



CRAC-JHB 12817

**TRANSNET FTREIGHT RAIL**, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ]**

**No CRAC-JHB 12817**

**PROVISION FOR: PROVISION OF HYGIENE SERVICES FOR A PERIOD OF TWO YEARS.**

**FOR DELIVERY TO: TRANSNET DEPOT - STANDERTON**

**ISSUE DATE: 20 FEBRUARY 2014**

**COMPULSORY BRIEFING MEETING: 27 FEBRUARY 2013**

**TIME: 13: 30 H00 PM**

**VENUE: STANDERTON**

**SITE MEETING STANDERTON @ 13:30 AM**

**CLOSING DATE: 11 MARCH 2014**

**CLOSING TIME: 10:00**

**OPTION DATE: 27 MAY 2014**

**FOR INFORMATION / DIRECTIONS CONTACT JOHANNA: 011 773 5795/ 083 842 2479**

**LEANDRIA DE JAGER: 011 773 2047 / 083 276 2596**

**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**



**Section 1**  
**NOTICE TO BIDDERS**

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

**METHOD:** [hand, post and/or courier]

**CLOSING VENUE:** The Secretary, Transnet Acquisition Council, Ground Floor, Tender Box,  
Inyanda House 1, 21 Wellington Road, Parktown  
Johannesburg, 2001.

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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.

**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. A duplicate set of documents is required. This second set can be a copy of the original signed Proposal.
- (ii) Both sets of documents to be submitted to the address specified above.

**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.

**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.

**1.1 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:

Signature

Date



- Functionality is included at a pre-qualification stage with a prescribed percentage threshold of **70% minimum**
- 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 Services.
- The 80/20 preference point system applies where the acquisition of the 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. 751 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-

Signature

Date

BBEE scorecard rating. [Refer **Annexure A – B-BBEE Preference Points Claim Form** for further details].



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 17 below for Returnable Documents required]

## 2 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: Elijah Manana

Telephone: 011 584 1143

Email: [Elijah.manana@transnet.net](mailto:Elijah.manana@transnet.net)

- c) Respondents may also, at any time after the closing date of the RFQ, communicate with the Secretariat of the Transnet Acquisition Council on any matter relating to its RFQ response:

Telephone 011 584 9485

Facsimile 011 771 9761

Email [Prudence.Nkabinde@transnet.net](mailto:Prudence.Nkabinde@transnet.net)

Quotations are requested from interested Respondents to supply the above-mentioned requirement to TRANSNET FREIGHT MAIL.

On or after 20/02/2014 the RFQ documents may be inspected at, and are obtainable from the office of TRANSNET Freight Rail Tender Advice Centre, Ground Floor, Inyanda 1, 21 Wellington Road, and Parktown.

For specific queries, please contact the TFR representative below.

Name: Anthonie Erasmus or Morris Mhlongo

Telephone: 011 584 9230 or 011 584 9231

## 3 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.

## 4 VAT Registration

The valid VAT registration number must be stated here: \_\_\_\_\_ [if applicable].

Signature

Date



## 5 Legal Compliance

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

## 6 Changes to Quotations

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

## 7 Pricing

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

## 8 Prices Subject to Confirmation

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

## 9 Negotiations

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

## 10 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.

## 11 Disclaimers

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

Signature

Date



- 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:

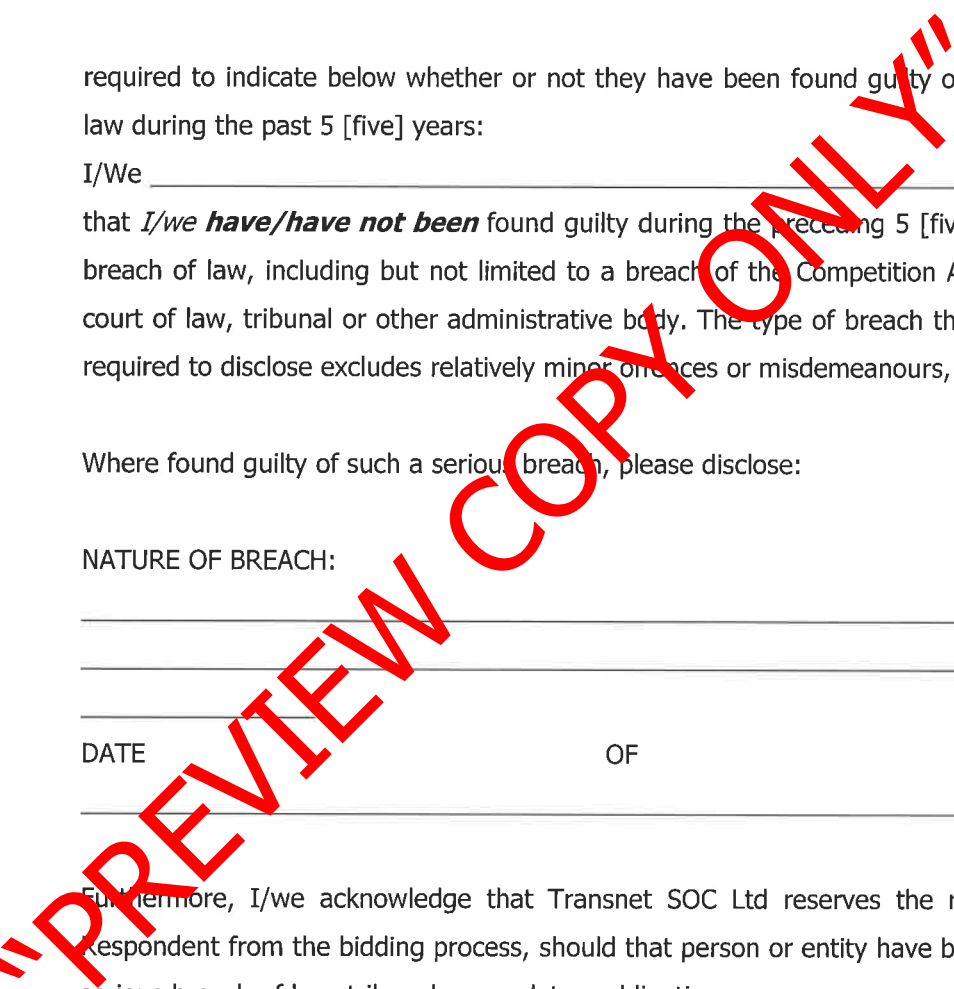
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DATE \_\_\_\_\_ OF \_\_\_\_\_ BREACH:

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.



**12 Evaluation Criteria**

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

**Stage 1:**

**Administrative responsiveness - Completeness of response and returnable documents , Essential**

- Provide copy of registration Certificate with OHSA (Occupational Health and safety Act)
- Health, Risk and Safety (Tender questionnaire) / Plan

Signature

Date



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- Statutory minimum labourer's Salary / Wage (Declaration)

**Stage 2:****Substantive responsiveness - Pre-qualification / Functionality threshold of 70%**

- Compliance to specification in line with the scope of work and schedule of quantities

**Stage 3****Commercial / Preference 80/20**

- Competitive pricing
  - Provide BBBEE level Certification and Score Card
- Weighted evaluation based on 80/20 preference point system as indicated in paragraph 0 above:
    - Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts<sup>1</sup> 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>B-BBEE Status Level of Contributor</b>	<b>Number of points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**13 Validity Period**

<sup>1</sup> 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.

Signature

Date



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Transnet desires a validity period of 90 [thirty] days from the closing date of this RFQ.

This RFQ is valid until \_\_\_\_\_.

**14 Banking Details**

BANK: \_\_\_\_\_

BRANCH NAME / CODE: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**15 Company Registration**

Registration number of company / C.C. \_\_\_\_\_

Registered name of company / C.C. \_\_\_\_\_

**16 Disclosure of Prices Quoted**

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

YES  NO

**17 Returnable Documents**

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

- a) 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]	

Signature

Date



Returnable Documents	Submitted [Yes or No]
<p>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>	
<ul style="list-style-type: none"> <li>- Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs]</li> </ul> <p>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>	
<ul style="list-style-type: none"> <li>- 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</li> </ul>	
<p>SECTION 2 : Quotation Form</p>	
<p>SECTION 3: Vendor Application Form</p>	
<ul style="list-style-type: none"> <li>• Original cancelled cheque or bank verification of banking details</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified copies of IDs of shareholder/directors/members [as applicable]</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified copy of Certificate of Incorporation [CM29/CM9 name change]</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified copy of share certificates [CK1/CK2 if C.C.]</li> </ul>	
<ul style="list-style-type: none"> <li>• Entity's letterhead</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified copy of VAT Registration Certificate [RSA entities only]</li> </ul>	
<ul style="list-style-type: none"> <li>• Certified copy of valid Company Registration Certificate [if applicable]</li> </ul>	
<ul style="list-style-type: none"> <li>• Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]</li> </ul>	
<ul style="list-style-type: none"> <li>• Letter of a Good Standing (Compensation for Occupational Injuries and Diseases Act 133 of 1995)</li> </ul>	
<p>ANNEXURE A B-BBEE Preference Points Claim Form</p>	

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

Signature

Date

**Information Session**

**RFQ SITE MEETING**

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

Venue : TRANSNET DEPOT - STANDERTON, Transnet Building,  
Time : 13:00 – 13:30 AM  
Date : 27 February 2014

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

**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

"PREVIEW COPY ONLY"

Signature

Date



**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: **[for SERVICES, attach a scope of work & pricing schedule]**

Item No	Description of Goods /Services	Quantity	Total Price (ZAR)
1	HYGIENE SERVICES AT STANDERTON FOR A PERIOD OF TWO YEARS.		
TOTAL AMOUNT			

Signature

Date

**Delivery Lead-Time from date of purchase order:**

\_\_\_\_\_ [days/weeks]



**Notes to Pricing:**

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) 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.

- COMPANY INFORMATION
- 8. STATEMENT OF WORK (S) SUCCESSFULLY CARRIED OUT BY THE TENDERER:
- Tenderers are to advise which other companies have they successfully provided or are currently providing similar services.
- 

"PREVIEW COPY ONLY"

Service Description	For whom done	Period Start / Completion Date	Amount of Project	Contact person and Telephone or Cell number

Signature

Date

**REQUEST FOR QUOTATION [RFQ]**

**PROVISION FOR: PROVISION FOR HYGIENE SERVICES FOR A PERIOD OF TWO YEARS.**

**FOR DELIVERY TO: TRANSNET DEPOT - STANDERTON**

**PROPOSAL FORM**

**"PREVIEW COPY ONLY"**

Signature

Date



PROPOSAL FORM

I/We \_\_\_\_\_

(name of company, close corporation or partnership)

of (full address)

\_\_\_\_\_

\_\_\_\_\_

carrying on business under style or title of (trading as)

\_\_\_\_\_

\_\_\_\_\_

represented

by \_\_\_\_\_

in my capacity as

\_\_\_\_\_

being duly 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 Goods at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference \_\_\_\_\_ and dated \_\_\_\_\_ (if any) and the documents listed in the accompanying schedule of RFP documents.

I/We agree to be bound by those conditions in Transnet's:  
(i) Standard Terms and Conditions of Contract Form No. US7 - Goods;  
(ii) General Tender Conditions, Form CSS5 – Goods; and  
(iii) any other standard or special conditions mentioned and/or embodied in the Request for Proposal form; and;-

I/We accept that unless Transnet should otherwise decide and so inform me/us in the facsimile or letter of acceptance, this Proposal (and, if any, its covering letter and any subsequent exchange of correspondence), together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Should Transnet decide that a formal contract should be signed and so inform me/us in the facsimile or letter of acceptance, this Proposal (and, if any, its covering letter and any subsequent exchange of



correspondence) together with Transnet's letter of acceptance/intent, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply of Goods within 4 (four) weeks, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

I/We accept that any contract resulting from this offer will be for a period of .....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 RFP. The domicillium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent

hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate domicillium citandi et executandi hereunder:

Four horizontal lines for signature and address information.

Signature

Date

NOTIFICATION OF AWARD OF RFP

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

VALIDITY PERIOD

Transnet desires a validity period of 3 (three) months (from closing date) against this RFQ. It should be noted that Respondents may offer an earlier validity period, but that their Proposals may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:

This RFQ is valid until \_\_\_\_\_ (State alternative validity period/date).

**"PREVIEW COPY ONLY"**

Signature

Date



**REQUEST FOR QUOTATION [RFQ]**

**No CRAC-JHB 12817**

**NON-DISCLOSURE AGREEMENT**

entered into by and between

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

and

\_\_\_\_\_  
Registration Number \_\_\_\_\_

**RFQ NUMBER CRAC-JHB 12817**

**"PREVIEW COPY ONLY"**

Signature

\_\_\_\_\_  
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Date

\_\_\_\_\_



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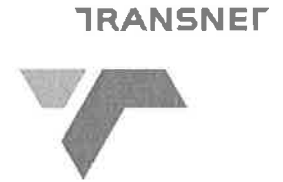
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"PREVIEW COPY ONLY"

Signature

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Date



**THIS AGREEMENT is made between**

**Transnet SOC Ltd [Transnet]** [Registration No. 1990/000900/30]

whose registered office is at 49<sup>th</sup> Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001,

**and**

\_\_\_\_\_ **[the Company]** [Registration No. \_\_\_\_\_]  
\_\_\_\_\_ ] whose registered office is at \_\_\_\_\_  
\_\_\_\_\_

**WHEREAS**

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Bid Document.

