



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

## REQUEST FOR QUOTATION (“RFQ”)

RFQ NUMBER BLE/51851

SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA

FOR A PERIOD OF 24 MONTHS

ISSUE DATE : 26 JUNE 2012  
CLOSING DATE : 10 JULY 2012  
CLOSING TIME : 10h00

This Tender replaces Tender WR/BLE/51679 that closed on 20 March 2012

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

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

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



**RFQ NUMBER BLE/51851**  
**SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA**  
**FOR A PERIOD OF 24 MONTHS**

**SCHEDULE OF DOCUMENTS**

**Section**

- 1. Notice to Bidders**
- 2. Background, Overview and Scope of Requirements**
- 3. Quotation Form**
- 4. Resolution of Board of Directors (Respondent's Representative)**
- 5. Certificate of Acquaintance with RFQ Documents**
- 6. Pricing and Delivery Schedule**
- 7. General Tender Conditions (CSS5 – Goods)**
- 8. Standard Terms and Conditions of Contract (US7 - Goods)**
- 9. Specifications**

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Respondent's Signature

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Date and Company Stamp



## SECTION 1

**RFQ NUMBER BLE/51851**

**SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
FOR A PERIOD OF 24 MONTHS**

**NOTICE TO BIDDERS**

1. Quotations 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 26 June 2012 the RFQ documents may be inspected at, and are obtainable from the office of Transnet Freight Rail The Secretariat, Acquisition Council, 6<sup>th</sup> Floor, Transnet Park Building, Modderdam Road, Bellville.

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 : Erica Francis – Tel. 021 49 215  
Division : Transnet Freight Rail  
Email : [erica.francis@transnet.net](mailto:erica.francis@transnet.net)

In the interest of fairness and transparency the said information will then be made available to the other Respondents who have collected RFQ 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 06 July 2012.

3. Quotations in duplicate must reach the Secretary, Transnet Freight Rail Acquisition Council before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

<b>RFQ No</b>	<b>: WR/BLE/51851</b>
<b>Description</b>	<b>: Supply of Guest Amenities to The Blue Train Pretoria</b>
<b>Closing date and time</b>	<b>: 10 July 2012 at 10h00</b>
<b>Closing address (refer options paragraph 4 below)</b>	



**4. DELIVERY INSTRUCTIONS FOR THIS RFQ**

- 4.1 **If posted**, the envelope must be addressed to the Secretary, Transnet Freight Rail Acquisition Council, P.O. Box 2986 Bellville 7535 and must be dispatched in time for sorting by the Post Office to reach the Secretary 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 tender box which is located at the main entrance, Transnet Park, Modderdam Road, Bellville and should be addressed as follows:

**THE SECRETARY  
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL  
TRANSNET PARK  
TENDER BOX (entrance foyer)  
MODDERDAM ROAD  
BELLVILLE**

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 Freight Rail Acquisition Council and a signature obtained from that Office.

**THE SECRETARY  
TRANSNET FREIGHT RAIL ACQUISITION COUNCIL  
TRANSNET PARK  
TENDER BOX  
MODDERDAM ROAD  
BELLVILLE**

- 5. Please note that this RFQ closes punctually at 10:00 on Tuesday 10 July 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. 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 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 BBBEE initiatives (including, but not limited to subcontracting and Joint Ventures) as part of their RFQ 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 Quotations 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. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT (“BBBEE”)**

TRANSNET fully endorses and supports the South African Government’s Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a “preference” in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R30000 will as far as possible be earmarked for EME’s.



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

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

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

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

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

(a) **Large Enterprises (i.e. annual turnover >R35 million):**

- Rating level based on all 7 (seven) elements of the BBBEE scorecard
- Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)

(b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**

- Rating based on any 4 (four) of the elements of the BBBEE scorecard
- Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)

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

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

12.2 In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Quotations the percentage of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.



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

**Turnover:** Indicate your company's most recent annual turnover:  
R.....

- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

12.4 The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

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

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

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

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



### 13. 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 Acquisition Council, at telephone number 021 940 3846 for any matter relating to its RFQ response.

