



# RFQ / TENDER

**Tender No:** CRAC-10047

**Vendor No:** 11001386

BOARD LIST  
BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT  
2000

**Purchaser :** Tshiamo Motitswe  
**Telephone :** 011 584 0606  
**Fax Number:**

**Please quote reference:**  
K63/6000587163

**Deliver to:**  
TFR Head Office  
Supply Chain Services  
2000 Johannesburg

**Closing Date** : 28.02.2013  
**Validity Date** : 27.05.2013  
**RFQ No** : 6000587163

SUPPLY & INSTALL OFFICE FURNITURE AT ISANDO DEPOT

BRIEFING SESSION WILL BE ON 25/02/2013 ISANDO DEPOT

THE RFQ DOCUMENTS ARE OBTAINABLE FROM THE OFFICE OF TRANSNET FREIGHT RAIL, TENDER ADVISE CENTRE, GROUND FLOOR, INYANDA HOUSE 1, WELLINGTON ROAD, PARKTOWN, DURING OFFICE HOURS 08:00 TO 15:00 AND NON-REFUNDABLE RFQ FEE OF R100.00 IS APPLICABLE PER RFQ. PAYMENT TO BE MADE TO TRANSNET FREIGHT RAIL, STANDARD BANK ACCOUNT NUMBER : 203158598, BRANCH CODE : 004805

THE DEPOSIT SLIP MUST REFLECT THE RFQ NUMBER AND THE COMPANY NAME.  
RECEIPT TO BE PRESENTED AT COLLECTION OF THE RFQ DOCUMENT.

QUOTATIONS MAYBE EMAILED OR FAXED TO : Thuli.mathebula@transnet.net / (011) 774-9129

FOR ANY TECHNICAL ENQUIRIES WITH REGARD TO THIS RFQ YOU CAN CONTACT :MR HENRY EILERS ON 083 389 3646

1.1 QUOTATION/S MUST BE SUBMITTED PUNCTUALLY AT 10:00 ON OR BEFORE CLOSING DATE AND LATE QUOTATIONS WILL NOT BE CONSIDERED.

1.2 IF POSTED:

21 WELLINGTON ROAD  
INYANDA HOUSE 1  
PARKTOWN  
2193

1.3 ,IF DELIVERED BY HAND:

TRANSNET FREIGHT RAIL-SUPPLY CHAIN SERVICES  
21 WELLINGTON ROAD  
INYANDA HOUSE 1

DATE: ..... SIGNATURE OF TENDERER(S): .....  
CONTACT PERSON: ..... TEL No: .....

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PARKTOWN

## 2. CONDITIONS:

2.2 ANY PURCHASE ORDER PLACED AS A RESULT OF YOUR QUOTATION WILL BE SUBJECT TO THE STANDARD TERMS AND CONDITIONS OF CONTRACT, FORM US7, (LATEST), GENERAL TENDER CONDITIONS, FORM CSS5 (LATEST ) AND CONDITIONS MENTIONED HEREIN.

2.3 TENDERERS MAY OFFER AN EARLIER VALIDITY DATE, BUT THEIR QUOTATION MAY, IN THAT EVENT, BE DISREGARDED FOR THIS REASON.

2.4 TENDERERS ARE REQUIRED TO OFFER ONLY FIRM PRICES. PRICES SUBJECT TO REVIEW IN TERMS OF CLAUSE 32 OF FORM US7 WILL ONLY BE CONSIDERED SHOULD THE DELIVERY PERIOD REQUIRED EXCEED 6 MONTHS.

2.5 BEST DELIVERY TIME MUST BE OFFERED.

2.6 DISCOUNT (TRADE DISCOUNT) CASH DISCOUNT (CONDITONAL DISCOUNT) VALUE VALUE ADDED TAX (VAT) MUST BE SHOWN SEPARATELY.

2.7 TRANSNET RESERVES THE RIGHT TO NEGOTIATE PRICES AND COMMERCIAL ASPECTS AFTER THE CLOSING DATE OF THE QUOTATION.

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2.8 DIRECT DELIVERY INTIMATES DELIVERY BEING EFFECTED INTO THE WAREHOUSE OR THE ACTUAL POINT OF SUPPLY AND SHOULD THEREFORE INCLUDE ANY TRANSPORTATION MODE DEEMED NECESSARY IN EXECUTING THIS METHOD OF DELIVERY BASIS IN ORDER TO MEET THE REQUIRED DELIVERY DATE.