**IT IS HEREBY AGREED**

• **INTERPRETATION**

In this Agreement:

- **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;
- **Bid or Bid Document** means Transnet’s Request for Information [**RFI**] Request for Proposal [**RFP**] or Request for Quotation [**RFQ**], as the case may be;
- **Confidential Information** means any information or other data relating to one party (the **Disclosing Party**) and/or the business carried on or proposed

Signature

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Date

\_\_\_\_\_

\_\_\_\_\_



or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party (the **Receiving Party**) or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:

- is publicly available at the time of its disclosure or becomes publicly available (other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement); or
  - was lawfully in the possession of the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) free of any restriction as to its use or disclosure prior to its being so disclosed; or
  - following such disclosure, becomes available to the Receiving Party or its Agents (as can be demonstrated by its written records or other reasonable evidence) from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information
- **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and
- **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.
- **CONFIDENTIAL INFORMATION**
  - All Confidential Information given by one party to this Agreement (the **Disclosing Party**) to the other party (the **Receiving Party**) will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose (whether in writing or orally or in any other manner) Confidential Information to any other person other than in accordance with the terms of this Agreement.

Signature

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Date



- The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Bid or for the subsequent performance of any contract between the parties in relation to the Bid.
- Notwithstanding clause 10 above, the Receiving Party may disclose Confidential Information:
  - to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 10 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
  - to the extent required by law or the rules of any applicable regulatory authority, subject to clause 10 below.
- In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 10 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure.
- In the event that the Receiving Party takes any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps (including the institution of legal proceedings) as

Signature

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Date



- shall be necessary to remedy (if capable of remedy) the default and/or to prevent further unauthorised copying, disclosure or use.
- All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

- **RECORDS AND RETURN OF INFORMATION**

- The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.
- The Receiving Party shall keep a written record to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- The Company shall, within 7 (seven) days of receipt of a written demand from Transnet:
  - return all written Confidential Information (including all copies); and
  - expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.
- The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 10 above.

- **ANNOUNCEMENTS**

- Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Bid without the prior written consent of the other party.
- Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

Signature

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Date



- **DURATION**

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Bid and continue thereafter for a period of 5 (five) years.

- **PRINCIPAL**

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Bid and in complying with the terms of this Agreement.

- **ADEQUACY OF DAMAGES**

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

- **PRIVACY AND DATA PROTECTION**

- The Receiving Party undertakes to comply with South Africa's general privacy protection in terms of the Bill of Rights (Section 14) in connection with this Bid and shall procure that its personnel shall observe the provisions of such Act (as applicable) or any amendments and re-enactments thereof and any regulations made pursuant thereto.

- The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Bid and against accidental loss or destruction of, or damage to such data held or processed by them.

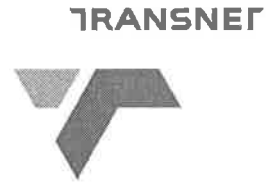
- **GENERAL**

- Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.

Signature

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Date



No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.

- The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
  
- This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.
- Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
  
- This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

**"PREVIEW COPY ONLY"**

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Signature

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Date





**SECTION 3**

**REQUEST FOR QUOTATION ("RFQ")**

**PROVISION FOR: PROVISION OF HYGIENE SERVICES FOR A PERIOD OF TWO YEARS.**

**FOR DELIVERY TO: TRANSNET DEPOT - STANDERSON**

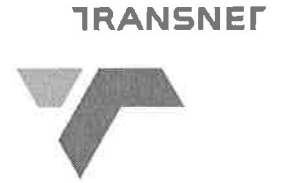
**SCOPE OF WORK**

**"PREVIEW COPY ONLY"**

Signature

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Date



**HYGIENE SERVICES AS PER ATTACHED ANNEXURE UNDER THE JURISDICTION OF  
REAL ESTATE MANAGEMENT**

**BUILDING** : Standerton

Please refer to attached analysis of hygiene service required

**CONTACT PERSON ON SITE**

Richman Majola

Standerton

Telephone (016) 340-7204

Any queries concerning work, please contact above person

**1. SCOPE OF REQUIREMENTS**

**1.1 SCOPE OF WORK**

1.1.1 This agreement covers the supply, installation and maintenance of all sanitizer units, the deep cleaning and sanitizing of toilet and shower facilities at various places under the jurisdiction of Real Estate Management for a period of twenty four (24) months, as decided by Transnet

These units are to be maintained on a regular basis.

1.1.2 The essence of the agreement is that Transnet Freight Rail requires that the services that are to be rendered, ensure clean and hygiene rest rooms.

1.1.3 The way and means by which the above mentioned results are obtained are the responsibility of the Contractor. Transnet, however, shall have the right to monitor the materials and activities of the respondent to ascertain that all procedures are in accordance with the Agreement.

1.1.4 The Respondent must obtain his own information regarding the extend of the service to be rendered and determine the best method of achieving the results and must be clearly stated in a accompanied letter.

**1.2 SUFFICIENCY OF RFQ**

The agreement will only be awarded to a tenderer who has a proven record of wide experience in the sanitation services he/she is tendering for.

Signature

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Date



- 1.14.5 All equipment to be white
- 1.14.6 Soap Dispensers must be supplied with a refill on a weekly basis. Soap must be in foam form and not liquid. Refill of soap on a weekly basis must be included into the price for rental of soap dispensers
- 1.14.7 Saniwipes must be supplied and not the spray
- 1.14.8 She bins must be simple, but must still be SABS approved
- 1.14.9 She bins must be supplied with bags

#### 1.15 REQUIREMENTS

- 1.15.1 Registration with OHSA (Occupational Health and Safety Act)
- 1.15.2 All chemicals used to be SABS (South African Bureau of Standards) compliant
- 1.15.3 Copy of MSDS (Material Safety Data Sheet)
- 1.15.4 Letter of Good Standing

#### 1.16 HEALTH, RISK AND SAFETY PLAN REQUIRED

The respondents tendering for this project shall take note of the following when compiling Safety, health and environmental plan. Specification for works on, over, under or adjacent to railway lines and near high voltage equipment. (E7/1 July 1998) and shall have part A and B of health and safety Plan as outlined below.

##### Part A: Health and safety Plan

##### 1.16.1 SHE Management Structure

- 1.16.1.1 Construction Work Supervisor (Construction Regulation 6)
- 1.16.1.2 Subordinate Construction Work Supervisor (Construction Regulation 6)
- 1.16.1.3 Construction Safety Officer (Construction Regulation 6(7)).
- 1.16.1.4 List of Respondents already appointed - List to be revised at least monthly.
- 1.16.1.5 Health and Safety Representative (Section 17 of OHS Act).

##### 1.16.2 SHE Organisation

- 1.16.2.1 Health and Safety Committee.
- 1.16.2.2 Composition.
- 1.16.2.3 Frequency of Meetings.
- 1.16.2.4 Minutes of meeting.
- 1.16.2.5 Legal Compliance Audits.
- 1.16.2.6 Audit Report.
- 1.16.2.7 Frequency of Audits.
- 1.16.2.8 Findings and Analysis.
- 1.16.2.9 Corrective Action.

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Date



### 1.16.3 Risk Assessment/Management

- 1.16.3.1. Task descriptions.
- 1.16.3.2. Risk Identification, Analysis, Mitigating Steps, Monitoring Steps and Review Plan.
- 1.16.3.3. Risk Assessment (Construction Regulation 7)

### 1.16.4 Education and Training

- 1.16.4.1. Induction training (Construction Regulation 7(9))
- 1.16.4.2. Site Specific Training.
- 1.16.4.3. Certificate of Competence.

### 1.16.5 Emergency Planning – Evacuation plan

- 1.16.5.1. Client procedure.
- 1.16.5.2. Site Procedure.

### 1.16.6 Health and Safety Communications

- 1.16.6.1 Safety/Toolbox talks.
- 1.16.6.2 Incident Recall.

### 1.16.7. Safe Working Procedures and Methods

- 1.16.7.1 Method Statements.
- 1.16.7.2 Safe Operating Procedures.
- 1.16.7.3 Task/Job observations.

### 1.16.8. Personal Protective Equipment and Clothing

- 1.16.8.1 PPE required after all other controls have been considered.
- 1.16.8.2 PPE proc of issue.

### 1.16.9. Access security

- 1.16.9.1 Security risks identified.
- 1.16.9.2 Access control.

## Part B. Environmental Management Plan

**Note:** TFR will obtain Environmental authorisation (EIA and EMP) and permits from the relevant authority (when necessary) prior to commencement of the project (e.g. Construction)

1. Control of Dust.
2. Noise Pollution Control.
3. Waste management.
4. Environmental Incident Management (Sect 28 NEMA and Sect 20 National Water Act).

Signature

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Date

5. Contamination of surface and underground water.
6. Soil Contamination.
7. Storm Water Drainage.
8. Environmental Clean-up and Rehabilitation.

#### **1.17 MINIMUM PLANT AND EQUIPMENT REQUIRED**

- 1.17.1 Proper cleaning equipment for deep cleaning on drainage (showers, basins/toilets/etc).
- 1.17.2 Vehicle ~ Bakkie
- 1.17.3 Variety of tools and equipment required for installing equipment.

#### **1.18 ADDRESSES FOR VARIOUS BUILDINGS**

- As per analysis of hygiene services required

#### **CONTACT PERSON ON SITE**

Richman Majola

Standerfont

Telephone (016) 340-7204

#### **1.19 PAPER TOWEL SPECIFICATION**

Paper towel ~ Type disposable, Fly rating single

Width 210 mm, length 1.500 m

Colour: white

Wipers ~ 25 grams, minimum unperforated,

A nominal core dia of 28 mm individually wrapped

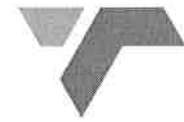
Paper towel stand ~ type floor model, material steel

Finish galvanized, to fit roll size above

Signature

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Date



### 1.3 SITE MEETINGS

A RFQ briefing information certificate (section 14) that will be signed by the Transnet Freight Rail representative at the compulsory briefing session, must be submitted with the RFQ and the submission thereof will be deemed to indicate the Respondent acquaintance with the vicinities requiring the service.

### 1.4 SCHEDULE OF QUANTITIES AND PRICES

1.4.1 The respondent shall submit with his RFQ a complete and detailed price schedule for all works to be performed as indicated on the "Schedule of Quantities and Prices"

1.4.2 All respondents shall submit with his/her RFQ document full details of how Transnet depots will be serviced.

### 1.5 STANDARD OF WORKMANSHIP

1.5.1 The essence of the agreement is that Transnet requires clean and hygienic toilets and shower facilities.

1.5.2 For this agreement, the respondent shall timeously familiarize himself/herself with the existing conditions of the sites and ensure that his/her RFQ prices include all work necessary to achieve the required service.

### 1.6 PROGRAMME OF WORK

1.6.1 The respondent is to supply and install all sanitizer units, auto flushes on urinals and automatic air-freshener units, etc. within 2 weeks of notification of being awarded the contract. These units shall be installed on places as indicated by the Manager or his deputy, preferably where previous items were installed.

1.6.2 The respondent is to do a sanitizer and automatic air-freshener service and check auto flushes on a monthly basis for the whole of the agreement period.

1.6.3 The respondent is to perform a deep cleaning service treatment once a month (deep clean). Reaching and cleaning those often neglected places in urinals, shower drains, toilet pans and sink cleaning of kitchen drains and hand basins as well as odour prevention.

1.6.4 Sanitary disposal service to take place on a weekly basis.

1.6.5 The respondent shall undertake the planning and programming of the service to be rendered and submit to the Manager (or his deputy) within one week after notification, for approval.

1.6.6 Soap dispensers to be refilled on a weekly basis

### 1.7 PERFORMANCE MONITORING AND EVALUATION

1.7.1 The respondent shall at all times be responsible for supervision of work and for follow up inspections to monitor the successful service rendered. He/She shall immediately take appropriate remedial action in areas where the specified standards of control are not achieved.

1.7.2 The Manager (or his deputy) shall at any time during the agreement period carry out inspections of the Respondents performance methods and procedures.

Signature

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Date



**1.8 REMEDIAL WORK**

The respondent shall carry out remedial work that was rejected by the Manager (or his deputy) prior to payment being passed.

**1.9 TERMS**

This service required is for the period of 24 months and shall commence as indicated in the letter of acceptance.

**1.10 MEASUREMENT AND PAYMENT**

1.10.1 Payment will be based on the number of sanitizer, auto flush and automatic air-freshener units installed and number of maintenance services rendered.

1.10.2 No payment will be made for rejected work where control was not achieved.

1.10.3 Inspection and payment will be as follows:

1.10.3.1 First inspection and payment:

After initial supply, installation of the sanitizer units, auto flushes and automatic air-freshener units (includes first service of toilet and first deep clean services)

1.10.3.2 Further inspections and payment -

Payment will be done once a month.  
Payment will be done after receiving the tax invoice and a full detail list of all work done during that month. The technical officer from Transnet Freight Rail will certify on the invoice that all work was done according to the contract

**1.11 SABS STANDARD**

The responder is to adhere to the laid down SABS standard with regards to protective clothing, storage of chemicals and the use of chemicals.

