

REQUEST FOR QUOTATIONS

Transnet Freight Rail a Division of Transnet SOC Ltd. invites all interested parties to respond to a request for quotation (RFQ) as indicated below. All RFQ's should be submitted on the appropriate tender forms and should be faxed to 011 774 9129 or 011 774 9186 at 10h00 on the closing date of the RFQ/s.

The RFQ submissions must be addressed to The Chairman of the Transnet Freight Rail Acquisition Council, Inyandu House 1; 21 Wellington Road, Parktown, Gauteng.

RFQ documents may be obtained **Free Of Charge** on and after **Tuesday, 15 July 2014 and must be collected before 15h00 on Friday 17 July 2014** at Transnet Freight Rail, Supply Chain Services, Ground Floor Inyanda House, 21 wellington Road, Parktown Johannesburg 2001 during the office hours **09h00 to 15h00** during weekdays. (NB: No tenders will be issued after this deadline).

RFQ documents may be viewed from the website by clicking on the RFQ number that is highlighted in red on the website: (<http://www.transnetfreightrail-tfr.net/Supplier/Pages/Tenders.aspx>)

RFQ NUMBER: ERAC-EMU-14875

DESCRIPTION: PROVISION OF HYGIENE AND SANITATION FOR BUILDINGS FROM GOLELA TO NEW GUELDERLAND AND FROM EMPANGENI TO THE HARBOUR INCLUDING OLD NAVAL BASE FOR FOUR (4) MONTHS

A COMPULSORY INFORMATION BRIEFING SESSION WILL BE HELD AT BOARDROOM 252 MALAHLE HOUSE, EMPANGENI, ON THE 18TH JULY 2014 AT 10:00 AM.

CLOSING DATE: 24 July 2014 @ 10H00

For enquiries regarding the collection of the RFQ please contact:

Name: Thivhonalali Ramugondo **Tel** : 035 906 7311 **OR**

Anthonie Erasmus or Morris Mhlongo Tel No. 011 584 9231 and 011 584 9230.

Email: Thivhonalali.Ramugondo@transnet.net

Transnet Freight Rail urges Clients & Suppliers to report fraud/corruption at Transnet to TIPOFFS ANONYMOUS: 0800 003 056



Transnet Freight Rail, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No ERAC-EMU-14875

**FOR THE PROVISION OF: HYGIENE AND SANITATION FOR BUILDINGS FROM
GOLELA TO NEW GUELDERLAND AND FROM EMPANGENI
TO THE HARBOUR INCLUDING OLD NAVAL BASE FOR
FOUR (4) MONTHS**

**FOR DELIVERY TO: GOLELA TO NEW GUELDERLAND AND FROM EMPANGENI
TO THE HARBOUR INCLUDING OLD NAVAL BASE**

ISSUE DATE: 15th July 2014 to 17th of July 2014

CLOSING DATE: 24th July 2014

CLOSING TIME: 10:00

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: FAX

CLOSING VENUE: Transnet Freight Rail,
The Chairman of the Acquisition Council,
Ground Floor, Inyanda House,
21 Wellington Road
Parktown, Johannesburg, 2001
Fax numbers are as follows: Fax numbers: 011 774 9129, 011 774 9186
and contact Thuli Mathebula at 011 544 9497

1 Responses to RFQ

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

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

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

2.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that the following preference point system is applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFP and all Bids received exceed R1 000 000.00, the RFP must be cancelled.

The value of this bid is estimated to be below R1000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

When Transnet invites prospective suppliers to submit Proposals for its various expenditure programmes, it requires Respondents to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic

Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a one year transitional period starting 11 October 2013. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. After the first year of the implementation of the Revised Codes, B-BBEE compliance will be measured in terms of the Revised Codes without any discretion. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 10 October 2014. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.

Respondents are required to complete Annexure A [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

Note: Failure to submit a valid and original B-BBEE certificate or a certified copy thereof at the Closing Date of this RFQ will result in a score of zero being allocated for B-BBEE.