### 14. INSTRUCTIONS FOR COMPLETING THE RFQ

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

### 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 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 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 manufacture (works) 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**





**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 Goods 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 proposed Goods 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.

“PREVIEW COPY ONLY”



Respondents to complete this section:

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

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

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

“PREVIEW COPY ONLY”

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

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



## SECTION 2

RFQ NUMBER BLE/51851

**SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
FOR A PERIOD OF 24 MONTHS**

**BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

**PROPOSAL FOR GUEST AMENITIES FOR THE BLUE TRAIN.**

**BACK GROUND, OVER VIEW, SCOPE OF REQUIREMENTS AND SPECIAL CONDITIONS**

### 1. BACKGROUND

The Blue Train is a provider of prestige, luxury travel services and is a world leader in this segment of the market. Every attempt is made to cater for the needs of its guests in order to make their trip enjoyable. To the extent that is reasonably possible, the Tenderer is required to maintain this standard in all aspects when submitting offers for guest amenities.

The Blue Train has been internationally voted the world's most luxurious train on numerous occasions. In pursuit of continuity and sustainability, these products must align with and complement the image and standards of the train.

Suppliers are invited to submit proposals and samples to The Blue Train for consideration.

To encourage innovation and enhance exclusivity, Tenderers are given "ad lib" with the design and packaging of the products as well as the guest amenity tray. The following guidelines and restrictions must be considered: -

### 2. GUIDELINES AND RESTRICTIONS

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Respondent's Signature

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Date and Company Stamp



## 2.1. THE PRODUCT

1. The Blue Train “B” Logo (available electronically on request) must appear on each product / packaging.
2. The “B” logo should not rub off or fade from the products packaging / container.
3. The ingredients, its consistency and composition of all products must strictly comply with the highest internationally acceptable standards.
4. Socio-environmental awareness dictates these products be manufactured in accordance with acceptable trends and global practices.
5. The products, to be used by male and female, must be the most suitable for all skin and hair types.
6. The fragrances must have a universal appeal.
7. The soap must lather well in soft and hard waters.
8. The products must have a reasonable shelf life, should not coagulate nor result in or have the occurrence of sedimentation.
9. Without being prescriptive, your proposal and presentation must include the following essential products: -
  - Soap (hand and body) 50g
  - Conditioning Shampoo 40ml
  - Shower gel 40ml
  - Body and Hand Lotion 40ml
  - Bath Salts 10ml
  - Accessories kit containing at least the following articles – 2 x shower caps, emery board and cotton buds. Other offers will be considered.
  - Guest amenities tray where the products can be displayed on. The tray size not to exceed 250mm long x 170 mm wide – size is critical due to restricted space in bathrooms. Tray must have mini rubber pads in corners to prevent it from becoming wet
  - Sewing Kit (separately wrapped and available on request)
  - Dental Kit
  - Shaving Lit
  - Female pack (Flow wrapped)



## 2.2. ALTERNATIVE OFFERS

1. Notwithstanding the above essential products, any deviations or additional new trends that have global appeal will be considered.
2. Sizes quoted are used as guidelines. You must clearly indicate the size of the soap in grams and other products contents in ml.
3. Accessories pack – list contents you intend supplying.
4. You are invited to advise of the latest trends and to make presentation.
5. The Blue Train reserves the right to change the product range to suit its requirements.

## 2.3. PACKAGING

1. Glass bottles are the concept; however, we may consider other cost effective options that do not detract from the image of The Blue Train.
2. When designing containers / packaging, Tenderers must consider the movement and limited space in the bathrooms on the trains.
3. **Cognizance must be taken of the fact that the guest amenities presently fit onto an existing Amenities Tray that measures 250mm long x 170mm wide. Space must be allowed for two face cloths that are presented on the amenities tray. The present size of the tray is the best fit.**

## 2.4. PRESENTATION

1. Tenders may be called upon to do a presentation of their products on a date agreed upon and convenient to both parties.
2. The Tenderer will be liable for all costs that contribute to the proposal, samples, artwork and presentation of the final products. Transnet Ltd The Blue Train will not accept liability for such costs.

## 2.5. BRIEF OVERVIEW TO ASSIST WITH YOUR PROPOSALS.

1. The bathrooms have gold taps and fittings with cream and gold marble basins and vanity slabs. The walls are wooden panelled.

