



TRANSNET FREIGHT RAIL, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No CRAC-ESS-14238

FOR THE SUPPLY / PROVISION OF WHITE BOARDS

FOR DELIVERY TO: School of rail 100 Eel Road Bayhead Durban

ISSUE DATE: 24 June 2014

CLOSING DATE: 8 July 2014

CLOSING TIME: 10:00

VALIDITY PERIOD: 90 working days after closing date

"PREVIEW COPY ONLY"

Section 1 NOTICE TO BIDDERS

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

METHOD: [hand delivered /or courier]
CLOSING VENUE: [The Secretary, Transnet Freight Rail Acquisition Council, Ground Floor Inyanda House1, 21 Wellington Road, Parktown]

1 Responses to RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

2 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. Transnet will accordingly allow a "preference" to companies who provide a valid B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, respondents are to note the following:

- Functionality is included at a pre-qualification stage with a prescribed percentage threshold of **100%**
- Proposals will be evaluated on price which will be allocated 80 points and preference which will be allocated 20 points, dependent on the value of the Goods or Services.
- The 80/20 preference point system applies where the acquisition of the Goods or Services will be less than R1 000 000.00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFQ will be cancelled.
- In this RFQ, Transnet will apply **80/20** preference point system prescribed in the PPPFA.

In compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

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

Enterprises will be rated by such agencies 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]:

In accordance with B-BBEE Codes of Good Practice [Statement 000, Section 4], any enterprise with an annual total revenue of R 5 million or less qualifies as an EME.

- Automatic rating of B-BBEE Level 4 irrespective of race or ownership
- Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as B-BBEE Level 3

Sufficient evidence to qualify as an EME would be a certificate (which may be in the form of a letter) from an auditor or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership, B-BBEE status level and validity date.

Respondents are required to furnish proof of the above to Transnet. [i.e. a valid detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or a valid certificate in respect of EMEs].

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating.

N.B. Failure to submit a B-BBEE certificate, which is valid as at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

[Refer clause 1.9 below for Returnable Documents required]

3 Communication

- a) Respondents are warned that a response will be liable for 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.
- b) A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:
- Name: Ayanda Msomi
Email: ayanda.msomi@transnet.net
- c) Respondents may also, at any time after the closing date of the RFQ, communicate with Prudence Nkabinde on any matter relating to its RFQ response:
- Telephone 011-544-9486
Email prudence.nkabinde@transnet.net

4 Tax Clearance

The Respondent's original valid Tax Clearance Certificate must accompany the Quotation. Failure to provide this document with the RFQ submission will result in disqualification.

5 VAT Registration

The valid VAT registration number must be stated here: _____ *[if applicable]*.

6 Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

7 Changes to Quotations

Changes by the Respondent to its submission will not be considered after the closing date and time.

8 Pricing

All prices must be quoted in South African Rand on a fixed price basis, excluding VAT.

9 Prices Subject to Confirmation

Prices quoted which are subject to confirmation will not be considered.

10 Negotiations

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents.

11 Binding Offer

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

12 Disclaimer

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. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) 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;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- make no award at all.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to

breaches of the Competition Act 89 of 1998. Respondents are required to indicate below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

I/We _____ do hereby certify that I/we **have/have not been** found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

DATE OF BREACH: _____

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

13 Evaluation Criteria

Transnet will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

- Administrative responsiveness - Completeness of response and returnable documents
- Substantive responsiveness – Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given
- Technical threshold of 100%: Compliance to specification
- Weighted evaluation based on 80/20 preference point system as indicated in paragraph 2 above:
 - Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical
 - B-BBEE status of company

Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8

¹ Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

6	6
7	4
8	2
Non-compliant contributor	0

14 Validity Period

Transnet desires a validity period of 90 working days from the closing date of this RFQ.
 This RFQ is valid until _____.

15 Banking Details

BANK: _____
 BRANCH NAME / CODE: _____
 ACCOUNT HOLDER: _____
 ACCOUNT NUMBER: _____

16 Company Registration

Registration number of company / C.C. _____
 Registered name of company / C.C. _____

17 Disclosure of Prices Quoted

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

YES NO

18 Returnable Documents

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

Respondents are required to submit with their Quotations the **Returnable Documents**, as detailed below.