#### TAX CLEARANCE CERTIFICATES:

The Regulations in terms of the Public Finance Management Act, 1999: Framework for Supply Chain Management as published in Government Gazette No. 25767 dated 5 December 2003, Clause 9 (1) (d), stipulates that the accounting officer or accounting authority of an institution to which these regulations apply must reject any bid from a supplier who fails to provide written proof from the South African Revenue that the supplier either has no outstanding tax obligations or has made arrangements to meet outstanding tax obligations.

Tenderers will be disqualified if a valid tax clearance certificate or written proof from the South African Revenue Service that supplier has made arrangements to meet outstanding tax obligations is not submitted with the tender.

#### COMPANY DETAILS:

NAME OF COMPANY: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TEL. NO. \_\_\_\_\_ FAX NO: \_\_\_\_\_

REG. NO. \_\_\_\_\_

#### 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 will therefore prefer to do business with local business enterprises who share these same values. Transnet will endeavour to do business with local business enterprises that possess a BBBEE "recognition level" of at least a level 5. Transnet urges Tenderers (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) and whose names appear on the present ABVA (Association of BEE Verification Agencies) - "List of Full Members" as displayed on the ABVA website ([www.abva.co.za](http://www.abva.co.za)).

Although no agencies have, as yet, been accredited by SANAS (SA National Accreditation System), Transnet will, in the interim, accept rating certificates of tenderers who have been verified by any of the listed agencies.

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

1. Large Enterprises (i.e. annual turnover >R35million:  
" Rating level based on all seven elements of the BBBEE scorecard.
2. Qualifying Small Enterprises - (QSE) (i.e. annual turnover >R5million but <R35million:  
" Rating based on any four elements of the BBBEE scorecard.

NB:

3. Emerging Micro Enterprises - (EME) (i.e. annual turnover <R5m) are exempted from being rated/verified:  
" Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition  
" Black ownership >50% or Black Women ownership >30% automatically qualifies as Level 3 BBBEE, i.e. 110% BBBEE recognition  
" EME's should provide certified documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% from the EME's Auditor/Accounting Officer.

4. In addition to the above, Tenderers who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies, must state in their tenders the percentage of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor/s, as well as a breakdown of

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the distribution of the aforementioned percentage must also be furnished

In view of the high emphasis which Transnet places on Broad-based Black Economic Empowerment, Transnet will allow certain preference points for BBBEE in the evaluation of all responses. Depending upon the value of the ensuing business award (i.e. below or in excess of R2m), the 80/20 or 90/10 point preference systems will be utilized where BBBEE will count out of 20 or 10 respectively in the evaluation process.

EACH RESPONDENT IS REQUIRED TO FURNISH PROOF OF THE ABOVE TO TRANSNET. FAILURE TO DO SO WILL RESULT IN A SCORE OF ZERO BEING ALLOCATED FOR BBBEE.

Turnover: Kindly indicate your company's annual turnover for the past year R\_\_\_\_\_

" If annual turnover <R5m, please attach certified confirmation from your Auditor/Accounting Officer

" If annual turnover >R5m please attach original or certified copy of accreditation certificate and detailed scorecard by an ABVA accreditation agency (registered as a "Full Member")

## PAYMENT TERMS

The following payment terms will apply as from 1 October 2008.

" All suppliers will be paid 30 days from receipt of month end statement, i.e. payment term F055.

## CONDITIONS:

This quotation is subject to the provisions of the Standard Terms and Conditions of Contract, Form US7, (Latest ) and the General Tender Conditions, Form CSS5 (Latest) and any other standard or special conditions mentioned and/or embodied in the quotation request.

## SCHEDULE OF REQUIREMENTS

PRICES TENDERED ARE TO BE "DIRECT" AND EXCLUDE VAT.

IN THIS REGARD THE TENDERER'S ATTENTION IS DIRECTED TO PARAGRAPH 16 OF FORM CSS5 (LATEST).