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Respondent's Signature

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Date and Company Stamp



2. The present tray is made of wood however the base gets wet and the tray ends up swelling. If quoting on wooden trays you must have 4 small rubbers on each corner to prevent the water from wetting the tray. Other materials will be considered e.g. melamine, perspex.
3. Guests use amenities twice during the trip.

## 2.6. TESTS AND CERTIFICATION

1. You must submit all specifications, laboratory tests and any SANS accreditation your products may have, together with your tender.
2. Products must be comparable with international standards and quality.

## 2.7. DELIVERY ADDRESS

The goods must be delivered to The Blue Train, The Blue Train Sheds, 3<sup>rd</sup> Avenue (off Skietpoort Avenue) Salvokop PRETORIA. Contact Person: Tinashe Jeche 012 314 4237

## 3. PRODUCTS AND ESTIMATED CONSUMPTION:

Product Description	Quantity for 6 months
1. Soap	1 282
2. Conditioning Shampoo	930
3. Shower gel	1 100
4. Body and Hand Lotion	850
5. Accessories Kit	700
6. Bath Salts	385
7. Sewing Kits	30
8. Amenities Tray	100 (once off purchase and then as and when required)
9. Dental Kit	20
10. Shaving Kit	30
11. Female pack (Flow wrapped)	30

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Respondent's Signature

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Date and Company Stamp



The above quantities are based on past consumption. Transnet Ltd The Blue Train does not guarantee the above consumption; however, final consumption could either be less or slightly in excess of the above quantities, depending on occupation and global travel trends

#### 4. Evaluation Criteria

The Blue Train reserves the right to award the business to a supplier whose offer best suits a combination of the criteria below. An independent panel will select the products:

- (i) Innovation – **Points 20**
- (ii) Visual impact of products – **Points 20**
- (iii) Socio-environmentally friendly products – **Points 20**
- (iv) Fragrances – universal appeal to male and female – **Points 10**
- (v) Shelf Life – **Points 20**
- (vi) References (Companies presently using your products – **Points 10**)

**The cut-off point for acceptance of your offer = 60 points**

#### 5. Duration of Contract

The successful bid will be contracted to supply the selected products to The Blue Train for a period of 2 years (24 months), determined from the date on the contract.

#### 6. AS AND WHEN CONTRACTS

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

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

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

**RFQ ITEM  
NUMBER**

**MANUFACTURING  
& DELIVERY LEAD TIME**

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Respondent's Signature

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Date and Company Stamp



1.	.....	(weeks/months)
2.	.....	(Weeks/months)
3.	.....	(Weeks/months)
4.	.....	(Weeks/months)
5.	.....	(Weeks/months)
6.	.....	(Weeks/months)
7.	.....	(Weeks/months)
8.	.....	(Weeks/months)
9.	.....	(Weeks/months)
10.	.....	(Weeks/months)
11.	.....	(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.

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

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.....

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:

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





**7. RESPONDENT’S SAMPLES**

**If you previously submitted samples for Tender WR/BLE/51676 you are not obligated to submit fresh samples HOWEVER should you wish to resubmit or submit new offers you are welcomed to do so.**

Only in cases when the Respondent submits a sample(s) of the Goods/products/material tendered for by it, the sample(s) must be forwarded on or before the deadline date to the addressee hereunder:

**The Operations Manager (Vincent Monyake)  
 The Blue Train,  
 ZASM Building Room 253.  
 Minnaar Street Pretoria.  
 Tel 012 334-8027 / 334 8029**

The sample(s) must be clearly marked with the reference number of this RFQ BLE 51851 and the names and addresses of both the Respondent and the manufacturer.

FAILURE TO SUBMIT THE SAMPLE(S) IN DUE TIME MAY RESULT IN A QUOTATION BEING REJECTED. QUOTATIONS MUST UNDER NO CIRCUMSTANCES BE INCLUDED IN THE PACKAGE CONTAINING A SAMPLE(S).

The Respondents must state the following:

- (i) Has/have a sample(s) been submitted?

.....

- (ii) How and to whom forwarded?