Failure to provide all these Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
- Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing	

Returnable Documents	Submitted [Yes or No]
<p>date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard</p>	
<p>- Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard</p>	
<p>- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement</p>	
<p>SECTION 2 : Quotation Form</p>	
<p>SECTION 3: Vendor Application Form</p>	
<ul style="list-style-type: none"> • Original cancelled cheque or bank verification of banking details 	
<ul style="list-style-type: none"> • Certified copies of IDs of shareholder/directors/members [as applicable] 	
<ul style="list-style-type: none"> • Certified copy of Certificate of Incorporation [CM29/CM9 name change] 	
<ul style="list-style-type: none"> • Certified copy of share certificates [CK1/CK2 if C.C.] 	
<ul style="list-style-type: none"> • Entity's letterhead 	
<ul style="list-style-type: none"> • Certified copy of VAT Registration Certificate [RSA entities only] 	
<ul style="list-style-type: none"> • Certified copy of valid Company Registration Certificate [if applicable] 	
<ul style="list-style-type: none"> • Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party] 	

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**Section 2
QUOTATION FORM**

I/We _____
hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard Terms and Conditions for the Supply of Goods or Services to Transnet [available on request]; and
- any other standard or special conditions mentioned and/or embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so inform me/us, 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.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

Price Schedule

I/We quote as follows for the goods required, on a "delivered nominated destination" basis, excluding VAT:

Item No	Description of Goods /Services	Unit of Measure	Quantity	Unit Price (ZAR)	Total Price (ZAR)
1		
2		
3		
4		
5		
6		

Delivery Lead-Time from date of purchase order : _____ **[days/weeks]**

Notes to Pricing:

- All Prices must be quoted in South African Rand, exclusive of VAT
- To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.

- c) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

Scope of Interactive white boards

The following office furniture as well as interactive white boards must be delivered at the below mentioned addresses:

1. 1*Executive Desk
2. 1*Executive Chair
3. 3*Visitors Chairs
4. 1*Small Whiteboard 2x2 metres
5. 1*Noticeboard
6. 1*Safe for keeping Fuel cards, Keys and Electronic Equipment
7. 1*Work Station
8. 1*Office Chair
9. 2*Visitors Chairs
10. 1*White Board 2x2 metres
11. 2*Filing Cupboards (Learner Portfolios)
12. 3*Storage Cupboards (Stationeries and Refreshments)
13. 2*Office Chairs
14. 2*Cupboards for keeping Training Material
15. 2*Notice Boards
16. 1*Interactive White Board
17. 1*Whiteboard (2x3 metre)
18. 2*Workstations (1 for Classroom and 1 for Office)
19. 2*Office Chairs
20. 2*Cupboards for keeping Learner Portfolios
21. 1*Safe for keeping Fuel cards, Keys and Electronic Equipment
22. 2*Noticeboards

23. 1*Interactive Whiteboard

24. 1*Flipchart

25. 1*Air conditioner (office)

1. Rubber Wheels Driver Training (Integrated Technologies)

School of Rail
100 Eel Road
Room A13
Bayhead
Durban

2. Rubber Wheels Driver Training Bellville

School of Rail
A.J. West Street
Bellville

Room A29 (Manager's office) Durban	Admin Office Durban	Classroom and Office Durban	STC Office and Classroom Bellville
1*Executive Desk	1*Work Station	2*Office Chairs	2*Workstations (1 for Classroom and 1 for Office)
1*Executive Chair	1*Office Chair	2*Cupboards for keeping Training Material	2*Office Chairs
3*Visitors Chairs	2*Visitors Chairs	2*Notice Boards	2*Cupboards for keeping Learner Portfolios
1*Small Whiteboard 2x2 metres	1*White Board 2x2 metres	1*Interactive White Board	1*Safe for keeping Fuel cards, Keys and Electronic Equipment
1*Noticeboard	2*Filing Cupboards (Learner Portfolios)	1*Whiteboard (2x3 metre)	2*Noticeboards
1*Safe for keeping Fuel cards, Keys and Electronic Equipment	3*Storage Cupboards (Stationeries and Refreshments)		1*Interactive Whiteboard
			1*Flipchart
			1*Air conditioner (office)

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**Section 3
VENDOR APPLICATION FORM**

Respondents are to furnish the following documentation and complete the Vendor Application Form below:

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details [with bank stamp]
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified** copy of Certificate of Incorporation, CM29 / CM9 [name change]
4. **Certified** copy of Share Certificates [CK1/CK2 if CC]
5. A letter on the company's letterhead confirm physical and postal addresses
6. **Original** valid SARS Tax Clearance Certificate
7. **Certified copy** of VAT Registration Certificate
8. **Certified copy** of valid Company Registration Certificate [if applicable]
9. A signed letter from your auditor or accountant confirming most recent annual turnover figures