**1.12 PENALTIES**

No payment shall be done for any rejected work, or work not done.

**1.13 ELECTRICAL HAND DRYERS**

The electrical work that is required for the installation of the electrical hand dryers will be undertaken by Transnet Freight Rail.

**1.14 SPECIFICATION ON EQUIPEMENT**

- 1.14.1 Air-freshener dispensers ~ your choice of fragrance and technology
- 1.14.2 Air-freshener dispensers must be supplied with an anti-theft bracket
- 1.14.3 Toilet roll holders ~ must make provision for 3 toilet paper rolls
- 1.14.4 Toilet holders must be lockable and keys will be supplied to TFR

Signature

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Date







UNITED STATES DEPARTMENT OF TRANSPORTATION  
 OFFICE OF THE SECRETARY  
 OFFICE OF LOGISTICS MANAGEMENT

UNITED STATES DEPARTMENT OF TRANSPORTATION  
 OFFICE OF THE SECRETARY  
 OFFICE OF LOGISTICS MANAGEMENT

DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1/1/11	...	1	...	...	...
2/1/11	...	2	...	...	...
3/1/11	...	1	...	...	...
4/1/11	...	1	...	...	...
5/1/11	...	1	...	...	...

NO PRICE BASED AT DEBAT

UNIT PRICE NOT NEGATIVE

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H. Cannon  
 Logistics Officer, PMO/AC/LOG

Signature

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Date



**ANALYSIS OF HYGIENE SERVICES REQUIREMENT**

STATION : *Six-Motion*

**SUMMARY OF CLEANING SERVICE REQUIRED**

ASSET	DESCRIPTION	DEPARTMENT	UPHOURS	BAGS	PAPER TOWEL HOLDER	WIPER TO WASH DOOR / GLASS	SAINTAIR BMS	TELEPHONE	HYDRAIC WIRES / SPEAK	DEEP-CLEAN FLOOR QUARTERS PER 24 HOURS	AIR FRESHNER	SANITIZER TO PORTAL/URINALS	TOTAL PRICE PER 12 MONTHS
00000001	WASH FLOOR	Info	24			1					24		48 R
00000002	TOILET	Info	24			1					32		72 R
00000003	WALL & ABSORB	Info	24			2					24		48 R
00000004	TELEPHONE Bdg	Info	24								24		48 R
00000005	TELEPHONE Bdg	Info	24								32		72 R
00000006	OFFICE	Info	24								24		48 R
00000007	WASH & Absorb	Info	24			2					24		48 R
00000008	Change Room	Info	24								24		48 R
00000009	Change Room	Info	24								32		72 R
00000010	WASH & Absorb	Info	24								24		48 R

Personnel Strength: per depot : Monday - Sunday

TOTAL PRICE X08 MONTHS

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Signature

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Date



SPECIAL REQUIREMENTS - HYGIENE

HEALTH, RISK AND SAFETY PLAN TO INCLUDE THE FOLLOWING

1. SHE MANAGEMENT STRUCTURE
  - Supervisor
  - Health and safety officer
2. EDUCATION AND TRAINING
  - Induction training
  - Site Specific training
  - Certificate of competence
3. EMERGENCY, PLANNING AND EVACUATION PLAN
  - Site procedure
4. HEALTH AND SAFETY COMMUNICATIONS
  - Safety/toolbox talks
  - Site procedure
5. SAFE WORKING PROCEDURES AND METHODS
  - Safe operating procedures
  - Task Observations
6. PERSONNEL PROTECTIVE EQUIPMENT AND CLOTHING
  - All related PPE included
  - Proof of PPE Issue
7. MINIMUM PLANT AND EQUIPMENT REQUIRED
  - SH BINS
  - CANNISTERS
  - SOAP DISPENSERS
  - AIR FRESHNERS
  - HAND PAPER TOWEL HOLDERS/DISPENSERS

Signature

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Date



SECTION 2	SAFEGUARDING MECHANICAL ELECTRICAL AND PERSONAL
MEC 2.17	HAZARDOUS CHEMICAL SUBSTANCES CONTROL

**INTENT:** *THE FULL SCOPE OF ACCOUNTABILITY ASSOCIATED WITH HAZARDOUS CHEMICALS CONSIDERED AND RELATED SHE RISKS MANAGED.*

**STANDARDS**

- ◆ **RESPONSIBLE PERSON**  
Designated Person, SHE Administrator and SHE Co-ordinator
- ◆ **INVENTORY CONTROL**
  - A basic Hazardous Chemical Substances (HCS) Risk Assessment must be carried out every two years to determine the risk control factors on the premises.  
Material Safety Data Sheets (MSDS) of all HCS must be available to all employees
  - All employees must be trained in the Identification of the Hazardous Chemical Substances transported and be made aware of the risks associated with the HCS's. All employees must undergo HAZMAT training.
  - Reporting procedure must be in place in the event of spillages or leaks on tankers/containers. Link 4.11
- ◆ **PERSON DESIGNATED TO CO-ORDINATE HAZARDOUS CHEMICAL SUBSTANCE**

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Date



- A competent person must be appointed in writing to co-ordinate Hazardous Chemical Substances.
- Person must be trained.
- The designated person must revise the alphabetical list of Hazardous Chemical Substance annually and update it if necessary.

◆ **MATERIAL SAFETY DATA SHEETS (MSDS) AVAILABLE**

- Obtain MSDS for all Hazardous Chemical Substances on list.
- All MSDS must be written in compliance with legislation/international standards.
- MSDS information must be accessible and applied in all user departments and first-aid post.
- MSDS kept up to date with the latest information on the product/substance
- MSDS must include emergency, spill containment and clean-up procedures.

◆ **RADIO-ACTIVE SOURCES**

- The containers must be clearly marked when radioactive material is transported.
- If the containers are stationed in Marshalling yards it must be guarded.
- Responsible persons to ensure that prescribed procedures are followed.

Signature

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Date



Respondents are to complete the table below:

**COST BREAKDOWN PROVISION OF OFFICE CLEANING SERVICES**

<b>Description</b>	<b>Calculation</b>	<b>Per month</b>
Cleaner		
Annual bonus		
UIF		
COID		
Provident Fund		
Annual leave		
Sick pay		
Family responsibility		
Uniform/Overalls 2 sets per annum and safety shoes		
Services seta (training)		
NCCA		
<b>Total amount per cleaner</b>		
<b>96 x cleaners at R _____ per cleaner</b>		
<b>Supervisor salary</b>		
<b>Project Manager</b>		
<b>Team leader salary</b>		
<b>Total Labour</b>		
Consumables and equipment		
Profit/Margin		
<b>TOTAL BID PRICE EXCLUDING Vat</b>		
<b>TOTAL PRICE</b>		

NB: PRICE ESCALATION WILL BE ACCEPTED AS PER THE LABOUR LAW AND FOR MATERIAL AS PER THE CONSUMER PRICE INDEX.

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Signature

Date



# Tenderer SHE Management System Questionnaire

This questionnaire is part of the TFR tender evaluation process and is to be completed by all Tenderer's and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderer's SHE management system. Tenderer's will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. The tender warrants that the information provided below is accurate and correct. The tenderer shall advise TFR of any changes.

**TFR may verify the accuracy of this information (where necessary) during the physical visit as part of the tender evaluation.**

The information provided in this questionnaire is an accurate summary of the company's SHE management system.		
Company Name:		
Signed:		Name:
Position:		Date:
Tender Description:		
Tender Number:		
Tenderer SHE Management System Questionnaire	Yes	No
<b>1. SHE Policy and Management</b>		
- <b>Is there a written company SHE policy?</b>		
- If yes provide a copy of the policy (ANNEXURE #)		
- <b>Does the company have an SHE Management system e.g NOSA, OHSAS, IRCA System etc</b>		
- If yes provide details		
- <b>Is there a company SHE Management System, procedures manual or plan?</b>		
- If yes provide a copy of the content page(s)		
- <b>Are the SHE responsibilities clearly identified for all levels of Management and employees?</b>		
- If yes provide details		

Signature

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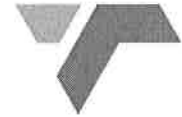
<b>2. Safe Work Practices and Procedures</b>		
<p><b>- Are safe operating procedures or specific safety instructions relevant to its operations available?</b></p> <p>- If yes provide a summary listing of procedures or instructions</p>		
<p><b>- Is there a SHE incident register?</b> If yes provide a copy</p>		
<p><b>- Are Risk Assessments conducted and appropriate techniques used?</b></p> <p>- If yes provide details</p>		
<b>3. SHE Training</b>		
<p><b>Describe briefly how health and safety training is conducted in your company:</b></p>		
<p><b>- Is a record maintained of all training and induction programs undertaken for employees in your company?</b></p> <p>- If yes provide examples of safety training records</p>		
<b>4. SHE Workplace Inspection</b>		
<p><b>- Are regular health and safety inspections at worksites undertaken?</b></p> <p>-If yes provide details</p>		
<p><b>- Is there a procedure by which employees can report hazards at workplaces?</b></p> <p>- If yes provide details</p>		
<b>5. SHE Consultation</b>		
<p><b>- Is there a workplace SHE committee?</b></p>		
<p><b>- Are employees involved in decision making over SHE</b></p>		

Signature

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Date





<p><b>matters?</b></p> <p>- If yes provide details</p>		
<p><b>- Are there appointed SHE representatives?</b></p> <p>- Comments</p>		
<p><b>6. SHE Performance Monitoring</b></p>		
<p><b>- Is there a system for recording and analysing health and safety performance statistics including injuries and incidents?</b></p> <p>- If yes provide details</p>		
<p><b>- Are employees regularly provided with information on company health and safety performance?</b></p> <p>- If yes provide details</p>		
<p><b>Is company registered with workmen's compensation and up to date?</b></p> <p>- If yes provide proof of letter of good standing</p>		
<p><b>- Has the company been fined or convicted of an occupational health and safety offence?</b></p> <p>- If yes provide details</p>		

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Signature

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Date



### Safety Performance Report

#### Monthly DIFR for previous months

Previous Year	No of Disabling Injuries	Total Number of employees	DIFR per month
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			

**DIFR = Number of Disabling injuries x 200000 divided by number of manhours worked for the period**

\_\_\_\_\_  
 Signed  
 (Tenderer)

Signature

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Date



**Section 4**  
**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.

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Vendor Application Form

Company trading name						
Company registered name						
Company Registration Number or ID Number if a Sole Proprietor						
Form of entity [√]	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number [if registered]						
Company telephone						

Signature

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Date



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]			

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*Complete B-BBEE Ownership Details:*

% Black ownership	% Black women ownership	% Disabled Black ownership
-------------------	-------------------------	----------------------------

Signature

Date



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	Permanen t		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	

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Date



**Section 5**

**Appendix (i)**

**GENERAL BID CONDITIONS - GOODS**

**[February 2013]**

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Signature

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## DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

**Bid** or **Bid Document(s)** shall mean a reference to a Request for Proposal or Request for Quotation;

**Goods** shall mean the goods required by Transnet as specified in its Bid Document;

**Respondent(s)** shall mean a respondent/bidder to a Transnet Bid;

**RFP** shall mean Request for Proposal;

**RFQ** shall mean Request for Quotation;

**RFX** shall mean RFP and/or RFQ, as the case may be;

**Supplier** shall mean the successful Respondent;

**Tax Invoice** shall mean the document as required by Section 20 of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time;

**Transnet** shall mean Transnet SOC Ltd, a State Owned Company; and

**VAT** shall mean Value Added Tax chargeable in terms of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time.

**Day** shall mean any day other than a Saturday, Sunday or public holiday

## GENERAL

All Bid Documents and subsequent contracts and orders shall be subject to the following general conditions as laid down by Transnet and are to be strictly adhered to by any Respondent to this RFX.

## SUBMITTING OF BID DOCUMENTS

A Bid, which shall hereinafter include reference to an RFP or RFQ, shall be submitted to Transnet no later than the closing date and time specified in accordance with the directions issued in the Bid Documents. Late Bids will not be considered.

Bids shall be delivered in a sealed envelope in accordance with the instructions indicated in the Bid Documents with the Bid number and subject marked on the front of the envelope.

The Respondent's return address must be stated on the reverse side of the sealed envelope.





## **USE OF BID FORMS**

Where special forms and/or formats are issued by Transnet for the submission of Bids, Respondents are required to submit their Bids by completion of the appropriate sections on such official forms and/or formats and not in other forms and/or formats or documents bearing their own terms and conditions of contract. Non-compliance with this condition may result in the rejection of a Bid.

Respondents must note that the original Bid forms and/or formats must be completed for submission and not a reprocessed copy or other format thereof.

Only if insufficient space has been allocated to a particular response may a Respondent submit additional information under separate cover using the Company's letterhead. This must be duly cross-referenced in the RFX.

## **BID FEES**

A non-refundable fee may be charged for Bid Documents, depending on the administrative cost of preparing and issuing the Bid Document.