.....

- (ii) Date of dispatch

.....

**8. MANUFACTURERS**

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

- (i) LOCAL MANUFACTURER(S):

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

- (ii) FOREIGN MANUFACTURER(S):



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

**9. SUPPLIERS**

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

(i) LOCAL MANUFACTURER(S):

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

(ii) FOREIGN MANUFACTURER(S):

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

**10. IMPORTED CONTENT**

The Respondents must state hereunder the value of the imported content as well as the country of origin in respect of each item tendered for:

RFQ ITEM NO.	PORTION OF THE PRICE	COUNTRY REPRESENTING THE IMPORTED CONTENT
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

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

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



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Note: Where more than one country is applicable to one item, the Respondents must furnish this information separately.

**11. 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 10 (*Specifications and Drawings*) of this RFQ, 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:**

<b>YES</b>		<b>NO</b>	
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**12. 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)

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

**13. 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

**14. EVALUATION CRITERIA**

Additional to the Evaluation criteria in Section 2 - Transnet will also utilize the following criteria (not necessarily in this order) in choosing a Supplier, if so required:

- 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
- Compliance - Completeness of your responses and content of the Quotation will be considered
- Financial strength



- Fixed pricing for one year
- BBBEE status of company and/or Social Obligations
- Tax Clearance Certificate

### SECTION 3

RFQ NUMBER BLE/51851

**SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
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 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 RFQ documents.

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

- (i) Standard Terms and Conditions of Contract, Form No. US7 - Goods;

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

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



- (ii) General Tender Conditions, Form CSS5 – Goods; and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Quotation 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.

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 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 Quotations afresh and/or having to accept any less favourable 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 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 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 Quotation 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**

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

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



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 10 OCTOBER 2012** \_\_\_\_\_ (or 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 Quotation.

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 RFQ 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

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

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

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



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

**REGISTRATION CERTIFICATE**

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

**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	
-----	--

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/

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

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





PARTNER/SHAREHOLDER

ADDRESS

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Indicate nature of relationship (if any):

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

**PRICE REVIEW**

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

**RETURNABLE DOCUMENTS**

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

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 RFQ 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	√

**NOTE:** Sections 1, 2, 3, 4, 5, 6, 7, 8, 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 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 \_\_\_\_\_ 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 BLE/51851

### SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA 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 authorised to enter into, sign, execute and complete any documents relating to Tenders, Quotations and/or Contracts for the supply of Goods.

FULL NAME \_\_\_\_\_  
SIGNATURE CHAIRMAN

FULL NAME \_\_\_\_\_  
SIGNATURE SECRETARY

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

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



## SECTION 5

RFQ NUMBER BLE/51851

**SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
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 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 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 BLE/51851

**SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
FOR A PERIOD OF 24 MONTHS**

### PRICING & DELIVERY SCHEDULE

Description	Estimated Qty	Price per each
Soap		
Conditioning Shampoo		
Shower gel		
Body and Hand Lotion		
Accessories Kit		
Bath Salts		
Sewing Kits		
Amenities Tray		
Dental Kit		
Shaving Kit		
Female Pack (Flow wrapped)		

1. **DELIVERY:** As and when required. It is recommended the successful Tenderer always carry an optimal quantity of each item, based on our estimates over the past 6 months.
2. **PRICES:** Prices must be a delivered price to the warehouse in Salvokop Pretoria

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

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



## SECTION 7

RFQ NUMBER BLE/51851

SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
FOR A PERIOD OF 24 MONTHS

GENERAL TENDER CONDITIONS - GOODS

Refer Form CSS5 – this document is available on request

“PREVIEW COPY ONLY”

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Respondent's Signature

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Date and Company Stamp

## SECTION 8

RFQ NUMBER BLE/51851

SUPPLY OF GUEST AMENITIES TO THE BLUE TRAIN IN PRETORIA  
FOR A PERIOD OF 24 MONTHS

### STANDARD TERMS AND CONDITIONS OF CONTRACT

### FOR THE SUPPLY OF GOODS TO TRANSNET

Refer Form US7 – this document is available on request

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 RFQ, save where indicated otherwise by Transnet.”*