



RFQ / TENDER

Tender No: EFQ-11790

Vendor No: 11001386

BOARD LIST
BOARD LIST
TRANSNET FREIGHT RAIL
PROCUREMENT DEPARTMENT
2000

Purchaser : Nobahle Mjoli
Telephone : 011 584 0606
Fax Number:

Please quote reference:
K62/6000594327

Deliver to:
TFR Head Office
Supply Chain Services
2000 Johannesburg

Closing Date :12.09.2013
Validity Date :21.11.2013
RFQ No :6000594337
End of Validity :31.10.2013

SHE REPRESENTATIVE AND SHE INCIDENT INVESTIGATION TRAINING AT ISANDO FOR ONE MONTH PERIOD.

THE RFQ DOCUMENTS ARE OBTAINABLE FROM THE OFFICE OF TRANSNET FREIGHT RAIL, TENDER ADVISE CENTRE, GROUND FLOOR, INYANDA HOUSE 1, WELLINGTON ROAD, PARKTOWN, DURING OFFICE HOURS 08:00 TO 15:00 AND NON-REFUNDABLE RFQ FEE OF R100 000 IS APPLICABLE PER RFQ. PAYMENT TO BE MADE TO TRANSNET FREIGHT RAIL, STANDARD BANK ACCOUNT NUMBER : 200133590, BRANCH CODE : 004805. RFQ CLOSING DATE: 12 SEPTEMBER 2013.

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

QUOTATIONS MAYBE FAXED TO : 011 774 9129/011 774 9186.

FOR ANY TECHNICAL ENQUIRIES WITH REGARD TO THIS RFQ YOU CAN CONTACT :MR. JAN SETE 011 570 7576/083 288 9520.

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

1.2 IF POSTED:

21 WELLINGTON ROAD
INYANDA HOUSE 1
PARKTOWN
2193

1.3 ,IF DELIVERED BY HAND:

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

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

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PARKTOWN

2. CONDITIONS:

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

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

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

2.5 BEST DELIVERY TIME MUST BE OFFERED.

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

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

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

3. EVALUATION CRITERIA

3.1 PRE-QUALIFICATION CRITERIA: COMPLIANCE TO SPECIFICATION, ACCREDITATION. SUPPLIERS WHO DO NOT MEET PRE-QUALIFICATION CRITERIA WILL NOT BE CONSIDERED FOR FURTHER EVALUATION. 3.2 COMPETITIVE PRICING.

TAX CLEARANCE CERTIFICATES:

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

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

COMPANY DETAILS:

NAME OF COMPANY: _____
CONTACT PERSON: _____
TEL. NO. _____ FAX NO: _____
REG. NO. _____

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

Transnet fully endorses and supports the Government's Broad-based Black Economic Empowerment Programme and it is strongly of the opinion that all South African Business Enterprises have an equal obligation to redress the imbalances of the past.

Transnet will therefore prefer to do business with local business enterprises who share these same values. Transnet will endeavour to do business with local business enterprises that possess a BBBEE "recognition level" of at least a level 5. Transnet urges Tenderers (large enterprises and QSE's - see below) to have themselves accredited by any one of the various Accreditation Agencies available, who do their BBBEE ratings in accordance with the latest Codes (i.e. those promulgated on 9 February 2007) and whose names appear on the present ABVA (Association of BEE Verification Agencies) - "List of Full Members" as displayed on the ABVA website (www.abva.co.za). Although no agencies have, as yet, been accredited by SANAS (SA National Accreditation System), Transnet will, in the interim, accept rating certificates of tenderers who have been verified by any of the listed agencies.

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

1. Large Enterprises (i.e. annual turnover >R35million):

" Rating level based on all seven elements of the BBBEE scorecard.

2. Qualifying Small Enterprises - (QSE) (i.e. annual turnover >R5million but <R35million):

" Rating based on any four elements of the BBBEE scorecard.