Where necessary, only Respondents that have paid the Bid fee and provided proof of payment when submitting their proposal will be considered.

## **VALIDITY PERIOD**

The Respondents must hold their Bid valid for acceptance by Transnet at any time within the requested validity period after the closing date of the bid.

Respondents may be requested to extend their validity period for a specified additional period. In such instances, Respondents will not be allowed to change any aspect of their Bid, unless they are able to demonstrate that the proposed change/s is as a direct and unavoidable consequence of Transnet's extension of the validity period.

## **SITE VISITS / BRIEFING SESSIONS**

Respondents may be requested to attend a site visit or briefing session where it is necessary to view the site in order to prepare their Bids, or where Transnet deems it

necessary to provide Respondents with further information to allow them to complete their Bids properly. Where such visits or sessions are indicated as compulsory in the RFX Document, Respondents are obliged to attend these meetings as failure to do so will result in their disqualification.

### **CLARIFICATION BEFORE THE CLOSING DATE**

Should clarification be required on any aspect of the Bid before the closing date, the Respondent must direct such queries to the contact person listed in the RFX Document in the stipulated manner.

### **COMMUNICATION AFTER THE CLOSING DATE**

After the closing date of a Bid (i.e. during the evaluation period) the Respondent may only communicate with the Chairperson or the Secretary of the relevant Acquisition Council.

### **UNAUTHORISED COMMUNICATION ABOUT BIDS**

After Bids are submitted, Respondents may at any time communicate with the Secretary on any matter relating to its Bid but, in the absence of written authority from the Secretary, no communication on a question affecting the subject of a Bid shall take place between Respondents or other potential suppliers or any member of the Acquisition Council or official of Transnet during the period between the closing date for the receipt of the Bid and the date of the notification of the successful Respondent(s). A Bid, in respect of which any such unauthorised communication has occurred, may be disqualified.

### **RETURNABLE DOCUMENTS**

All returnable documents listed in the RFX Documents must be submitted with Respondent's Bid. Failure to submit mandatory returnable schedules / documents will result in disqualification. Failure to submit other schedules / documents may result in disqualification.

### **DEFAULTS BY RESPONDENTS**

If the Respondent, after it has been notified of the acceptance of its Bid fails to:

- enter into a formal contract when called upon to do so within such period as Transnet may specify; or
- accept an order in terms of the Bid;
- when called upon to do so, furnish satisfactory security for the fulfilment of the contract;
- or
- comply with any condition imposed by Transnet.



Transnet may, in any such case, without prejudice to any other legal remedy which it may have, proceed to accept any other Bid or, if it is necessary to do so, call for Bids afresh, and may recover from the defaulting Respondent any additional expense incurred by it in calling for new offers or in accepting a higher offer.

If any Respondent, who has submitted a Bid and/or concluded a contract with Transnet [hereinafter referred to as **the Supplier**], or in the capacity of agent or subcontractor who has been associated with such Bid or contract:

has withdrawn such Bid after the advertised date and hour for the receipt of Bids; or  
has, after having been notified of the acceptance of its Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Bid Documents; or

has carried out any contract resulting from such Bid in an unsatisfactory manner or has breached any condition of such contract; or

has offered, promised or given a bribe in relation to the obtaining or the execution of such contract; or

has acted in a fraudulent or improper manner or in bad faith towards Transnet or any government department or towards any public body, company or person; or

has made any misleading or incorrect statement either:

in the affidavit or certificate referred to in clause 0 [Notice to Unsuccessful Respondents]; or

in any other document submitted as part of its bid submission

and is unable to prove to the satisfaction of Transnet that:

it made the statement in good faith, honestly believing it to be correct; and  
before making such statement, it took all reasonable steps to satisfy itself of its correctness.

caused Transnet damage, or to incur costs in order to meet the Supplier's requirements which could not be recovered from the Supplier;

has litigated against Transnet in bad faith;



has been found guilty by a court of law, tribunal or other administrative body of a serious breach of any law, during the preceding 5 [five] years;

has been included as a company or person prohibited from doing business with the public sector on National Treasury's database of Restricted Suppliers or Register of Bid Defaulters;

then a Bid from any such Respondent shall be disqualified and the person, enterprise or company [including any directors] shall, subject to clause 0 below, be disqualified from bidding for any Transnet business through its "blacklisting" process.

Any person or enterprise or company against whom a decision to blacklist has been taken, may make representations to the person with delegated authority within Transnet SOC Ltd Group, whose decision shall be final.

Any disqualification [**Blacklisting**] imposed upon any person or enterprise or company, may also apply to any other enterprise under the same or different names of disqualified persons or enterprise or company [or associates thereof]

and may also be applied to any agent or employee of the person or enterprise or company concerned.

#### **CURRENCY**

All monetary amounts referred to in a Bid response must be in Rand, the currency of the Republic of South Africa [**ZAR**], save to the extent specifically permitted in the RFP.

#### **PRICES SUBJECT TO CONFIRMATION**

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

Firm prices quoted for the duration of any resulting order and/or contract will receive precedence over prices which are subject to fluctuation if this is in Transnet's best interests.

#### **ALTERATIONS MADE BY THE RESPONDENT TO BID PRICES**

All alterations made by the Respondent to its Bid price(s) prior to the submission of its Bid Documents must be done by deleting the incorrect figures and words where required and by inserting the correct figures and words against the items concerned.

All such alterations must be initialled by the person who signs the Bid Documents. Failure to observe this requirement may result in the particular item(s) concerned being excluded in the matter of the award of the business.



## EXCHANGE AND REMITTANCE

The Respondent should note that where the whole or a portion of the contract or order value is to be remitted overseas, Transnet shall, if requested to do so by the Supplier, effect payment overseas directly to the foreign principal or manufacturer of such percentage of the contract or order value as may be stipulated by the Respondent in its Bid Documents.

It is Transnet's preference to enter into Rand-based agreements. Transnet would request, therefore, that the Respondent give favourable consideration to obtaining forward exchange cover on the foreign currency portion of the

Agreement at a cost that is acceptable to Transnet to protect itself against any currency rate fluctuation risks for the duration of any resulting contract or order.

The Respondent who desires to avail itself of the aforementioned facility must at the time of bidding furnish the information called for in the *Exchange and Remittance* section of the Bid Documents and also furnish full details of the principals or manufacturer to whom payment is to be made.

The South African Reserve Bank's approval is required before any foreign currency payments can be made to or on behalf of Respondents.

Transnet will not recognise any claim for adjustment of the order and/or contract price if the increase in price arises after the date on which the Goods were to be delivered, as set out in the order and/or contract, or any subsequent agreement between the parties.

6.6 Transnet reserves the right to request a pro-forma invoice/tax invoice in order to ensure compliance with the contract and Value-Added Tax Act no. 89 of 1991 [**VAT Act**].

## ACCEPTANCE OF BID

Transnet does not bind itself to accept the lowest priced or any Bid.

Transnet reserves the right to accept any Bid in whole or in part.

Upon the acceptance of a Bid by Transnet, the parties shall be bound by these General Bid Conditions and any contractual terms and/or any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.



Where the Respondent has been informed by Transnet of the acceptance of its Bid, the acknowledgement of receipt transmitted shall be regarded as proof of delivery to the Respondent.

#### **NOTICE TO UNSUCCESSFUL RESPONDENTS**

Unsuccessful Respondents shall be advised in writing that their Bids have not been accepted as soon as possible after the closing date of the Bid. On award of business

to the successful Respondent all unsuccessful Respondents must be informed of the name of the successful Respondent and of the reason as to why their Bids had been unsuccessful.

#### **TERMS AND CONDITIONS OF CONTRACT**

The Supplier shall adhere to the Terms and Conditions of Contract issued with the Bid Documents, together with any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.

Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer amendments/ alternatives by written submission on a company letterhead. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed amendments /alternative(s) are acceptable or otherwise, as the case may be.

#### **CONTRACT DOCUMENTS**

The contract documents will comprise these General Bid Conditions, the Terms and Conditions of Contract and any schedule of "Special Conditions" which form part of the Bid Documents.

The abovementioned documents together with the Respondent's Bid response will constitute the contract between the parties upon receipt by the Respondent of Transnet's letter of acceptance / intent, subject to all additional amendments and/or special conditions thereto as agreed to by the parties.

Should Transnet inform the Respondent that a formal contract will be signed, the abovementioned documents together with the Respondent's Bid response [and, if any, its covering letter and any subsequent exchange of correspondence] as well as Transnet's Letter of Intent, shall constitute a binding contract until the final contract is signed.

## **LAW GOVERNING CONTRACT**

The law of the Republic of South Africa shall govern the contract created by the acceptance of a Bid. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent in its Bid 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. A foreign Respondent shall, therefore, state in its Bid the name of its authorised representative in the Republic of South Africa who is empowered to sign any contract which may be entered into in the event of its Bid being accepted and to act on its behalf in all matters relating to the contract.

## **IDENTIFICATION**

If the Respondent is a company, the full names of the directors shall be stated in the Bid. If the Respondent is a close corporation, the full names of the members shall be stated in the Bid. If the Respondent is a partnership or an individual trading under a trade name, the full names of the partners or of such individual, as the case may be, shall be furnished.

## **RESPONDENT'S SAMPLES**

If samples are required from Respondents, such samples shall be suitably marked with the Respondent's name and address, the Bid number and the Bid item number and must be despatched in time to reach the addressee as stipulated in the Bid Documents on or before the closing date of the Bid. Failure to submit samples by the due date may result in the rejection of a Bid.

Transnet reserves the right to retain samples furnished by Respondents in compliance with Bid conditions.



Payment will not be made for a successful Respondent's samples that may be retained by Transnet for the purpose of checking the quality and workmanship of Goods delivered in execution of a contract.

If Transnet does not wish to retain unsuccessful Respondents' samples and the Respondents require their return, such samples may be collected by the Respondents at their own risk and cost.

## **SECURITIES**

The successful Respondent, when called upon to do so, shall provide security to the satisfaction of Transnet for the due fulfilment of a contract or order. Such security shall be in the form of a Deed of Suretyship [**Deed of Suretyship**] furnished by an approved bank, building society, insurance or guarantee corporation carrying on business in South Africa.

The security may be applied in whole or part at the discretion of Transnet to make good any loss or damage which Transnet may incur in consequence of a breach of the contract or any part thereof.

Such security, if required, shall be an amount which will be stipulated in the Bid Documents.

For the purpose of clause 0 above, Transnet will supply a Deed of Suretyship form to the successful Respondent for completion and no guarantee in any other form will be accepted. A copy of such form will be supplied to Respondents on request. For this purpose a Deed of Suretyship form will be provided which shall be completed and returned to Transnet or a designated official by the successful Respondent within 30 [thirty] days from the date of the letter of acceptance. No payment will be made until the form, duly completed, is delivered to Transnet. Failure to return the Deed of Suretyship within the prescribed time shall, save where prior extension has been granted, entitle Transnet without notice to the Supplier to cancel the contract with immediate effect.

Additional costs incurred by Transnet necessitated by reason of default on the part of the Supplier in relation to the conditions of this clause 0 will be for the account of the Supplier.

## **PRICE AND DELIVERY BASIS FOR GOODS**

Unless otherwise specified in the Bid Documents, the prices quoted for Goods must be on a Delivered Duty Paid [ICC Incoterms 2010] price basis in accordance with the terms and at the delivery point or points specified in Transnet's Bid Documents. Bids for supply on





any other basis of delivery are liable to disqualification. The lead time for delivery stated by the Respondent must be inclusive of all non-working days or holidays, and of periods occupied in stocktaking or in effecting repairs to or overhauling plant, which would ordinarily occur within the delivery period given by the Respondent.

Respondents must furnish their Bid prices in the Price Schedule of the Bid Documents on the following basis:

Local Supplies - Prices for Goods to be manufactured, produced or assembled in the Republic of South Africa, or imported supplies held in South Africa, to be quoted on a Delivered RSA named destination basis.

Imported Supplies - Prices for Goods to be imported from all sources to be quoted on a Delivered Duty Paid [ICC Incoterms 2010] basis, with end destination in South Africa, unless otherwise specified in the Bid Price Schedule.

#### **EXPORT LICENCE**

The award of a Bid for Goods to be imported may be subject to the issue of an export licence in the country of origin or supply. If required, the Supplier's manufacturer or forwarding agent shall be required to apply for such licence.

#### **QUALITY OF MATERIAL**

Unless otherwise stipulated, the Goods offered shall be NEW i.e. in unused condition, neither second-hand nor reconditioned.

#### **DELETION OF ITEMS EXCLUDED FROM BID**

The Respondent must delete items for which it has not tendered or for which the price has been included elsewhere in its Bid.

#### **VALUE-ADDED TAX**

In respect of local supplies, i.e. Goods to be manufactured, produced or assembled in the Republic of South Africa, or imported supplies held or already in transit to South Africa, the prices quoted by the Respondent are to be exclusive of VAT which must be shown separately at the standard rate on the Tax Invoice.

#### **IMPORTANT NOTICE TO RESPONDENTS REGARDING PAYMENT**

##### **Method of Payment**

The attention of the Respondent is directed to the Terms and Conditions of Contract which set out the conditions of payment on which Bid price(s) shall be based.