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TRANSNET INSISTS ON HONESTY AND INTEGRITY BEYOND REPROACH AT ALL TIMES AND WILL NOT TOLERATE ANY FORM OF IMPROPER INFLUENCING, BRIBERY, CORRUPTION, FRAUD, OR ANY OTHER UNETHICAL CONDUCT ON THE PART OF BIDDERS/ TRANSNET EMPLOYEES. IF, IN THE OPINION OF TRANSNET'S CHIEF OPERATING OFFICER, A TENDERER / CONTRACTOR / SUPPLIER HAS OR HAS CAUSED TO BE PROMISED, OFFERED OR GIVEN TO ANY TRANSNET EMPLOYEE, ANY BRIBE, COMMISSION, GIFT, LOAN, ADVANTAGE OR OTHER COSIDERATION, TRANSNET SHALL BE ENTITLED TO REVOKE THE TENDER / CONTRACT BY FOLLOWING ITS INTERNAL POLICIES THAT GOVERN THE ECLUSION PROCESS. IN SUCH AN EVENT TRANSNET WILL BE ENTITLED TO PLACE ANY TENDERER / CONTRACTOR / SUPPLIER WHO HAS CONTRAVENED THE PROVISIONS OF TRANSNET'S BUSINESS ETHICS ON ITS LIST OF EXCLUDED TENDERERS. THIS LIST WILL ALSO BE DISTRIBUTED TO ALL OTHER STATE OWNED ENTERPRISES AND GOVERNMENT DEPARTMENTS.

TRANSNET INVITES ITS VALUED SUPPLIERS TO REPORT ANY ALLEGATIONS OF FRAUDCORRUPTION OR OTHER UNETHICAL ACTIVITIES TO TRANSNET TIP-OFFS ANONYMOUS,AT ANY OF THE FOLLOWING ADDRESSES / CONTACT NUMBERS:-

TOLL-FREE ANONYMOUS HOTLINE - 0800 003 056  
EMAIL - Transnet@tip-offs.com  
FAX NUMBER - 0800 007 788  
FREEPOST DN 298, UMHLANGA ROCKS, 4320

CONFIDENTIALITY IS QUARANTEED

Pre-qualification criteria  
Compliance to specification

Commeccial  
etter of good standing act 130 of 1993  
Company safety plan act 85 of 1993  
Delivery Schedule  
Reference/previuos performance

B-BBEE  
B-BBEE certificate and scorecard

Futher recognition  
Business with>30% Woman ownership  
QSE Business with> 50% black ownership

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Item	Qty	Material	Description
------	-----	----------	-------------

---

00010	17	Desk	
-------	----	------	--

R.....  
Each

**Delivery Date:** 30.03.2013

**FULL DETAILS OF DESCRIPTION**

DATE: .....

SIGNATURE OF TENDERER(S): .....

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Item	Qty	Material	Description
00020	17	Swivel office chairs	R..... Each
Delivery Date: 30.03.2013			
FULL DETAILS OF DESCRIPTION			
00030	9	2 door hinge cabinet	R..... Each
Delivery Date: 30.03.2013			
FULL DETAILS OF DESCRIPTION			

PREVIEW COPY ONLY

DATE: .....

SIGNATURE OF TENDERER(S): .....

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### 3. ADDITIONAL INFORMATION REQUIRED: (WHERE APPLICABLE)

#### 3.1 THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

- (A) DISCOUNT: .....
- (B) SETTLEMENT DISCOUNT:.....
- (C) PRICE/S FIRM: .....
- (D) PRICE/S FIRM UNTIL ..... THEREAFTER SUBJECT TO REVIEW.
- (E) PRICE/S NOT FIRM: .....
- (F) SABS MARK: .....
- (G) SABS PERMIT NO: .....
- (H) BRAND/MAKE/TYPE: .....
- (I) FULL NAME AND ADDRESS OF MANUFACTURER.:  
.....  
.....  
.....

- (J) FULL NAME AND ADDRESS OF INSPECTION POINT:  
.....  
.....  
.....

- (K) COUNTRY OF ORIGIN: .....

Comply : \_\_\_\_\_ Does not Comply : \_\_\_\_\_ Not applicable : \_\_\_\_\_

Justification : .....