Vendor Application Form

Company trading name			
Company registered name			
Company Registration Number or ID Number if a Sole Proprietor			
Form of entity [v]	<input type="checkbox"/> CC	<input type="checkbox"/> Trust	<input type="checkbox"/> Pty Ltd
	<input type="checkbox"/> Limited	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor
VAT number [if registered]			
Company telephone number			
Company fax number			
Company email address			
Company website address			
Bank name		Branch & Branch code	
Account holder		Bank account number	
Postal address			Code
Physical Address			

			Code	
Contact person				
Designation				
Telephone				
Email				
Annual turnover range [last financial year]	< R5 m	R5 - 35 m	> R35 m	
Does your company provide	Products	Services	Both	
Area of delivery	National	Provincial	Local	
Is your company a public or private entity	Public	Private		
Does your company have a Tax Directive or IRP30 Certificate	Yes	No		
Main product or services [e.g. Stationery/Consulting]				

Complete B-BBEE Ownership Details:

% Black ownership	% Black women ownership	% Disabled Black ownership	
Does your company have a B-BBEE certificate		Yes	No
What is your B-BBEE status [Level 1 to 9 / Unknown]			
How many personnel does the firm employ	Permanent	Part time	

If you are an existing Vendor with Transnet please complete the following:

Transnet contact person	
Contact number	
Transnet Operating Division	

Duly authorised to sign for and on behalf of Company / Organisation:

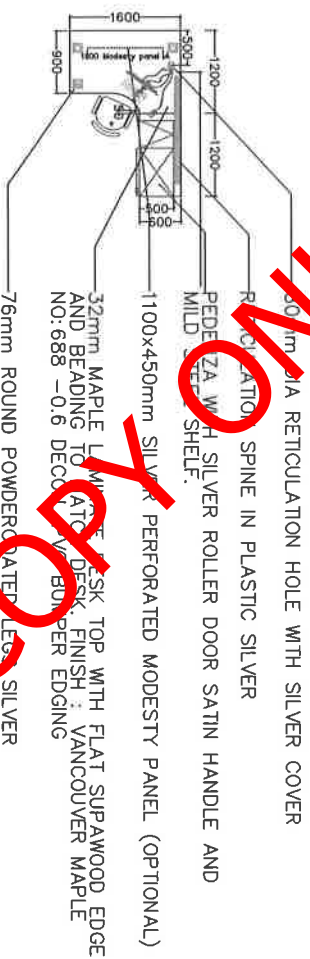
Name		Designation	
Signature		Date	

AREA

JUN OFFICIAL/ SPECIALIST

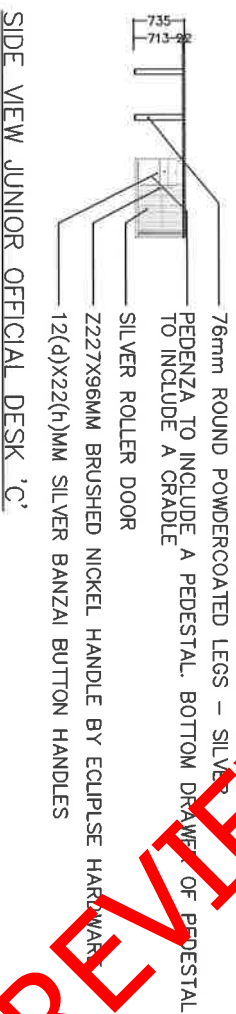
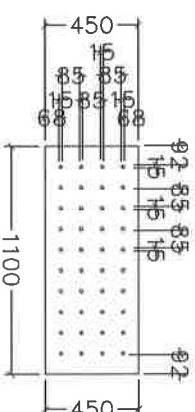
DRAWING Z.18

DESK - 1



TOP VIEW TRANSNET JUNIOR OFFICIAL DESK 'C'

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



SIDE VIEW JUNIOR OFFICIAL DESK 'C'

