



TRANSNET FREIGHT RAIL, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No CRAC-YHB-16237

FOR THE SUPPLY / PROVISION OF HYGIENE SERVICES AT 138 ELOFF AND 96 RISSIK FOR (TWO) 2 YEARS

FOR DELIVERY TO: 138 ELOFF AND 96 RISSIK

ISSUE DATE: 4 December 2014

CLOSING DATE: 18 December 2014

CLOSING TIME: 10:00 AM

BRIEFING DATE: 11 December 2014

BRIEFING VENUE: 96 Rissik at Ground Floor Boardroom 139.

BRIEFING TIME: 10:00 AM

VALIDITY PERIOD: 90 working days after closing date

FOR SITE CONTACT: THUTO MOLEFE 011 544 9340

PLEASE BRING THE VALID DOCUMENT ON THE DAY OF BRIEFING.

ON CLOSING DATE PLEASE SUBMIT TWO (2) DOCUMENTS ORIGINAL & COPY IN ONE ENVELOPE. THE ENVELOPE MUST BE WRITTEN OUTSIDE THE TENDER NUMBER AND THE CLOSING DATE.

Section 1 NOTICE TO BIDDERS

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

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

1 Responses to RFQ

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

On or after 04 December 2014, the RFQ documents may be inspected at, and are obtainable from the office of Transnet Freight Rail, Tender Advice Centre, Ground Floor, Inyanda House 1, 21 Wellington Road Parktown, Johannesburg. RFQ documents will only be available for collection from 04 December 2014 until 15:00 on Wednesday 10 December 2014

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

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

2.1 B-BBEE Scorecard and Rating

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

- Functionality is included at a pre-qualification stage with a prescribed percentage threshold of **70%**
- Proposals will be evaluated on price which will be allocated 90 points and preference which will be allocated 10 points, dependent on the value of the Goods or Services.
- The 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).
- If the 90/10 preference point system is stipulated and all Bids received are equal to or below R1 000 000.00, the RFP must be cancelled.
- In this RFQ, Transnet will apply **90/10** preference point system prescribed in the PPPFA.

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

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

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

- a) **Large Enterprises** [i.e. annual turnover greater than R35 million]:
 - Rating level based on all seven elements of the B-BBEE scorecard
- b) **Qualifying Small Enterprises – QSE** [i.e. annual turnover between R5 million and R35 million]:
 - Rating based on any four of the elements of the B-BBEE scorecard
- c) **Exempted Micro Enterprises – EME** [i.e. annual turnover less than R5 million]:

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

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

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

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

Transnet will accordingly allocate a maximum of **10 [ten] points** in accordance with the **90/10** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating.

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

[Refer clause 18 below for Returnable Documents required]

3 Communication

- a) Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.
- b) A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:

Name: Ayanda Msomi

Email: ayanda.msomi@transnet.net

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

Telephone 011-544-9486

Email prudence.nkabinde@trnasnet.net

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

PLEASE BRING THE VALID DOCUMENT ON THE DAY OF BRIEFING.

4 Tax Clearance

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

5 VAT Registration

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

6 Legal Compliance

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

7 Changes to Quotations

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

8 Pricing

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

9 Prices Subject to Confirmation

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

10 Negotiations

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

11 Binding Offer

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

12 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
- make no award at all.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Respondents are required to indicate below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

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

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

NATURE OF BREACH:

DATE OF BREACH:

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

13 Evaluation Criteria

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

- Administrative responsiveness - Completeness of response and returnable documents
- Substantive responsiveness – **SANS approved consumables (list)**
– **Occupational health and Safety ACT 1993(Safety plan)**
- Technical threshold of 100%: **Previous work done**
Clause by clause compliance to consumable list
Work program
- Weighted evaluation based on 90/10 preference point system as indicated in paragraph 2 above:

- Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical
- B-BBEE status of company

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

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

14 Validity Period

Transnet desires a validity period of 90 working days from the closing date of this RFQ.
This RFQ is valid until 19 March 2015

15 Banking Details

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

16 Company Registration

Registration number of company / C.C. _____

Registered name of company / C.C. _____

17 Disclosure of Prices Quoted

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

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

YES NO

18 Returnable Documents

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

- 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	
<ul style="list-style-type: none"> - Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] 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 	
<ul style="list-style-type: none"> - Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard 	
<ul style="list-style-type: none"> - 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 	
SECTION 2 : Quotation Form	
SECTION 3 : Attendance Certificate	
SECTION 4: Vendor Application Form	
<ul style="list-style-type: none"> • Original cancelled cheque or bank verification of banking details 	
<ul style="list-style-type: none"> • Certified copies of IDs of shareholder/directors/members [as applicable] 	
<ul style="list-style-type: none"> • Certified copy of Certificate of Incorporation [CM29/CM9 name change] 	
<ul style="list-style-type: none"> • Certified copy of share certificates [CK1/CK2 if C.C.] 	
<ul style="list-style-type: none"> • Entity's letterhead 	
<ul style="list-style-type: none"> • Certified copy of VAT Registration Certificate [RSA entities only] 	
<ul style="list-style-type: none"> • Certified copy of valid Company Registration Certificate [if applicable] 	
<ul style="list-style-type: none"> • Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub- 	

Returnable Documents	Submitted [Yes or No]
contractors must submit a separate Tax Clearance Certificate for each party]	