#### (L) SURPLUS MATERIAL:

TENDERERS MUST INDICATE IF THEY WILL BE PREPARED TO PURCHASE BACK FROM TRANSNET ANY SURPLUS MATERIAL WHICH MAY BECOME AVAILABLE FROM ANY RESULTING PURCHASE ORDER/CONTRACT ORIGINATED FROM THE QUOTATION SUBMITTED:  
.....

#### (M) PAYMENT OVERSEAS:

ONLY IF TRANSNET LIMITED IS REQUESTED BY THE TENDERER TO EFFECT PAYMENT OVERSEAS DIRECT TO THE TENDERER'S PRINCIPAL/SUPPLIER THE FOLLOWING INFORMATION IS REQUIRED:

\* EXCHANGE RATE ON WHICH THE QUOTATION PRICE IS BASED: R1,00 (S.A. CURRENCY) BEING EQUAL TO ..... (FOREIGN CURRENCY)

\* PERCENTAGE IN RELATION TO THE QUOTATION PRICE TO BE REMITTED OVERSEAS:  
.....

\* NAME OF COUNTRY TO WHICH PAYMENT IS TO BE MADE:  
.....  
.....

\* APPLICABLE DATE OF EXCHANGE RATE:  
.....

\* BENEFICIARY'S NAME AND FULL ADDRESS:  
.....  
.....  
.....

DATE: .....

SIGNATURE OF TENDERER(S): .....

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.....  
\* BENEFICIARY'S BANKERS AND FULL ADDRESS:  
.....  
.....  
.....

.....  
\* APPLICABLE ACCOUNT NUMBER:  
.....  
.....

(N) DELIVERY DATE:

TENDERERS MUST FURNISH THEIR ACTUAL DELIVERY AND MANUFACTURING PERIOD HEREUNDER  
NOTWITHSTANDING THE DELIVERY DATES SPECIFIED BY TRANSNET.

THE FOLLOWING MUST ALSO BE FURNISHED IN REGARD TO THE ABOVE:

1. PERIOD REQUIRED TO OBTAIN RAW MATERIAL. ....(DAYS)
2. MANUFACTURING PERIOD. ....(DAYS)
3. PERIOD TO TRANSPORT MATERIAL TO DESTINATION. ....(DAYS)

MATERIAL NO.	1.(PERIOD)	2.(PERIOD)	3.(PERIOD)
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

INDICATE THE PERCENTAGE (% OF THE PRICE THAT IS SUBJECT TO THE VARIABLE COPPER FEE: -----%.

DATE: .....

SIGNATURE OF TENDERER(S): .....





**REQUEST FOR QUOTATION (“RFQ”)**

**RFQ NUMBER CRAC- JHB-10047**

**SUPPLY AND INSTALL OFFICE FURNITURE AT ISANDO**

**Information Session**

**5. RFQ SITE MEETING**

**A COMPULSORY INFORMATION MEETING WILL BE HELD AT THE FOLLOWING VENUE:**

Venue : ISANDO DEPOT (BOARDROOM 1<sup>st</sup> FLOOR)

Time : 10:00

Date : 25 February 2013

The site meeting is compulsory and companies not attending will be overlooked during the tender awarding process.

Contact people on sites: Henry Eilers (083 389 3646)

**5.1 ATTENDANCE CERTIFICATE**

This is to certify that.....

Representative/s of .....

Has/have today attended the Tender briefing in respect of the proposed:

.....

TRANSNET'S REPRESENTATIVE      TENDERER'S REPRESENTATIVE

DATE .....