NB:

3. Emerging Micro Enterprises - (EME) (i.e. annual turnover <R5m) are exempted from being rated/verified:

" Automatic rating of Level 4 BBBEE irrespective of race of ownership, i.e. 100% BBBEE recognition

" Black ownership >50% or Black Women ownership >30% automatically qualifies as Level 3 BBBEE, i.e. 110% BBBEE recognition

" EME's should provide certified documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% from the EME's Auditor/Accounting Officer.

4. In addition to the above, Tenderers who wish to enter into a Joint Venture or subcontract portions of the contract to BBBEE companies,

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must state in their tenders the percentage of the total contract value that will be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and / or sub-contractor/s, as well as a breakdown of the distribution of the aforementioned percentage must also be furnished

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

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

Turnover: Kindly indicate your company's annual turnover for the past year R_____

- " If annual turnover <R5m, please attach certified confirmation from your Auditor/Accounting Officer
- " If annual turnover >R5m please attach original or certified copy of accreditation certificate and detailed scorecard by an ABVA accreditation agency (registered as a "Full Member")

PAYMENT TERMS

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

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

CONDITIONS:

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

SCHEDULE OF REQUIREMENTS

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

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

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

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

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

CONFIDENTIALITY IS QUARANTEED

Item	Qty	Material	Description
00010	20	SHE	INCIDENT INVESTIGATION 1:3

R.....
Each

Delivery Date: 18.10.2013

FULL DETAILS OF DESCRIPTION

00020	001	TRAVELLING	
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R.....
Each

Delivery Date: 18.10.2013

FULL DETAILS OF DESCRIPTION

00030	20	SHE REPRESENTATIVE FUNCTION (3 DAYS)	
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R.....
Each

Delivery Date: 18.10.2013

FULL DETAILS OF DESCRIPTION

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Item	Qty	Material	Description
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00040	384	TRAVELLING	
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R.....

Each

Delivery Date: 18.10.2013

FULL DETAILS OF DESCRIPTION

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3. ADDITIONAL INFORMATION REQUIRED: (WHERE APPLICABLE)

3.1 THE FOLLOWING ADDITIONAL INFORMATION IS REQUIRED:

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

(J) FULL NAME AND ADDRESS OF INSPECTION POINT:

(K) COUNTRY OF ORIGIN:

Comply : _____ Does not Comply : _____ Not applicable : _____

Justification :

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

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

- * EXCHANGE RATE ON WHICH THE QUOTATION PRICE IS BASED: R1,00 (S.A. CURRENCY) BEING EQUAL TO (FOREIGN CURRENCY)
- * PERCENTAGE IN RELATION TO THE QUOTATION PRICE TO BE REMITTED OVERSEAS:

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

* APPLICABLE DATE OF EXCHANGE RATE:

* BENEFICIARY'S NAME AND FULL ADDRESS:

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

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

(N) DELIVERY DATE:

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

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

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

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

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

"PREVIEW COPY ONLY"

DATE:

SIGNATURE OF TENDERER(S):

SPECIALISED COURSES

COURSE ID: CONTACTS:

HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

DURATION: 2 days
 LICENSED: Yes
 CREDITS: 7
 SAQA ID: 244287
 NO LEVEL: 5
 PREREQUISITES: None

This practical course will provide the learners with the necessary tools and skills, to enable them to carry out hazard identification and risk assessments in their workplace. The aim of the course is to enable those who attend to make responsible and informed contributions to the health and safety effort in their workplace.

COURSE OUTLINE

- Explain the hazard identification and risk assessment process
- Explain the different types of hazard identification and risk assessments in the workplace
- Select the appropriate hazard identification and risk assessment method for different circumstances
- Describe and apply the techniques used in hazard identification and risk assessment in the workplace
- Conduct a Risk Assessment using the HIRA methodology
- Identify applicable control measures

TARGET GROUPS

- Management and supervisors
- HSE practitioners and HSE representatives
- Any person who is expected to carry out formal hazard identification and risk assessments.

HSE SYSTEM DOCUMENTATION

DURATION: 2 days
 LICENSED: Yes
 CREDITS: 7
 SAQA ID: 244287
 NO LEVEL: 5
 PREREQUISITES: None

On completion of this course the successful learner will be able to develop HSE Management System Documentation.