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Respondent's Signature

Date & Company Stamp

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 138 Eloff Street

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

Item No	Description of Goods / Services	Total quantity	Number of services 2 year period	Price per service (ZAR)	Total Price per 2 years (ZAR)
1	Wall Bins(Toilets)	36	104		
2	Paper Towel(Toilets)	53	104		
3	Sanitary Bins(including paraplegic toilets)	49	104		
4	Refill Hand Soap dispenser	36	104		
5	San Dispenser/Hygienic wipes for toilets seats.	98	104		
6	Deep Clean all Ablution facilities 3 x per annum	36	6		
7	Eve small Sachet Holder (including paraplegic toilets)	49	104		
8	Air Fresheners	36	104		
9	Sanitizer Units to Toilets and Urinals	132	104		

Respondent's Signature

Date & Company Stamp

Price Schedule 96 Rissik Building

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

Item No	Description of Goods /Services	Total quantity	Number of services 2 year period	Price per service (ZAR)	Total Price per 2 years (ZAR)
1	Wall Bins(Toilets)	24	104		
2	Paper Towel(Toilets)	38	104		
3	Sanitary Bins(including paraplegic toilets)	31	104		
4	Refill Hand Soap dispenser	24	104		
5	San Dispenser/Hygienic wipes for toilets seats.	66	104		
6	Deep Clean all Ablution facilities 3 x per annum	24	6		
7	Even small Sachet Holder (including paraplegic toilets)	31	104		
8	Air Fresheners	24	104		
9	Sanitizer Units to Toilets and Urinals	88	104		

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

Notes to Pricing:

- All Prices must be quoted in South African Rand, exclusive of VAT
- To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

SCOPE OF WORK

BUILDING : 138 Eloff Street and 96 Rissik Street HYGIENE SERVICE
Braamfontein
Johannesburg

GENERAL HYGIENE SPECIFICATION:

Service to be provided on weekly basis or as required

Respondent's Signature

Date & Company Stamp

Provide as per specification of equipment

Service should include the provision of all consumables and inspection of equipment

Service Checklist to be completed at every visit

Damaged equipment to be replaced at an additional cost to client

All consumables to be SABS approved

AREAS TO BE SERVICED

- (A) Ablution Facilities at all floors and Basements
- (B) Showers Facilities (138 Eloff Str., 16-17 floors and 96 Rissik str. B1)
- (C) PWD Facilities
- (D) Kitchen (Hand Paper towels)

96 Rissik Street

Clause	Service Type	Number of services 2 year period
2.1	Wall Bins(Toilets)	104
2.2	Paper Towel(Toilets)	104
2.3	Sanitary Bins(including paraplegic toilets)	104
2.4	Refill Hand Soap dispenser	104
2.5	San Dispenser,Hygienic wipes for toilets seats.	104
2.6	Deep Clean all Ablution facilities 3 x per annum	6
2.7	Five small Sachet Holder (including paraplegic toilets)	104
2.8	Air Fresheners	104
2.9	Sanitizer Units to Toilets and Urinals	104

138 Eloff Street

Clause	Service Type	Number of services 2 year period
2.10	Wall Bins(Toilets)	104
2.11	Paper Towel(Toilets)	104
2.12	Sanitary Bins(including paraplegic toilets)	104
2.13	Refill Hand Soap dispenser	104
2.14	San Dispenser/Hygienic wipes for toilets seats.	104
2.15	Deep Clean all Ablution facilities 3 x per annum	6
2.16	Eve small Sachet Holder (including paraplegic toilets)	104
2.17	Air Fresheners	104
2.18	Sanitizer Units to Toilets and Urinals	104

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Section 3

RFQ NUMBER CRAC-JHB-16237

FOR THE SUPPLY / PROVISION OF HYGIENE SERVICES AT 138 ELOFF AND 96 RISSIK FOR (TWO) 2 YEARS

Information Session

RFQ SITE MEETING

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

Venue : **96 Rissik at Ground Floor Boardroom 139**

Time : 10H00 AM

Date : **11 December 2014**

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

Contact person on sites: Thuto Molefe 011 544 9340

3.1 ATTENDANCE CERTIFICATE

This is to certify that.....

Representative/s of

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

•

.....

TRANSNET'S REPRESENTATIVE

TENDERER'S REPRESENTATIVE

DATE :.....

3.2 VERY IMPORTANT

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

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

Complete B-BBEE Ownership Details:

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

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

Transnet contact person	
Contact number	
Transnet Operating Division	

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

Name		Designation	
Signature		Date	

CLAUSE BY CLAUSE COMPLIANCE SCHEDULE.
CRAC-JHB-16237 – Provision of Hygiene services at 138 Eloff and 96
Rissik for two years

The compliance response is to contain ONLY the following statements, "Noted", "Comply", "Partial Compliance" or "Do not comply".

Noted is to be applied against statements and either of the other responses for all other clauses. Where either "Partial Compliance" is inserted, remarks as to the reason for the deviation from the requirement is required.

Clause	Compliance response	Explanation / Deviation / Reason
2.1		
2.2		
2.3		
2.4		
2.5		
2.6		
2.7		
2.8		
2.9		
2.10		
2.11		
2.12		
2.13		
2.14		
2.15		
2.16		
2.17		
2.18		

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Company Name: _____

Name of Signatory: _____ Signature: _____