However, in addition to the foregoing the Respondent is invited to submit offers based on alternative methods of payment and/or financing proposals.

The Respondent is required to give full particulars of the terms that will be applicable to its alternative offer(s) and the financial merits thereof will be evaluated and taken into consideration when the Bid is adjudicated.

The Respondent must, therefore, in the first instance, tender strictly in accordance with clause 00 above. Failure to comply with clause 00 above may preclude a Bid from further consideration.

NOTE: The successful Respondent [the **Supplier**] shall, where applicable, be required to furnish a guarantee covering any advance payments.

### **Conditional Discount**

Respondents offering prices which are subject to a conditional discount applicable for payment within a specific period are to note that the conditional period will be calculated as from the date of receipt by Transnet of the Supplier's month-end statement reflecting the relevant Tax Invoice(s) for payment purposes, provided the conditions of the order or contract have been fulfilled and the Tax Invoice is correct in all respects as referred to in the contract or order. Incomplete and/or incorrect Tax Invoices shall be returned and the conditional period will be recalculated from the date of receipt of the correct documentation.

## **CONTRACT QUANTITIES AND DELIVERY REQUIREMENTS**

### **Contract Quantities**

It must be clearly understood that although Transnet does not bind itself to purchase a definitive quantity under any contract which may be entered into pursuant to this Bid, the successful Respondent nevertheless undertakes to supply against the contract such quantities as may be ordered against the contract, which orders are posted or delivered by hand or transmitted electronically on or before the expiry date of such contract.

It is furthermore a condition that Transnet will not accept liability for any material/stocks specially ordered or carried by the Respondent with a view to meeting the requirements under any such contract.

The estimated planned quantities likely to be ordered by Transnet per annum are furnished in relevant section of the Bid Documents. For avoidance of doubt the estimated quantities are estimates and Transnet reserves the right to order only those quantities sufficient for its operational requirements.



## Delivery Period

### Period Contracts and Fixed Quantity Requirements

It will be a condition of any resulting contract/order that the delivery period embodied therein will be governed by the provisions of the Terms and Conditions of Contract.

### Progress Reports

The Supplier may be required to submit periodical progress reports with regard to the delivery of the Goods.

### Emergency Demands as and when required

If, due to unforeseen circumstances, supplies of the Goods covered by the Bid are required at short notice for immediate delivery, the Supplier will be given first right of refusal for such business. If it is unable to meet the desired critical delivery period, Transnet reserves the right to purchase such supplies as may be required to meet the emergency outside the contract if immediate delivery can be offered from any other source.

The *Total or Partial Failure to Perform the Scope of Supply* section in the Terms and Conditions of Contract will not be applicable in these circumstances.

## PLANS, DRAWINGS, DIAGRAMS, SPECIFICATIONS AND DOCUMENTS

### Copyright

Copyright in plans, drawings, diagrams, specifications and documents compiled by the Supplier for the purpose of contract work shall be governed by the *Intellectual Property Rights* section in the Terms and Conditions of Contract.

### Drawings and specifications

In addition to what may be stated in any Bid Document, the Respondent should note that, unless notified to the contrary by Transnet or a designated official by means of an official amendment to the Bid Documents, it is required to tender for Goods strictly in accordance with the drawings and/or specifications supplied by Transnet, notwithstanding that it may be aware that alterations or amendments to such drawings or specifications are contemplated by Transnet.

### Respondent's drawings

Drawings required to be submitted by the Respondent must be furnished before the closing time and date of the Bid. The non-receipt of such drawings by the appointed time may disqualify the Bid.



### Foreign specifications

The Respondent quoting for Goods in accordance with foreign specifications, other than British and American standards, is to submit translated copies of such specifications with the Bid. In the event of any departures or variations between the foreign specification(s) quoted in the Bid Documents, full details regarding such departures or variations must be furnished by the Respondent in a covering letter attached to the Bid. Non-compliance with this condition may result in disqualification.

### BIDS BY OR ON BEHALF OF FOREIGN RESPONDENTS

Bids submitted by foreign principals may be forwarded directly by the principals or by its South African representative or agent to the Secretary of the Acquisition

Council or to a designated official of Transnet according to whichever officer is specified in the Bid Documents.

In the case of a representative or agent, written proof must be submitted to the effect that such representative or agent has been duly authorised to act in that capacity by the principal. Failure to submit such authorisation by the representative or agent shall disqualify the Bid.

When legally authorised to prepare and submit Bids on behalf of their principals not domiciled in the Republic of South Africa, representatives or agents must compile the Bids in the names of such principals and sign them on behalf of the latter.

South African representatives or agents of a successful foreign Respondent must when so required enter into a formal contract in the name of their principals and must sign such contract on behalf of the latter. In every such case a legal Power of Attorney from their principals must be furnished to Transnet by the South African representative or agents authorising them to enter into and sign such contract.

Such Power of Attorney must comply with Rule 63 (Authentication of documents executed outside the Republic for use within the Republic) of the Uniform Rules of Court: Rules regulating the conduct of the proceedings of the several provincial and local divisions of the Supreme Court of South Africa.

The Power of Attorney must be signed by the principal under the same title as used in the Bid Documents.

If a Power of Attorney held by the South African representative or agent includes matters of a general nature besides provision for the entering into and signing of a contract with Transnet, a certified copy thereof should be furnished.



The Power of Attorney must authorise the South African representative or agent to choose the *domicilium citandi et executandi*.

If payment is to be made in South Africa, the foreign Supplier [i.e. the principal, or its South African agent or representative], must notify Transnet in writing whether, for payment by electronic funds transfer [EFT]:

funds are to be transferred to the credit of the foreign Supplier's account at a bank in South Africa, in which case the name and branch of such bank shall be furnished; or

funds are to be transferred to the credit of its South African agent or representative, in which case the name and branch of such bank shall be furnished.

The attention of the Respondent is directed to clause 0 above [*Securities*] regarding the provision of security for the fulfilment of contracts and orders and the manner and form in which such security is to be furnished.

#### **CONFLICT WITH ISSUED RFX DOCUMENT**

Should a conflict arise between these General Bid Conditions and the issued RFX document, the conditions stated in the RFX document shall prevail.

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**Appendix (ii)**

**TERMS AND CONDITIONS OF CONTRACT  
FOR THE SUPPLY OF GOODS TO TRANSNET  
[February 2013]**

**"PREVIEW COPY ONLY"**

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## INTRODUCTION

When an Agreement is entered into between Transnet SOC Ltd [**Transnet**] and the appointed supplier of Goods to Transnet [**the Supplier**], these Standard Terms and Conditions of Contract, the technical specifications for the Goods, a Schedule of Requirements including such special conditions as may be applicable, and any terms in the associated Bid Documents, exclusively govern the supply of Goods and provision of ancillary Services by the Supplier to Transnet

## DEFINITIONS

Where the following words or phrases are used in the Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

**AFSA** means the Arbitration Foundation of South Africa;

**Agreement** means the Agreement and its associated schedules and/or annexures and/or appendices, and/or schedules, including the Schedule of Requirements, the technical specifications for the Goods and such special conditions as shall apply to the Agreement, together with the General Tender Conditions and any additional provisions in the associated bid documents tendered by the Supplier [as agreed, in writing, between the Parties], which collectively and exclusively govern the supply of Goods and provision of ancillary Services by the Supplier to Transnet;

**Background Intellectual Property** means all Intellectual Property introduced and required by either Party to give effect to their obligations under the Agreement owned in whole or in part by or licensed to either Party or their affiliates prior to the Commencement Date or developed after the Commencement Date otherwise pursuant to the Agreement;

**Business Day(s)** means Mondays to Fridays between 07:30 and 16:00, excluding public holidays as proclaimed in South Africa;

**Commencement Date** means [•], notwithstanding the signature date of the Agreement;

**Confidential Information** means any information or other data, whether in written, oral, graphic or in any other form such as in documents, papers, memoranda,

correspondence, notebooks, reports, drawings, diagrams, discs, articles, samples, test results, prototypes, designs, plans, formulae, patents, or inventor's certificates, which a Party discloses or provides to the other Party [intentionally or unintentionally, or as a result of one Party permitting the representative of the other Party to visit any of its premises],





or which otherwise becomes known to a Party, and which is not in the public domain and includes, without limiting the generality of the term:

information relating to methods of operation, data and plans of the disclosing Party;

the contents of the Agreement;

private and personal details of employees or clients of the disclosing Party or any other person where an onus rests on the disclosing Party to maintain the confidentiality of such information;

any information disclosed by either Party and which is clearly marked as being confidential or secret;

information relating to the strategic objectives and planning of the disclosing Party relating to its existing and planned future business activities;

information relating to the past, present and future research and development of the disclosing Party;

information relating to the business activities, business relationships, products, services, customers, clients and Subcontractors of the disclosing Party where an onus rests on the disclosing Party to maintain the confidentiality of such information;

information contained in the software and associated material and documentation belonging to the disclosing Party;

technical and scientific information, Know-How and trade secrets of a disclosing Party including inventions, applications and processes;

Copyright works,

commercial, financial and marketing information;

data concerning architecture, demonstrations, tools and techniques, processes, machinery and equipment of the disclosing Party;

plans, designs, concepts, drawings, functional and technical requirements and specifications of the disclosing Party;

information concerning faults or defects in Goods, equipment, hardware or software or the incidence of such faults or defects; and

information concerning the charges, fees and/or costs of the disclosing Party or its authorised Subcontractors, or their methods, practices or service performance levels actually achieved;

**Copyright** means the right in expressions, procedures, methods of operations or mathematical concepts, computer program codes, compilations of data or other material, literary works, musical works, artistic works, sound recordings, broadcasts,



program carrying signals, published editions, photographic works, or cinematographic works of the copyright owner to do or to authorise the doing of certain acts specified in respect of the different categories of works;

**Designs** mean registered Designs and/or Design applications and will include the monopoly right granted for the protection of an independently created industrial design including designs dictated essentially by technical or functional considerations as well as topographies of integrated circuits and integrated circuits;

**Expiry Date** means [●];

**Foreground Intellectual Property** means all Intellectual Property developed by either Party pursuant to the Agreement;

**Goods** means [●], the material / products specified in the Schedule of Requirements appended as Schedule 1 hereto;

**ICC Incoterms 2010** means the set of commercial trade terms as published by the International Chamber of Commerce, Paris [ICC], which are otherwise referred to as purchase terms and which define precisely the responsibilities, costs and risks of the buyer [Transnet] and the seller [the Supplier]. Incoterms are only applicable to contracts involving the import or export of Goods from one country to another and for the purpose of the Agreement, if applicable, shall mean the designated Incoterm as stipulated in Schedule 1 hereto. Further details of the Incoterm [purchase terms] for the Agreement, if applicable, can be viewed at

the International Business Training website - <http://www.i-b-t.net/incoterms.html>;

**Intellectual Property** means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world and includes all future additions and improvements to the Intellectual Property;

**Know-How** means all Confidential Information of whatever nature relating to the Intellectual Property and its exploitation as well as all other Confidential Information generally relating to Transnet's field of technology, including technical information, processing or manufacturing techniques, Designs, specifications, formulae, systems, processes, information concerning materials and marketing and business information in general;

**Parties** mean the Parties to the Agreement together with their subsidiaries, divisions, business units, successors-in-title and assigns;

**Party** means either one of these Parties;

**Patents** mean registered Patents and Patent applications, once the latter have proceeded to grant, and includes a right granted for any inventions, products or processes in all fields of technology;



**Permitted Purpose** means any activity or process to be undertaken or supervised by a Staff member of one Party during the term of the Agreement, for which purpose authorised disclosure of the other Party's Confidential Information or Intellectual Property is a prerequisite in order to enable such activity or process to be accomplished;

**Price(s)** means the agreed Price(s) for the Goods to be purchased from the Supplier by Transnet, as detailed in the Schedule of Requirements, issued in accordance with the Agreement, as amended by mutual agreement between the Parties and in accordance with the terms and conditions in the Agreement from time to time;

**Purchase Order(s)** means official orders issued by an operating division of Transnet to the Supplier for the supply of Goods or ancillary Services;

**Services** means Services provided to Transnet including activities such as consultation, advisory services, implementation services and day-to-day

assistance provided by the Supplier, pursuant to the Schedule of Requirements in terms of the Agreement;

**Staff** means any partner, employee, agent, consultant, independent associate or contractor, Subcontractor and the staff of such Subcontractor, or other authorised representative of either Party;

**Schedule of Requirements** means Schedule 1 hereto;

**Subcontract** means any contract or agreement or proposed contract or agreement between the Supplier and any third party whereby that third party agrees to provide to the Supplier the Goods or related Services or any part thereof or material used in the manufacture of the Goods or any part thereof;

**Subcontractor** means the third party with whom the Supplier enters into a Subcontract;

**Tax Invoice** means the document as required by Section 20 of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time;

**Trade Marks** mean registered Trade Marks and Trade Mark applications and include any sign or logo, or combination of signs and/or logos capable of distinguishing the goods or services of one undertaking from those of another undertaking; and

**VAT** means Value-Added Tax chargeable in terms of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time.



## INTERPRETATION

Clause headings in the Agreement are included for ease of reference only and do not form part of the Agreement for the purposes of interpretation or for any other purpose. No provision shall be construed against or interpreted to the disadvantage of either Party hereto by reason of such Party having or being deemed to have structured or drafted such provision.