COURSE OUTLINE

- Develop HSE works instructions and procedures
- Develop HSE Objectives and targets and HSE Management Program
- Develop HSE Monitoring and Measurement Schedule

TARGET GROUPS

- Supervisors
- HSE Management
- Occupational Health staff

ITIS: TRAIN-THE-TRAINER

DURATION: 5 + 1 days
 LICENSED: NO
 CREDITS: 10
 SAQA ID: 117870
 NO LEVEL: 4
 PREREQUISITES: SAMTRAC (Licensees only)

The course deals with training and facilitation techniques with the focus on outcomes-based learning principles. Learners are guided to facilitate adult learning. This course is a prerequisite for licensee registration to present selected NOSA courses.

COURSE OUTLINE

- Introduction to facilitation
- The facilitation process
- Facilitating learning event
- Assessment and evaluation

TARGET GROUPS

- HSE practitioners
- Training personnel
- Supervisors and/or others who provide formal or informal training

INCIDENT INVESTIGATION LEVEL THREE

DURATION: 3 days
 LICENSED: Yes
 CREDITS: 5
 SAQA ID: 120835
 NO LEVEL: 3
 PREREQUISITES: None

Detailed but simple approach to incident investigation procedures and techniques.

COURSE OUTLINE

- Describe the basic causes of incidents in the workplace
- Report incidents
- Prepare an investigation kit
- Identify the members of an investigation team
- Follow a systematic investigation process
- Identify the root cause of an incident
- Make recommendations to prevent recurrence of an incident

TARGET GROUPS

- Department managers, supervisors and investigators
- Team members, HSE reps, committee members and HSE practitioners

SUPERVISORY COURSES

COURSE CONTACTS

COVID TRAINING COURSE

DURATION: 1 day
LICENSED: No
CREDITS: N/A
SAQA ID: N/A
NOF LEVEL: 4
PREREQUISITES: None

On completion of this course the learner will have an in-depth knowledge and understanding of the basic legal requirements in terms of injuries and diseases.

COURSE OUTLINE

- An in-depth look at the basic legal requirements in terms of injuries and diseases
- The relationship between the COVID Act and other legislation on occupational health and safety

TARGET GROUPS

- HR staff
- Occupational health staff

HSE REPRESENTATIVE COURSE

DURATION: 1 day
LICENSED: Yes
CREDITS: N/A
SAQA ID: N/A
NOF LEVEL: 2
PREREQUISITES: None

This course focuses on the responsibilities, roles and functions of HSE representatives.

COURSE OUTLINE

Successful learners will be able to:

- Explain basic legal requirements pertaining to the HSE representatives, HSE committees, inspectors, employer and employees
- Participate effectively in HSE inspections and committee procedures
- Promote HSE procedures in the workplace
- Identify hazards

TARGET GROUPS

- HSE union, employee reps, practitioners and committee members
- Management, supervisors, employees involved with HSE representatives or their functions

HSE REPRESENTATIVE FUNCTIONS

DURATION: 3 days
LICENSED: Yes
CREDITS: 7
SAQA ID: 259619 and 259622
NOF LEVEL: 2
PREREQUISITES: None

On completion of the course the learner will be able to identify, evaluate and record safety, health and environmental hazards in their designated work areas and be able to evaluate the risks attached to operational tasks and processes.

COURSE OUTLINE

- Explain the objectives and benefits of structured workplace and operational process inspections
- Determine the N/A elements that need to be included in regular HSE and supervisory inspections, checks and/or planned maintenance schedules
- Prepare for and carry out practical workplace inspections and equipment checks as well as identify, evaluate and record findings
- Present summary reports on inspection findings for action by HSE committee meeting
- Comply with legislative requirements and Codes of Practice
- Reduce both occupational incident frequency and severity rates
- Prepare a summary report on findings together with recommendations for submission to HSE committee or other appropriate management representative

TARGET GROUPS

- Employees and supervisors responsible for the implementation and maintenance of HSE standards and management control procedures in daily operational processes and procedures.
- HSE representatives, HSE committee members, shop stewards and staff involved in or responsible for the evaluation of inspection reports.
- HSE practitioners at all levels.