PREVIEW COPY

AREA

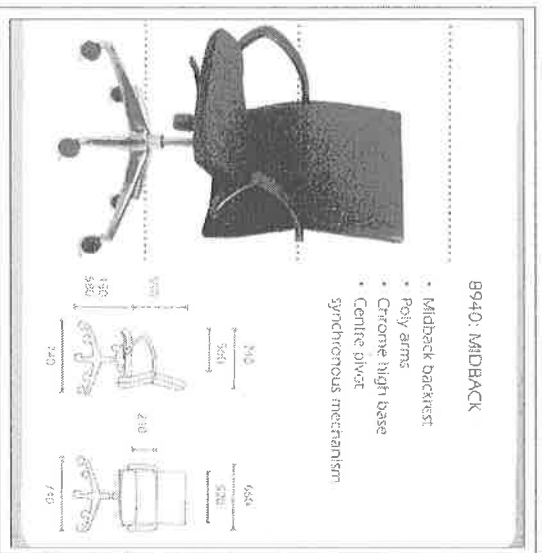
SPECIALIST/JUNIOR OFFICIAL

DRAWING Z . 11

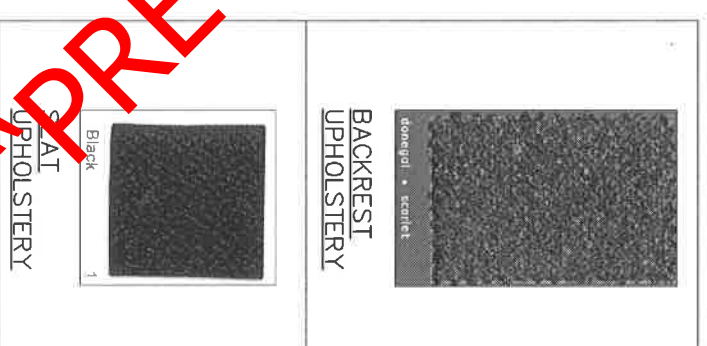
SWIVEL OFFICE CHAIR

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

FABRIC: SEAT-UPHOLSTERED IN 3 LAYERS
WORLD VULCAN FABRIC. COLOUR: BLACK
AND BACK REST UPHOLSTERED IN
TESSASONIC, CONTRACT FABRIC. DONEGAL. COLOUR: SCARLET
MAXIMUM WEIGHT 140KG - TO ACCOMMODATE ANYBODY WEIGHING
OVER THAT, THE CHAIR NEEDS TO BE REINFORCED
5 STAR CHROME BASE. 700-740 DIAMETER
POLY ARMS



PICTURE



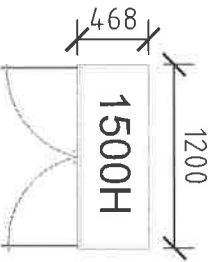
FABRIC

AREA

JUN OFFICIAL/ SPECIALIST

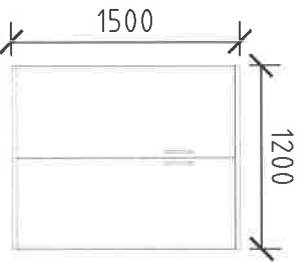
DRAWING Z . 8

2 DOOR HINGE CABINET



PLAN VIEW
HINGE DOOR
CABINET

1500H LOCKABLE 2--DOOR
CABINET FABRICATED IN MAPLE
LAMINATE. CRADLE FITTED
ACCORDING TO CLIENTS NEEDS.
FINISH: VANCOUVER MAPLE.
NO.688
HANDLE: BRUSHED NICKEL Z2227X96MM
FROM ECLIPSE FURNITURE HARDWARE
SUPPLIES.

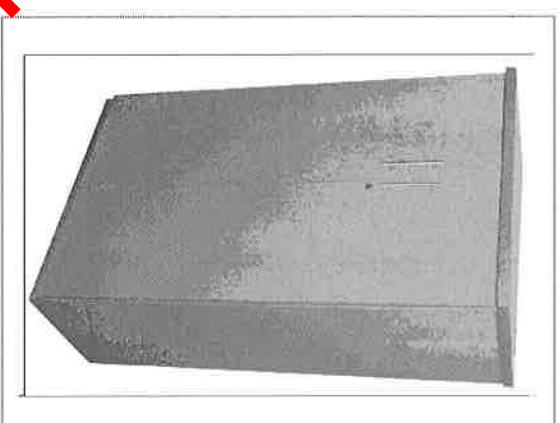


PLAN
VIEW

CABINET TO INCLUDE TWO
SHELVES AND THE THIRD
WILL BE PROVIDED ON
CLIENTS REQUEST



SIDE
VIEW



PICTURE

NO COPY
PREVIEW