Any term, word or phrase used in the Agreement, other than those defined under the clause heading "*Definitions*" shall be given its plain English meaning and those terms, words, acronyms, and phrases used in the Agreement will be interpreted in accordance with the generally accepted meanings accorded thereto.

A reference to the singular incorporates a reference to the plural and *vice versa*.

A reference to natural persons incorporates a reference to legal persons and *vice versa*.

A reference to a particular gender incorporates a reference to the other gender.

## NATURE AND SCOPE

The Agreement is an agreement under the terms and conditions of which the Supplier will arrange for the supply to Transnet of the Goods which meet the requirements and specifications of Transnet, the delivery of which is controlled by means of Purchase Orders to be issued by Transnet and executed by the Supplier in accordance with the Agreement.

Such Purchase Orders and deliveries to Transnet shall be agreed between the Parties from time to time, subject to the terms of the Schedule of Requirements.

Each properly executed Purchase Order forms an inseparable part of the Agreement as if it were fully incorporated into the body of the Agreement.

During the period of the Agreement, both Parties can make written suggestions for amendments to the Schedule of Requirements in accordance with procedures set out in clause 0 [*Amendment and Change Control*]. A Party will advise the other Party within 14 [fourteen] Business Days, or such other period as mutually agreed, whether the amendment is acceptable.

Insofar as any term, provision or condition in the Schedule of Requirements conflicts with a like term, provision or condition in the Agreement and/or a Purchase Order, the term or provision or condition in this Master Agreement shall prevail, unless such term or provision or condition in this Master Agreement has been specifically revoked or amended by mutual written agreement between the Parties.



## AUTHORITY OF PARTIES

Nothing in the Agreement will constitute or be deemed to constitute a partnership between the Parties, or constitute or be deemed to constitute the Parties as agents or employees of one another for any purpose or in any form whatsoever.

Neither Party shall be entitled to, or have the power or authority to:

enter into an agreement in the name of the other; or

give any warranty, representation or undertaking on the other's behalf; or

create any liability against the other or bind the other's credit in any way or for any purpose whatsoever.

## DURATION AND CANCELLATION

Notwithstanding the date of signature hereof, the Commencement Date if the Agreement is [●] and the duration shall be for a [●] [[●]] year period, expiring on [●], unless:

the Agreement is terminated by either Party in accordance with the provisions incorporated herein or in any schedules or annexures appended hereto, or otherwise in accordance with law or equity; or

the Agreement is extended at Transnet's option for a further period to be agreed by the Parties.

Notwithstanding clause 0 [Breach and Termination], either Party may cancel the Agreement without cause by giving 30 [thirty] days prior written notice thereof to the other Party, provided that in such instance, the Agreement will nevertheless be applicable in respect of all Purchase Orders which have been placed prior to the date of such cancellation.

## GENERAL OBLIGATIONS OF THE SUPPLIER

The Supplier shall:

respond promptly to all complaints and enquiries from Transnet;

inform Transnet immediately of any dispute or complaint arising in relation to the storage or delivery of the Goods;

conduct its business in a professional manner which will reflect positively upon the Supplier and the Supplier's products;

keep full records clearly indicating all transactions concluded by the Supplier relating to the delivery of the Goods and keep such records for at least 5 [five] years from the date of each such transaction;



obtain, and at all times maintain in full force and effect, any and all licences, permits and the like required under applicable laws for the provision of the

Goods and ancillary Services and the conduct of the business and activities of the Supplier;

observe and ensure compliance with all requirements and obligations as set out in the labour and related legislation of South Africa, including the Occupational Health and Safety Act, 85 of 1993, as may be amended from time to time;

comply with all applicable environmental legislation and regulations, demonstrate sound environmental performance and have an environmental management policy which ensures that its products, including the Goods or ancillary Services are procured, produced, packaged, delivered and are capable of being used and ultimately disposed of in a way that is environmentally appropriate; and

ensure the validity of all renewable certifications, including but not limited to its Tax Clearance Certificate and B-BBEE Verification Certificate, throughout the entire term of the Agreement. Should the Supplier fail to present Transnet with such renewals as they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the Agreement, to terminate the Agreement forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Supplier.

The Supplier acknowledges and agrees that it shall at all times:

render the supply of the Goods and ancillary Services and perform all its duties with honesty and integrity;

communicate openly and honestly with Transnet regarding the supply and performance of the Goods and demonstrate a commitment to effecting the supply and performing ancillary Services timeously, efficiently and at least to the required standards;

endeavour to provide the highest possible standards of service and workmanship, with a reasonable degree of care and diligence;

use its best endeavours and make every diligent effort to meet agreed deadlines;



treat its own Staff, as well as all Transnet's Staff, with fairness and courtesy and respect for their human rights;

practice and promote its own internal policies aimed at prohibiting and preventing unfair discrimination;

treat all enquiries from Transnet in connection with the supply of the Goods and/or ancillary Services with courtesy and respond to all enquiries promptly and efficiently. Where the Supplier is unable to comply with the provisions of this clause, the Supplier will advise Transnet of the delay and the reasons therefor and will keep Transnet informed of progress made regarding the enquiry;

when requested by Transnet, provide clear and accurate information regarding the Supplier's own policies and procedures, excluding Know-How and other Confidential Information, except where a non-disclosure undertaking has been entered into between the Parties;

not allow a conflict of interest to develop between its own interests [or the interests of any of its other customers] and the interests of Transnet;

not accept or offer, nor allow, induce or promote the acceptance or offering of any gratuity, enticement, incentive or gift that could reasonably be regarded as bribery or an attempt to otherwise exert undue influence over the recipient;

not mislead Transnet or its officers, employees and stakeholders, whether by act or omission;

not otherwise act in an unethical manner or do anything which could reasonably be expected to damage or tarnish Transnet's reputation or business image; and

immediately report to Transnet any unethical, fraudulent or otherwise unlawful conduct of which it becomes aware in connection with Transnet or the supply of Goods or ancillary Services to Transnet.

In compliance with the National Railway Safety Regulator Act, 16 of 2002, as may be amended from time to time, the Supplier shall ensure that the Goods and ancillary Services, to be supplied to Transnet under the terms and conditions of

the Agreement, comply fully with the Specifications as set forth in Schedule 1 hereto, and shall thereby adhere [as applicable] to railway safety requirements and/or regulations. Permission for the engagement of a Subcontractor by the Supplier, as applicable, 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 Agreement, to review any safety-related activities, including the coordination of such activities across all parts of its organisation.



## INVOICES AND PAYMENT

Transnet shall pay the Supplier the amounts stipulated in each Purchase Order, subject to the terms and conditions of the Agreement.

Transnet shall pay such amounts to the Supplier upon receipt of a valid and undisputed Tax Invoice together with the supporting documentation, as specified in the Schedule of Requirements appended hereto, once the undisputed Tax Invoices or such portions of the Tax Invoices which are undisputed become due and payable to the Supplier for the delivery of the Goods ordered, in terms of clause 0 below.

All Prices set out in the Agreement and the Schedule of Requirements hereto are exclusive of VAT.

Unless otherwise provided for in the Schedule of Requirements appended to the Agreement, Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by Transnet within 30 [thirty] days after date of receipt by Transnet of the Supplier's statement together with the relevant undisputed Tax Invoice(s) and supporting documentation.

Where the payment of any Tax Invoice, or any part of a Tax Invoice which is not in dispute, is not made in accordance with this clause 0, the Supplier shall be entitled to charge interest on the outstanding amount, at The Standard Bank of South Africa's prime rate of interest in force for the period from the due date of payment until the outstanding amount is paid.

The Supplier shall remain the owner of all plant, material, machinery, equipment and the like [collectively, **the Supplier's Goods**] provided to Transnet until

Transnet has paid in full for the Supplier's Goods, it being specifically agreed that Transnet shall acquire no rights [including liens] of whatsoever nature in such Supplier's Goods until date of final payment by Transnet. Subject to the foregoing, all risk and benefit to the Supplier's Goods shall pass from the Supplier to Transnet on delivery of the Supplier's Goods by the Supplier to Transnet.

## PRICE ADJUSTMENTS

Prices for Goods supplied in terms of the Agreement shall be subject to review as indicated in the Schedule of Requirements annexed hereto.

No less than 2 [two] months prior to any proposed Price adjustment, the Parties shall commence negotiations for Prices for the next period or as otherwise indicated in Schedule 1 hereto. The Parties shall have regard for market-related pricing of equivalent goods, continuous improvement initiatives, costs [including labour, raw materials and





transport/delivery], order size and frequency and changes to the specification of the Goods.

Pursuant to clause 0 above, the Supplier shall keep full and accurate records of all costs associated with the supply of the Goods to Transnet, in a form to be approved in writing by Transnet. The Supplier shall produce such records to Transnet for inspection at all reasonable times on request and such records may, at Transnet's option, be audited by Transnet or its designated representatives.

Should Transnet and the Supplier fail to reach an agreement on Price for the successive period, either Party shall be entitled to submit this matter to dispute resolution in accordance with clause 0 of the Master Agreement [*Dispute Resolution*].

If during the period of the Agreement Transnet can purchase similar Goods of a like quality from another supplier at a total delivered cost to a Transnet facility that is lower than the total delivered cost of the Goods purchased hereunder from the Supplier, Transnet may notify the Supplier of such total delivered cost and the Supplier shall have an opportunity to adjust the Price of the Goods purchased hereunder, on such a basis as to result in the same total delivered cost to Transnet, within 30 [thirty] calendar days of such notice.

If the Supplier fails to do so or cannot legally do so, Transnet may (i) purchase the Goods from such other supplier, in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of Transnet and the Supplier hereunder shall be reduced accordingly; (ii) terminate the Agreement without any penalty, liability or further obligation; or (iii) continue purchases under the Agreement.

If during the period of the Agreement the Supplier sells any materials which are the same as, equivalent to, or substantially similar to the Goods herein, at a total delivered cost to a third party lower than the total delivered cost to a Transnet facility, then the Supplier has an opportunity to adjust its Price for the Goods purchased hereunder within 30 [thirty] calendar days so that the Price is the same or lower than the total delivered cost of such third party. If the Supplier fails to do so or cannot legally do so, Transnet may (i) purchase the Goods from any other such supplier, in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of Transnet and the Supplier hereunder shall be reduced accordingly; or (ii) terminate the Agreement without any penalty, liability or further obligation. Within 30 [thirty] calendar days of the Commencement Date of the Agreement or at any time Transnet so requests, the Supplier shall certify in writing to Transnet that it is in compliance with this clause and shall provide all information that Transnet reasonably requests in order to verify such compliance.

**WARRANTIES**

The Supplier warrants that:

pursuant to clause 0 [*General Obligations of the Supplier*], the Goods will be manufactured in accordance with the specifications appended hereto at Schedule 1, or the manufacturer's specifications, as agreed in writing by both Parties;

the execution and performance of the Agreement by the Supplier does not infringe any rights of a third party or breach any obligation of the Supplier to any third party; and

it has taken all reasonable precautions to ensure that, in the event of a disaster, the impact of such disaster on the ability of the Supplier to comply with its obligations under the Agreement will be reduced to the greatest extent possible, and that the Supplier shall ensure that it has appropriate, tested and documented recovery arrangements in place.

**THIRD PARTY INDEMNITY**

The Supplier hereby indemnifies and shall hold Transnet harmless against any direct damages suffered by or claims arising against Transnet in respect of clause 0 above.

**INSPECTION**

Transnet reserves the right to arrange for the inspection of all Goods forming the subject of any Purchase Order, at any stage before final acceptance and by any means it may think fit, and when such inspection is to be carried out, the relevant Purchase Order(s) shall be endorsed accordingly.

When inspection at the Supplier's works or warehouse is specified, Transnet's authorised inspector shall have free access to the premises of the Supplier at all times during working hours on a Business Day; shall have liberty to inspect work which is the subject of the Purchase Order at any stage of manufacture, and may reject any Goods which are found to be incomplete, defective or in any way not in conformity with the terms and specifications of the Agreement; and the Supplier shall afford all reasonable facilities for such access and inspection.

The Supplier shall provide inspection gauges, measuring and test equipment to ensure that the requirements of the Agreement are satisfied. All gauges, templates, tools and other equipment required to check the accuracy of the work shall be calibrated at regular and reasonable intervals by a laboratory which has been approved in writing by Transnet. This certificate shall not be more than 12 [twelve] months old.

The Supplier shall prepare and supply, without charge to Transnet, all test pieces, samples and specimens; shall provide all labour and apparatus for carrying out tests and analyses in



accordance with the terms of the Agreement or Purchase Order, and render all reasonable assistance in making such tests and analyses.

All special rules governing gauging, testing, analysis and other inspection procedures shall be adhered to strictly in accordance with the terms of the Agreement or

Purchase Order and the conditions of any specifications and drawings quoted therein.

Inspection will be arranged by the Staff of Transnet, as indicated in the Purchase Order(s).