**VERY IMPORTANT**

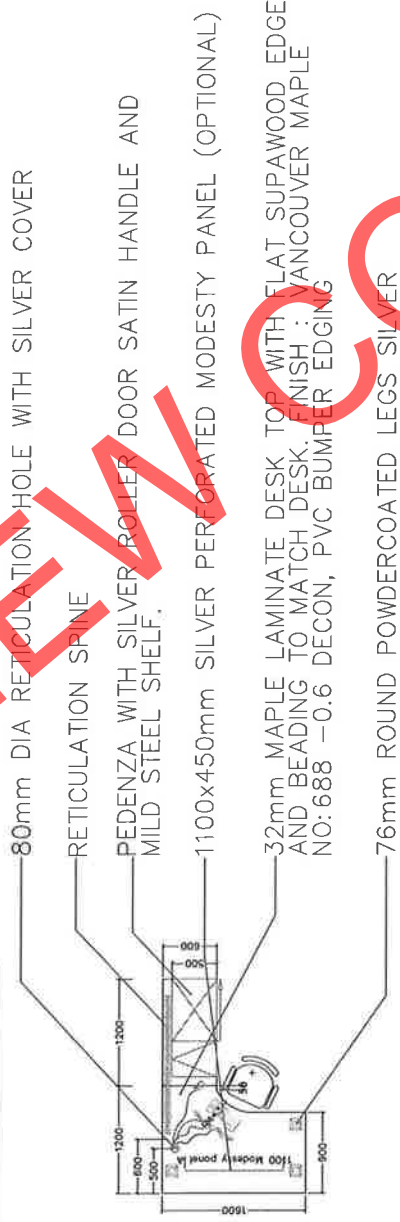
ANY TENDERER NOT ATTENDING THE INFORMATION MEETING WILL AUTOMATICALLY BE EXCLUDED FROM THE BUSINESS AWARDING PROCESS

**PLEASE BRING THE VALID DOCUMENT ON THE DAY OF BRIEFING AND ALSO MAKE SURE THAT YOU BRING YOUR SAFETY SHOES AND REFLECTIVE VEST ON SITE**

# AREA JUN OFFICIAL/ SPECIALIST

## DRAWING C.1

### DESKING



MODESTY PANEL(OPTIONAL)

PLEASE NOTE: DAISY CHAINS WITH SILVER RETICULATION SPINE/ARMS. TO HAVE GROMET AND SILVER RETICULATION CAP. POWER PORT TO BE INCLUDED ON EACH DESK

TOP VIEW TRANSNET JUNIOR OFFICIAL DESK 'C'



SIDE VIEW JUNIOR OFFICIAL DESK 'C'

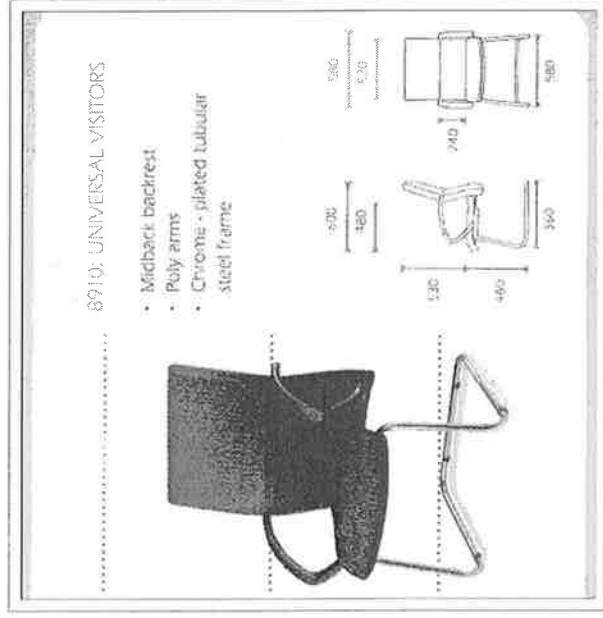
APPROVED ONLY

AREA SENIOR MANAGERS

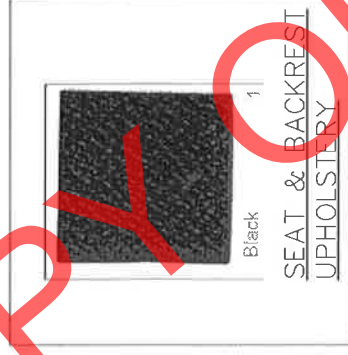
DRAWING K. 2

VISITORS OFFICE CHAIR

VISITORS CHAIR WITH  
ARMS & SLEIGH BASE. FABRIC: SEAT &  
BACKREST TO BE UPHOLSTERED IN WEAVERS  
WORLD VULCAN FABRIC. COLOUR: BLACK



