It will work better and safer at the speed for which it is designed. Should the motor begin to slow down, withdraw the machine for repairs.
11. Do not use the edge trimmer as a hedge trimmer.
12. Use only an approved electrical extension cord suitable for open air to prevent the danger of electric shock.
13. Avoid unintentional switching on of edge trimmer. Never carry a plugged in machine with your fingers on the start switch.
14. Do not abuse the electrical extension cord. Do not carry the machine by the cord.
15. Do not tug on the cord to remove it from the power socket outlet.
16. Keep the cord away from heat, oil and sharp edges.
17. Avoid joints in electrical cord and if necessary it must be done by qualified person

3.7 GENERAL:

Containers and residual material will not be disposed of on Transnet property or as part of Transnet fuse but at a legal municipal dumpsite.

The site plan to be used is a sketch plan and is not to scale.

All quantities and measurements to be check on site by tenderer

After every cut and cleaning the appointed champion of each depot must sign the invoice that the works was satisfactory completed and done as per specification.



4. GENERAL INFORMATION

I, 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. NATIONAL RAILWAY SAFETY REGULATOR ACT

In compliance with the **National Railway Safety Regulator Act, 16 of 2002**, the successful Respondent (the “Supplier”) shall ensure that the Services to be supplied to Transnet, under the terms and conditions of a contract between the parties, comply fully with the specifications as set forth in this RFP, and shall thereby adhere to railway safety requirements and/or regulations. Permission for the engagement of a subcontractor by the Supplier, as applicable, both initially and during the course of a contract, shall be subject to a review of the capability of the proposed subcontractor to comply with the specified railway safety requirements and/or regulations. The Supplier and/or its subcontractor shall grant Transnet access, during the term of the contract, to review any safety-related activities, including the coordination of such activities across all parts of the organization.

Accepted:

YES	
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NO	
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6. SERVICE LEVELS

- Experienced national account representative/s to work with Transnet’s sourcing/procurement department (no sales representatives are needed for individual department/locations). Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- Transnet will have quarterly reviews with the Supplier’s account representative on an ongoing basis.
- Transnet reserves the right to request that any member of the Supplier’s team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- Supplier guarantees that it will achieve a 95% service level on the following measures. If the Supplier does not achieve this level as an average over each quarter, Transnet will receive a 1.5% rebate on quarterly fees payable in the next quarter:
 - Quality of Service...
 - On-time deliverables
- Supplier must provide a toll-free number or alternative number for customer service calls.
- Failure of the Supplier to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty, giving 30 (thirty) days’ notice to the Supplier.



Accepted:

YES	
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NO	
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7. CONTINUOUS IMPROVEMENT INITIATIVES AND VALUE ADD

Respondents shall indicate whether they are committed to participate in the continuous improvement initiatives of Transnet to reduce the overall cost of transportation within South Africa during the duration of the contract.

Accepted:

YES	
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NO	
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If “yes”, please specify.

Respondents must briefly describe their commitment to the continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be introduced. Specific areas and proposed potential savings percentages should be included. Additional information can be appended to the Respondent’s Quotation if there is insufficient space available.

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8. RISK

Respondents must elaborate on the control measures put in place by their company, which mitigate the risk to Transnet, pertaining to potential non-performance by a Supplier in relation to -

(i) quality of the Service(s) provided:

.....

.....

.....

 Respondent’s Signature

 Date and Company Stamp



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

.....

.....

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

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.....

.....

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

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.....

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9. REFERENCES

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

Name of Company	Contact Person	Telephone number

 Respondent's Signature

 Date and Company Stamp



10. EVALUATION CRITERIA

The evaluation will have a 2 phased approach. Phase 1 will be a disqualifying phase and those that comply, will progress to be competitively evaluated in phase 2. Minimum criteria for progressing from phase 1 to phase 2 is detailed below: (Transnet will apply the following criteria; not necessarily in this order, in phase 1 of the evaluation.)

Phase 1.

- Written proof of the appropriate experience necessary for this type of work/operation by means of reference letters, certification, etc.
- Compliance – Completeness of your response and content of the quotation
- Compulsory returnable documents i.e. Tax Clearance certificate, Letter of good standing from Compensation commissioner and latest financial statements
- Technical capacity and resources (supporting documentation i.e. breakdown of existing equipment / tools, etc.)

Phase 2.

Commercial:

Sub-Criteria

- Competitive pricing

BBBEE

Sub-Criteria

- BBBEE Certificate or letter from accountant when annual turnover < R 5 Million rand



SECTION 3

RFQ NUMBER: PTH/52027

PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH FOR A PERIOD OF 24 MONTHS

QUOTATION 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 authorized 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 Service at a total price of R _____ (amount in words: _____

as 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 RFQ documents.

I/We agree to be bound by those conditions in Transnet's:

- (i) Standard Terms and Conditions of Contract, Form No. US7 - Services;
- (ii) General Tender Conditions, Form CSS5 – Services; and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Proposal form; and;-

I/We accept that unless Transnet should otherwise decide and so inform me/us in the facsimile or letter of acceptance, this Quotation (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

21

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 Quotation (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 Quotation, 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 Quotations afresh and/or having to accept any less favorable Quotation.