When Goods are ready for inspection, the Supplier shall apply promptly to the appropriate authority for instructions regarding such inspection. All applications for inspection shall quote Transnet's Agreement or Purchase Order number. 7 [seven] Business Days' notice of readiness from the Supplier shall be given to the authorised inspector appointed by Transnet to carry out such inspection.

Transnet shall have the right to recover from the Supplier the cost of inspection of any Goods that have been rejected by its authorised inspector in terms of this clause 0.

#### **DEFECTIVE GOODS**

Notwithstanding any certificate and/or receipt that may have been issued by or on behalf of Transnet either in South Africa or overseas, Goods will be accepted at the place of delivery or at the port of shipment, as specified in the Agreement, only as regards outward condition of packages and Transnet retains the right to reject the Goods supplied, or, after arrival at the place to which they are consigned, or after they have been placed in use in South Africa, should they be found defective.

If Goods are rejected owing to latent defects becoming apparent during machining operations or other preparation necessary on the part of Transnet before they can be put into use, the Supplier shall bear all expenses incurred by Transnet in carrying out such necessary operations.

If such Goods are rejected, the Supplier will pay the following costs:

for Goods purchased in South Africa on an ex works basis, the cost of transport from the Supplier's works in South Africa to the named destination where the Goods have been rejected by Transnet, plus handling charges and storage, if leviable; or

for Goods manufactured overseas, the Supplier shall pay all replacement costs including the overseas inland transport cost, freight and insurance charges incurred plus railage or other inland transport costs from the South African port to the place where the Goods have been rejected by Transnet,

including handling charges, storage, landing charges, customs duty and surcharges, if leviable.



If Transnet requires rejected Goods to be replaced, the Supplier shall, when called upon to do so, arrange prompt replacement of the Goods within the prescribed manufacturing lead times for such Goods, as indicated in Schedule 1.

If Goods are found to be defective but the defects are, in the opinion of Transnet, not of so serious a nature as to warrant total rejection of the Goods, the Supplier shall, when called upon to do so, remedy or make good such defects at its own cost, or Transnet may remedy or make good such defects at the request of the Supplier and recover from the Supplier all costs or expenses reasonably incurred by it in doing so.

Should the Supplier fail, when called upon to remedy or make good such defects within a reasonable time or to request Transnet to do so, Transnet may proceed to remedy or make good such defects and thereafter recover from the Supplier all such costs and expenses as aforementioned.

Any amount recoverable from the Supplier in terms of this clause may, without prejudice to any other legal remedies available to Transnet, be deducted in whole or in part from any monies in the hands of Transnet which are due for payment to the Supplier.

#### **TOTAL OR PARTIAL FAILURE TO PERFORM THE SCOPE OF SUPPLY**

In the case of Goods to be specially manufactured for it, if Transnet at any time ascertains that:

no manufacturing of the Goods specified in a Purchase Order has commenced and there is little or no prospect, in Transnet's opinion, that manufacturing will commence within a reasonable time; or

delivery of any of the Goods is being or is likely to be delayed beyond the promised delivery date(s), and there is little or no prospect of the Purchase Order(s) being carried out within reasonable adherence to the promised delivery rate(s) or time(s),

then Transnet may, irrespective of the cause of the delay, by notice to the Supplier, cancel as from a future date specified in such notice the whole or any part of the Agreement or Purchase Order in respect of which the Goods to be

supplied have not been completed by that date, without incurring any liability by reason of such cancellation except as provided in this clause.

The Supplier shall thereupon, as soon as possible after such date, deliver to Transnet the Goods [if any] already completed, and payment for the part performance shall be made on a *pro rata* basis, provided the uncompleted part is not an integral or essential part of the completed Goods. Where an integral or essential part of the work has not been completed, the amount to be paid to the Supplier will be calculated on the basis of



Transnet's enrichment. The Supplier shall, wherever practicable, supply Transnet with the necessary drawings and/or specifications to enable it to complete the work.

Whenever, in any case not covered by clause 0 above, the Supplier fails or neglects to execute the work or to deliver any portion of the Goods as required by the terms of the Agreement or Purchase Order, or if any Goods are rejected on any of the grounds mentioned in clause 0 [*Defective Goods*], Transnet may cancel the Agreement or Purchase Order in so far as it relates to the unexecuted work or the undelivered or rejected portion of the Goods, and in such event, the supply of the remaining portion shall remain subject in all respects to these conditions.

### RIGHTS ON CANCELLATION

If the Agreement or Purchase Order is cancelled in whole or in part in terms of clause 0 [*Total or Partial Failure to Perform the Scope of Supply*], Transnet may execute or complete the Agreement with any other entity and do so on such terms as it may deem proper, or may procure other comparable Goods in substitution for those neglected to be manufactured or supplied or rejected as aforesaid, and may recover from the Supplier the difference between the cost of such Goods and the Price [if the latter was lower] as well as any costs and expenses [including any additional transport costs] which Transnet may have had to incur in consequence of the Supplier's default.

Any amount which may be recoverable from the Supplier in terms of clause 0 above, without prejudice to any other legal remedies available to Transnet, may be deducted in whole or in part from any monies in the hands of Transnet and due for payment to the Supplier.

### BREACH AND TERMINATION

If either Party [**the Defaulting Party**] commits a material breach of the Agreement and fails to remedy such breach within 10 [ten] Business Days of written notice thereof, the other Party [hereinafter **the Aggrieved Party**], shall be entitled, in addition to any other rights and remedies that it may have in terms of the Agreement, to terminate the Agreement forthwith without any liability and without prejudice to any claims which the Aggrieved Party may have for damages against the Defaulting Party.

Either Party may terminate the Agreement forthwith by notice in writing to the other Party when the other Party is unable to pay its debts as they fall due or commits any act or omission which would be an act of insolvency in terms of the Insolvency Act, 24 of 1936 [as amended from time to time], or if any action, application or proceeding is made with regard to it for:



a voluntary arrangement or composition or reconstruction of its debts;  
its winding-up or dissolution;  
the appointment of a liquidator, trustee, receiver, administrative receiver or similar officer; or  
any similar action, application or proceeding in any jurisdiction to which it is subject.

Transnet may terminate the Agreement at any time within 2 [two] months of becoming aware of a change of control of the Supplier by notice in writing to the Supplier. For the purposes of this clause, **control** means the right to direct the affairs of a company whether by ownership of shares, membership of the board of directors, agreement or otherwise.

The provisions of clauses 0 [Definitions], 0 [Warranties], 0 [Rights on Cancellation], 0 [Confidentiality], 0 [Limitation of Liability], 0 [Intellectual Property Rights], 0 [Dispute Resolution] and 0 [Governing Law] shall survive termination or expiry of the Agreement.

#### **CESSION**

Upon written notice to the Supplier, Transnet shall be entitled:

to appoint Transnet's financier of the Goods as first payer under the Agreement, without transferring the ultimate responsibility for payment which will remain with Transnet; and

to cede, assign and transfer its right, title and interest in the Goods to such financier as part of the funding consideration for the Goods.

The Supplier is not entitled to cede, delegate, assign, subcontract or in any other manner dispose of any of its rights or obligations in terms of the Agreement without the prior written consent of Transnet, which consent shall not be withheld or delayed unreasonably.

#### **FORCE MAJEURE**

Neither Party shall have any claim against the other Party arising from any failure or delay in the performance of any obligation of either Party under the Agreement caused by an act of *force majeure* such as acts of God, fire, flood, war, strike, lockout, industrial dispute, government action, laws or regulations, riots, terrorism or civil disturbance, defaults, delays or discontinuance on the part of independent contractors, or other circumstances or factors beyond the reasonable control of either Party, and to the extent that the performance of obligations of either Party hereunder is delayed by virtue of the



foregoing, any period stipulated for any such performance shall be reasonably extended.

Each Party will take all reasonable steps by whatever lawful means that are available to resume full performance as soon as practicable and will seek agreement to modification of the relevant provisions of the Agreement in order to accommodate the new circumstances caused by the act of *force majeure*. If a Party fails to agree with such modifications proposed by the other Party within 90 [ninety] days of the act of *force majeure* first occurring, either Party may thereafter terminate the Agreement with immediate notice.

### CONFIDENTIALITY

The Parties hereby undertake the following with regard to Confidential Information:

not to divulge or disclose to any person whatsoever in any form or manner whatsoever, either directly or indirectly, any Confidential Information of the other without the prior written consent of such other Party, other than when called upon to do so in accordance with a statute, or by a court

having jurisdiction, or by any other duly authorised and empowered authority or official, in which event the Party concerned shall do what is reasonably possible to inform the other of such a demand and each shall assist the other in seeking appropriate relief or the instituting of a defensive action to protect the Confidential Information concerned;

not to use, exploit, permit the use of, directly or indirectly, or in any other manner whatsoever apply the Confidential Information disclosed to it as a result of the Agreement, for any purpose whatsoever other than for the purpose for which it is disclosed or otherwise than in strict compliance with the provisions in the Agreement;

not to make any notes, sketches, drawings, photographs or copies of any kind of any part of the disclosed Confidential Information without the prior written consent of such other Party, except when reasonably necessary for the purpose of the Agreement, in which case such copies shall be regarded as Confidential Information;

not to de-compile, disassemble or reverse engineer any composition, compilation, concept application, item, component de-compilation, including software or hardware disclosed and shall not analyse any sample provided by Transnet, or otherwise determine the composition or structure or cause to permit these tasks to be carried out except in the performance of its obligations pursuant to the Agreement;



not to exercise less care to safeguard Transnet Confidential Information than the Party exercises in safeguarding its own competitive, sensitive or Confidential Information;

Confidential Information disclosed by either Party to the other or by either Party to any other party used by such party in the performance of the Agreement, shall be dealt with as "restricted" or shall be dealt with according to any other appropriate level of confidentiality relevant to the nature of the information concerned, agreed between the Parties concerned and stipulated in writing for such information in such cases;

the Parties shall not make or permit to be made by any other person subject to their control, any public statements or issue press releases or disclose Confidential Information with regard to any matter related to the

Agreement, unless written authorisation to do so has first been obtained from the Party first disclosing such information;

each Party shall be entitled to disclose such aspects of Confidential Information as may be relevant to one or more technically qualified employees or consultants of the Party who are required in the course of their duties to receive the Confidential Information for the Permitted Purpose provided that the employee or consultant concerned has a legitimate interest therein, and then only to the extent necessary for the Permitted Purpose, and is informed by the Party of the confidential nature of the Confidential Information and the obligations of the confidentiality to which such disclosure is subject and the Party shall ensure such employees or consultants honour such obligations;

each Party shall notify the other Party of the name of each person or entity to whom any Confidential Information has been disclosed as soon as practicable after such disclosure;

each Party shall ensure that any person or entity to which it discloses Confidential Information shall observe and perform all of the covenants the Party has accepted in the Agreement as if such person or entity has signed the Agreement. The Party disclosing the Confidential Information shall be responsible for any breach of the provisions of the Agreement by such person or entity; and

each Party may by written notice to the other Party specify which of the Party's employees, officers or agents are required to sign a non-disclosure undertaking.

The duties and obligations with regard to Confidential Information in this clause 0 shall not apply where:





a Party can demonstrate that such information is already in the public domain or becomes available to the public through no breach of the Agreement by that Party, or its Staff; or

was rightfully in a Party's possession prior to receipt from the other Party, as proven by the first-mentioned Party's written records, without an infringement of an obligation or duty of confidentiality; or

can be proved to have been rightfully received by a Party from a third party without a breach of a duty or obligation of confidentiality; or

is independently developed by a Party as proven by its written records.

This clause 0 shall survive termination for any reason of the Agreement and shall remain in force and effect from the Commencement Date of the Agreement and 5 [five] years after the termination of the Agreement. Upon termination of the Agreement, all documentation furnished to the Supplier by Transnet pursuant to the Agreement shall be returned to Transnet including, without limitation, all corporate identity equipment including dyes, blocks, labels, advertising matter, printing matter and the like.

## **INSURANCES**

Without limiting the liability of the Supplier under the Agreement, the Supplier shall take out insurance in respect of all risks for which it is prudent for the Supplier to insure against including any liability it may have as a result of its activities under the Agreement for theft, destruction, loss of or damage to Goods, death or injury to any person and damage to property. The level of insurance will be kept under review by Transnet, on an annual basis, to ensure its adequacy, provided that any variation to the level of such insurance shall be entirely at the discretion of the Supplier.

The Supplier shall arrange insurance with reputable insurers and will produce to Transnet evidence of the existence of the policies on an annual basis within 30 [thirty] days after date of policy renewals.

Subject to clause 0 below, if the Supplier fails to effect adequate insurance under this clause 0, it shall notify Transnet in writing as soon as it becomes aware of the reduction or inadequate cover and Transnet may arrange or purchase such insurance. The Supplier shall promptly reimburse Transnet for any premiums paid provided such insurance protects the Supplier's liability. Transnet assumes no responsibility for such insurance being adequate to protect all of the Supplier's liability.



In the event that the Supplier receives written notice from its insurers advising of the termination of its insurance cover referred to in clause 0 above or if the insurance ceases to be available upon commercially reasonable terms, the

Supplier shall immediately notify Transnet in writing of such termination and/or unavailability, where after either the Supplier or Transnet may terminate the Agreement on giving the other Party not less than 30 [thirty] days prior written notice to that effect.