PICTURE

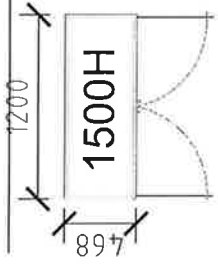


FABRIC

# AREA JUN OFFICIAL/ SPECIALIST

## DRAWING C-2

### 2 DOOR HINGE CABINET



1500(H) LOCKABLE 2-DOOR  
CABINET FABRICATED IN MAPLE  
LAMINATE. CRADLE FITTED

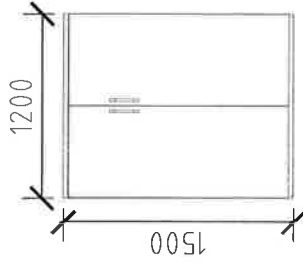
ACCORDING TO CLIENTS NEEDS.

FINISH: VANCOUVER MAPLE

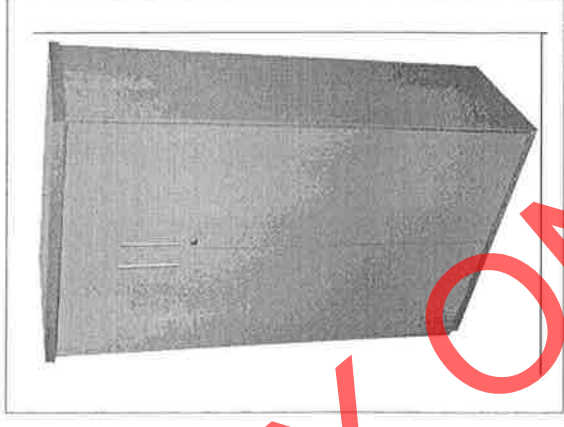
NO.688

HANDLE: BRUSHED NICKEL Z227X96MM  
FROM ECLIPSE FURNITURE HARDWARE  
SUPPLIES.

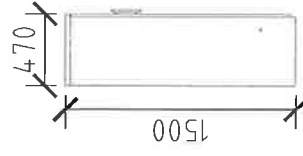
PLAN VIEW  
HINGE DOOR  
CABINET



PLAN  
VIEW



PICTURE



SIDE  
VIEW

APR 2014 COPY ONLY

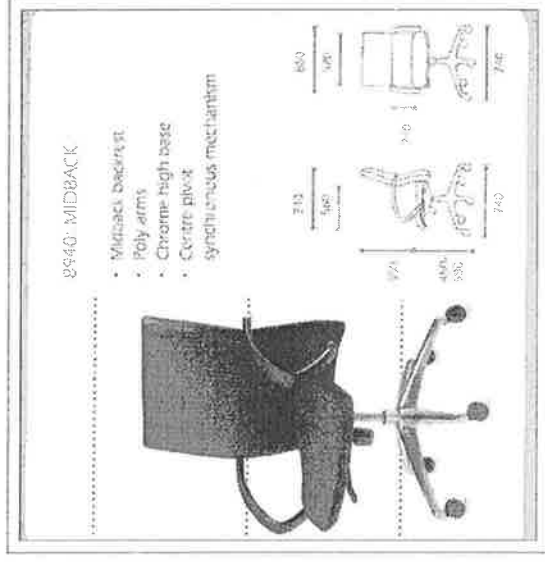
# AREA SPECIALIST/JUNIOR OFFICIAL

## DRAWING L. 1

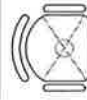
### SWIVEL OFFICE CHAIR

M/B KNEE-TILT SYNCHRON MECHANISM, GAS HEIGHT ADJUSTER

FABRIC: SEAT-UPHOLSTERED IN WEAVERS  
WORLD VULCAN FABRIC. COLOUR: BLACK  
AND BACK REST UPHOLSTERED IN  
TESSASONIC, CONTRACT FABRIC, DONEGAL. COLOUR: SCARLET  
MAXIMUM WEIGHT 140KG - TO ACCOMODATE ANYBODY WEIGHING  
OVER THAT, THE CHAIR NEEDS TO BE RE-ENFORCED  
5 STAR CHROME BASE. 700-740 DIAMETER  
POLY ARMS



PICTURE



FABRIC