I/We accept that any contract resulting from this offer will be for a period of 24 months 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 RFQ. 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 RFQ

As soon as possible after approval to award the contract/s, the successful Respondent (the Supplier) will be informed of the acceptance of its Quotation. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier and the reason as to why their Quotations 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 RFQ. It should be noted that Respondents may offer an earlier validity period, but that their Quotations 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 RFQ is valid until _____ (State alternative validity period/date).

Respondent's Signature

Date and Company Stamp



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

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

REGISTRATION CERTIFICATE

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

 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 – Services.

Name
Address

CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to Transnet’s business, written approval to divulge such information will have to be obtained from Transnet.

DISCLOSURE OF PRICES TENDERED

Respondents must indicate here **whether Transnet may disclose** their tendered prices and conditions to other Respondents:

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

DECLARATION

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

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

If YES, please indicate below:

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

ADDRESS

Indicate nature of relationship (if any):

 Respondent’s Signature

 Date and Company Stamp



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

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	√
Quotation Form – Section 3	√
Resolution of Board of Directors (Respondent’s Representative) - Section 4	√
Certificate of Acquaintance with RFP Documents – Section 5	√
Service Fees and Costs - 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 or Letter from accountant if annual turnover < 5 million Rand	√
Certificate of Attendance to Briefing Session / Site Meeting – Section 9	√
E7/1 Specifications for work on,over,under or adjacent to railway lines and near high voltage equipment – section 10	√
Safety arrangements and procedural compliance with the occupational health and safety Act: Act 85 of 1993 and regulations – Section 11	√
RFQ Declaration Form – Section 12	√

NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 as indicated in the footer of each page, must be signed and dated by the Respondent.

 Respondent’s Signature

 Date and Company Stamp



By signing the RFQ documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet Limited will recognize 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 quoted prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2012.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1 _____ 1 _____

2 _____ 2 _____

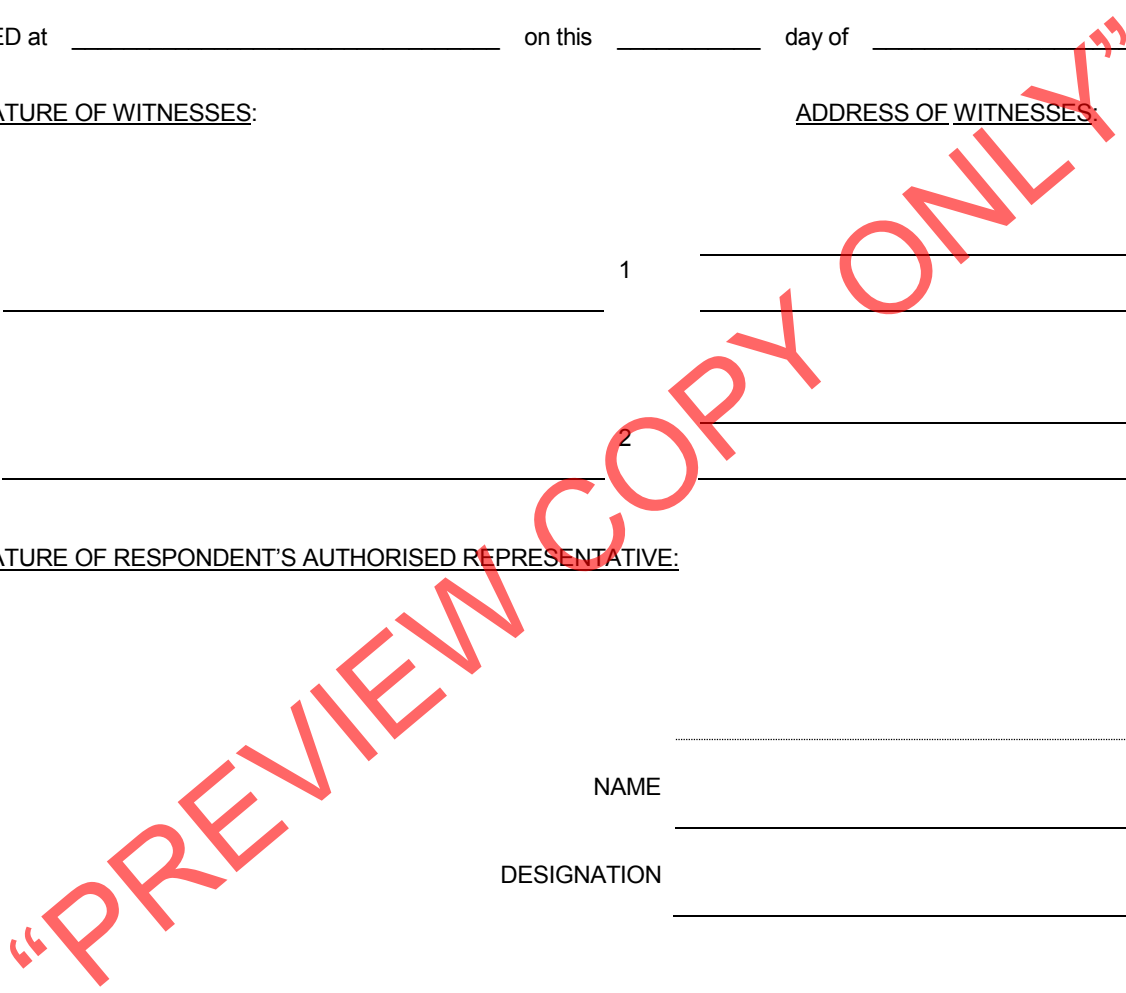
SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME

DESIGNATION

Respondent's Signature

Date and Company Stamp





SECTION 4

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

SIGNING POWER : RESOLUTION OF BOARD OF DIRECTORS

NAME OF COMPANY: _____

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

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

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

FULL NAME _____
SIGNATURE CHAIRMAN

FULL NAME _____
SIGNATURE SECRETARY



SECTION 5

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

NAME OF COMPANY: _____

I/We _____ do

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

I/We furthermore agree that Transnet Limited shall recognize no claim from me/us for relief based on an allegation that I/we overlooked any RFQ/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 _____ 2012

WITNESS : _____

SIGNATURE OF RESPONDENT



SECTION 6

RFQ NUMBER: PTH/52027

PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH FOR A PERIOD OF 24 MONTHS

SERVICE FEES AND COSTS

INFRA DEPOT:NORTH END

SCHEDULE OF WORK AND PRICES INFRA DEPOT, NORTH END				
DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
Cut and maintain lawns, edges fences, etc.	sqm	6,000		
Trim trees and clean around trees and loosen soil	sum	1		
Clean flower beds and yard	sum	1		
Control pests on Cycad plants every 14 days.	sum	1		
Cut and maintain overgrowth between 50 and 80mm	sqm	2,000		
Remove rubble	sum	1		
GROSS TOTAL MUST BE PER CUT AND CLEANING (PER VISIT TO SITE)	GROSS TOTAL R _____			

- Quoted prices must be excluding VAT

 Respondent's Signature

 Date and Company Stamp



INFRA DEPOT: PHILIP ROBINSON ROAD, DEAL PARTY

SCHEDULE OF WORK AND PRICES INFRA DEPOT, PHILIP ROBINSON ROAD, DEAL PARTY				
DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
Cut and maintain lawn between 15 and 30mm	sqm	700		
Trim trees and clean around trees and loosen soil	sum	1		
Trim edges around perimeter and structures and paths	sum	1		
Clean flower beds	sum	1		
Clean Yard	sum	1		
Cut and maintain overgrowth between 50 and 80mm	sqm	50,000		
Remove rubble	sum	1		
GROSS TOTAL MUST BE PER CUT AND CLEANING (PER VISIT TO SITE)	GROSS TOTAL R _____			

- Quoted prices must be excluding VAT

Total of all gross totals above added up @ R _____ x 48 visits

= R _____

+ Additional costs for the distribution of 30 cubic meters of pine bark at the start of the growing season every year @ R _____/2 year period

+ Apply selective annual broadleaf herbicide to lawns twice per year @ R _____/2 year period

+ Initial cleaning costs @ R _____/once-off

= R _____ (Total Quoted Value)

NB: The above total quoted value must be inserted on the QUOTATION FORM – PAGE 21)

Respondent's Signature

Date and Company Stamp



SECTION 7

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

GENERAL TENDER CONDITIONS - SERVICES

Refer Form CSS5 attached hereto.

“PREVIEW COPY ONLY”



SECTION 8

RFQ NUMBER: PTH/52027

PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH

FOR A PERIOD OF 24 MONTHS

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."

Respondent's Signature

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Date and Company Stamp



SECTION 9

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

CERTIFICATE OF ATTENDANCE OF INFORMATION BRIEFING SESSION & SITE VISIT

It is hereby certified that -

1.
2.

Representative(s) of
(name of company)

attended the site meeting / briefing session in respect of the proposed Goods to be rendered in terms
of this RFQ on2012.

.....
TRANSNET'S REPRESENTATIVE

.....
RESPONDENT'S REPRESENTATIVE

DATE.....

DATE.....



SECTION 10

RFQ NUMBER: PTH/52027

PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH

FOR A PERIOD OF 24 MONTHS

Specifications for work on,over,under or adjacent to railway lines

and near high voltage equipment

Refer Form E7/1 attached hereto.



SECTION 11

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

**SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE
WITH THE OCCUPATIONAL HEALTH AND SAFETY
ACT; ACT 85 OF 1993 AND REGULATIONS**

Refer Form Safety Arrangements attached hereto.

“PREVIEW COPY ONLY”



SECTION 12

RFQ NUMBER: PTH/52027

**PROVISION OF GARDEN SERVICES AND YARD CLEANING AT TRANSNET FREIGHT
RAIL INFRA DEPOTS IN NORTH END AND DEAL PARTY, PORT ELIZABETH**

FOR A PERIOD OF 24 MONTHS

RFQ DECLARATION FORM

Refer Form attached hereto. (Compulsory)

“PREVIEW COPY ONLY”