**LIMITATION OF LIABILITY**

The Supplier's liability under this clause 0 shall be in addition to any warranty or condition of any kind, express or implied by law or otherwise, relating to the Goods or ancillary Services, including the quality of the Goods or ancillary Services or any materials delivered pursuant to the Agreement.

Neither Party excludes or limits liability to the other Party for:

- death or personal injury caused by its negligence, [including its employees', agents' or Subcontractors' negligence], or
- fraud.

Neither Party accepts liability for damages and claims of a special, indirect or consequential nature arising as a result of the performance or non-performance of the Agreement, provided that such loss, damages or claims are not the direct result of the wilful acts or omissions and/or negligence or of any event which could reasonably have been foreseen and avoided on the part of the other Party. The phrase, "special, indirect or consequential" is deemed to include economic loss, loss of opportunity, loss of profit or revenue, and loss or damage in connection with claims against the principal by third parties.

Nothing in this clause 0 shall be taken as limiting the liability of the Parties in respect of clauses 0 [Confidentiality] and 0 [Intellectual Property Rights].

**INTELLECTUAL PROPERTY RIGHTS**

**Title to Confidential Information**

Transnet will retain all right, title and interest in and to its Confidential Information and Background Intellectual Property and the Supplier acknowledges that it has no claim of any nature in and to the Confidential Information and Background Intellectual Property that is proprietary to Transnet. For the avoidance of doubt all the Supplier's Background Intellectual Property shall remain vested in the Supplier.



Transnet shall grant to the Supplier an irrevocable, royalty free, non-exclusive licence to use Transnet's Background Intellectual Property only for the Permitted Purpose. This licence shall not permit the Supplier to sub-license to other parties.

The Supplier shall grant to Transnet an irrevocable, royalty free, non-exclusive licence to use the Supplier's Background Intellectual Property for the Permitted Purpose. This licence shall not permit Transnet to sub-license to other parties.

The Supplier shall grant Transnet access to the Supplier's Background Intellectual Property on terms which shall be *bona fide* negotiated between the Parties for the purpose of commercially exploiting the Foreground Intellectual Property, to the extent that such access is required.

#### **Title to Intellectual Property**

All right, title and interest in and to Foreground Intellectual Property prepared, conceived or developed by the Supplier, its researchers, agents and employees shall vest in Transnet and the Supplier acknowledges that it has no claim of any nature in and to the Foreground Intellectual Property. The Supplier shall not at any time during or after the termination or cancellation of the Agreement dispute the validity or enforceability of such Foreground Intellectual Property, or cause to be done any act or anything contesting or in any way impairing or tending to impair any part of that right, title and interest to any of the Foreground Intellectual Property and shall not counsel or assist any person to do so.

Transnet shall be entitled to seek protection in respect of the Foreground Intellectual Property anywhere in the world as it shall decide in its own absolute discretion and the Supplier shall reasonably assist Transnet in attaining and maintaining protection of the Foreground Intellectual Property.

Where the Foreground Intellectual Property was created by the Supplier or its researchers, agents and employees and where Transnet elects not to exercise its option to seek protection or decides to discontinue the financial support of the prosecution or maintenance of any such

protection, Transnet shall notify the Supplier who shall have the right of first refusal to file or continue prosecution or maintain any such applications and to maintain any protection issuing on the Foreground Intellectual Property.

No consideration shall be paid by Transnet to the Supplier for the assignment of any Foreground Intellectual Property from the Supplier to Transnet, over and above the sums payable in terms of the Agreement. The Supplier undertakes to sign all



documents and do all things as may be necessary to effect, record and perfect the assignment of the Foreground Intellectual Property to Transnet.

Subject to anything contrary contained in the Agreement and/or the prior written consent of Transnet [which consent shall not be unreasonably withheld], the Supplier shall under no circumstances be entitled as of right, or to claim the right, to use Transnet's Background Intellectual Property and/or Foreground Intellectual Property.

#### **Title to Improvements**

Any improvements, developments, adaptations and/or modifications to the Foreground Intellectual Property, and any and all new inventions or discoveries, based on or resulting from the use of Transnet's Background Intellectual Property and/or Confidential Information shall be exclusively owned by Transnet. The Supplier shall disclose promptly to Transnet all such improvements, developments, adaptations and/or modifications, inventions or discoveries. The Supplier hereby undertakes to sign all documents and do all things as may be necessary to effect, record and perfect the assignment of such improvements, developments, adaptations and/or modifications, inventions or discoveries to Transnet and the Supplier shall reasonably assist Transnet in attaining, maintaining or documenting ownership and/or protection of the improved Foreground Intellectual Property.

#### **Unauthorised Use of Confidential Information**

The Supplier shall not authorise any party to act on or use in any way any Confidential Information belonging to Transnet whether or not such party is aware of such Confidential Information, and shall promptly notify Transnet of the information if it becomes aware of any party so acting, and shall provide

Transnet the information with such assistance as Transnet reasonably requires, at Transnet's cost and expense, to prevent such third party from so acting.

#### **Unauthorised Use of Intellectual Property**

The Supplier agrees to notify Transnet in writing of any conflicting uses of, and applications of registrations of Patents, Designs and Trade Marks or any act of infringement, unfair competition or passing off involving the Intellectual Property of Transnet of which the Supplier acquires knowledge and Transnet shall have the right, as its own option, to proceed against any party infringing its Intellectual Property.

It shall be within the sole and absolute discretion of Transnet to determine what steps shall be taken against the infringer and the Supplier shall co-operate fully with



Transnet, at Transnet's cost, in whatever measure including legal action to bring any infringement of illegal use to an end.

The Supplier shall cooperate to provide Transnet promptly with all relevant ascertainable facts.

If proceedings are commenced by Transnet alone, Transnet shall be responsible for all expenses but shall be entitled to all damages or other awards arising out of such proceedings. If proceedings are commenced by both Parties, both Parties will be responsible for the expenses and both Parties shall be entitled to damages or other awards arising out of proceedings.

#### **NON-WAIVER**

Failure or neglect by either Party, at any time, to enforce any of the provisions of the Agreement, shall not in any manner be construed to be a waiver of any of that Party's rights in that regard and in terms of the Agreement.

Such failure or neglect shall not in any manner affect the continued, unaltered validity of the Agreement, or prejudice the right of that Party to institute subsequent action.

#### **PARTIAL INVALIDITY**

If any provision of the Agreement shall be held to be invalid, illegal or unenforceable, or shall be required to be modified, the validity, legality and enforceability of the remaining provisions shall not be affected thereby.

#### **DISPUTE RESOLUTION**

Should any dispute of whatsoever nature arise between the Parties concerning the Agreement, the Parties shall try to resolve the dispute by negotiation within 10 [ten] Business Days of such dispute arising.

If the dispute has not been resolved by such negotiation, either of the Parties may refer the dispute to AFSA and notify the other Party accordingly, which proceedings shall be held in Johannesburg.

Such dispute shall be finally resolved in accordance with the rules of AFSA by an arbitrator or arbitrators appointed by AFSA.

This clause constitutes an irrevocable consent by the Parties to any proceedings in terms hereof, and neither of the Parties shall be entitled to withdraw from the provisions of this clause or claim at any such proceedings that it is not bound by this clause 0.

This clause 0 is severable from the rest of the Agreement and shall remain in effect even if the Agreement is terminated for any reason.



This clause 0 shall not preclude either Party from seeking urgent relief in a court of appropriate jurisdiction, where grounds for urgency exist.

**ADDRESSES FOR NOTICES**

The Parties to the Agreement select the physical addresses and facsimile numbers, as detailed hereafter, as their respective addresses for giving or sending any notice provided for or required in terms of the Agreement, provided that either Party shall be entitled to substitute such other address or facsimile number, as may be, by written notice to the other:

**Transnet**

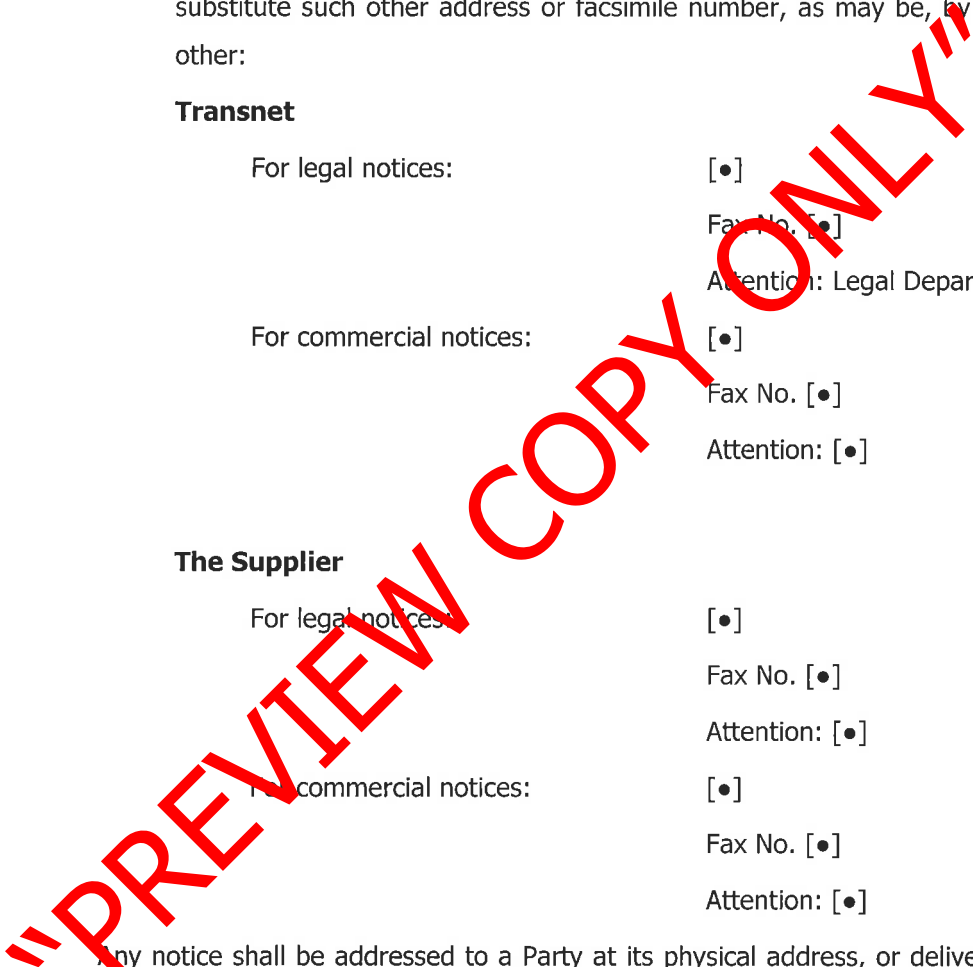
For legal notices: [•]  
Fax No. [•]  
Attention: Legal Department

For commercial notices: [•]  
Fax No. [•]  
Attention: [•]

**The Supplier**

For legal notices: [•]  
Fax No. [•]  
Attention: [•]

For commercial notices: [•]  
Fax No. [•]  
Attention: [•]



Any notice shall be addressed to a Party at its physical address, or delivered by hand, or sent by facsimile.

Any notice shall be deemed to have been given:

if hand delivered, on the day of delivery; or

if sent by facsimile, on the date and time of sending of such facsimile, as evidenced by a facsimile confirmation printout, provided that such notice shall be confirmed by prepaid registered post on the date of dispatch of such facsimile, or, should no postal facilities be available on that date, on the next Business Day.

**WHOLE AND ONLY AGREEMENT**

The Parties hereby confirm that the Agreement constitutes the whole and only agreement between them with regard to the subject matter of the Agreement.



The Parties hereby confirm that the Agreement replaces all other agreements which exist or may have existed in any form whatsoever between them, with regard to the subject matter dealt with in the Agreement, any annexures appended hereto and the Schedule of Requirements.

#### **AMENDMENT AND CHANGE CONTROL**

Any amendment or change of any nature made to the Agreement and the Schedule of Requirements thereof shall only be valid if it is in writing, signed by both Parties and added to the Agreement as an addendum hereto.

#### **GENERAL**

##### **Governing Law**

The Agreement is exclusively governed by and construed in accordance with the laws of the Republic of South Africa and is subject to the jurisdiction of the courts of the Republic of South Africa.

##### **Change of Law**

In the Agreement, unless the context otherwise requires, references to a statutory provision include references to that statutory provision as from time to time amended, extended or re-enacted and any regulations made under it, provided that in the event that the amendment, extension or re-enactment of any statutory provision or introduction of any new statutory provision has a material impact on the obligations of either Party, the Parties will negotiate in good faith to agree such amendments to the Agreement as may be appropriate in the circumstances. If, within a reasonable period of time, the Supplier and Transnet cannot reach agreement on the nature of the changes required or on modification of Prices, delivery schedules, warranties, or other terms and conditions, either Party may seek to have the matter determined in accordance with clause 0 [*Dispute Resolution*] above.

##### **Counterparts**

The Agreement may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either Party may enter into the Agreement by signing any such counterpart.

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