[Refer clause 19 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: Thivhonal Ramugondo Email: Thivhonal.Ramugondo@transnet.net
- c) Respondents may also, at any time after the closing date of the RFQ, communicate with Regional Supply Chain Manager on any matter relating to its RFQ response:
Telephone 035 905 4609 Email Lizelle.smith@transnet.net

4 Tax Clearance

The Respondent's original and valid Tax Clearance Certificate must accompany the Quotation. Note that no business shall be awarded to any Respondent whose tax matters have not been declared by SARS to be in order.

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.

Transnet reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

13 Transnet's supplier integrity pact

Transnet's Integrity Pact requires a commitment from suppliers and Transnet that they will not engage in any corrupt and fraudulent practices, anti-competitive practices; and act in bad faith towards each other. The Integrity Pact also serves to communicate Transnet's Gift Policy as well as the remedies available to Transnet where a Respondent contravenes any provision of the Integrity Pact.

Respondents are required to familiarise themselves with the contents of the Integrity Pact which is available on the Transnet Internet site [www.transnet.net/Tenders/Pages/default.aspx] or on request. Furthermore, Respondents are required to certify that they have acquainted themselves with all the

documentation comprising the Transnet Integrity Pact and that they fully comply with all the terms and conditions stipulated in the Transnet Supplier Integrity Pact as follows:

YES	NO
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Should a Respondent need to declare previous transgressions or a serious breach of law in the preceding 5 years as required by Annexure A to the Integrity Pact, such declaration must accompany the Respondent's bid submission.

14 Evaluation Criteria

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

Criterion/Criteria	Explanation
Administrative responsiveness	Completeness of response and returnable documents
Substantive responsiveness	Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.
Functionality Threshold	As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as threshold with a prescribed percentage threshold of 60%. Clause by Clause compliance, Health Safety plan and Regional footprint will be considered as part of the technical evaluation[complete Annexure B – Technical Questionnaire]
Final weighted evaluation based on 80/20 preference point system as indicated in paragraph 2	<ul style="list-style-type: none"> • 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 indicated in Annexure A.

15 Validity Period

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

16 Banking Details

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.

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

17 Company Registration

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

18 Disclosure of Prices Quoted

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

YES NO

19 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 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 and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference 	
<ul style="list-style-type: none"> - Valid and original B-BBEE certificate/sworn affidavit or certified copy thereof from auditor, accounting officer or SANAS accredited Verification Agency [EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference 	
<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 	
<ul style="list-style-type: none"> - Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party] 	

Respondent's Signature _____

_____ Date & Company Stamp

Returnable Documents	Submitted [Yes or No]
Companies and Intellectual Property Commission (CIPC) <ul style="list-style-type: none"> • Certified copies of the company's shareholding/director's portfolio • Entity's letterhead • Certified copy of VAT Registration Certificate [RSA entities only] • Certified copy of valid Company Registration Certificate [if applicable] 	
ANNEXURE A – B-BBEE Preference Points Claim Form ANNEXURE B: Technical Submission/Questionnaire ANNEXURE C- Scope of work ANNEXURE D- Certificate of attendance of RFQ Briefing	

"PREVIEW COPY ONLY"

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

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

Item No	Description of Goods /Services	Unit of Measure	Quantity	Unit Price (ZAR)	Total Price (ZAR)
1	Hygiene and sanitation for buildings from Golela to New Guelderland and from Empangeni to the Harbour including Old Naval Base	Months	4		

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.
- d) All items on the Pricing Schedule should be priced; if not it will result in a bid being disqualified.

Respondent's Signature

Date & Company Stamp

Section 3

VENDOR APPLICATION FORM

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

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details **[with bank stamp]**
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified copies** of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)
4. **Certified copies** of the company's shareholding/director's portfolio
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. **A valid and original** B-BBEE Verification Certificate / sworn affidavit **or certified copy** thereof meeting the requirements for B-BBEE compliance as per the B-BBEE Codes of Good Practice
9. **Certified copy** of valid Company Registration Certificate [if applicable]

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 number

Company fax number

Company email address

Company website address

Bank name

Branch & Branch code

Account holder

Bank account number

Postal address

Respondent's Signature

Date & Company Stamp

Code

Physical Address

Code

Contact person

Designation

Telephone

Email

Annual turnover range [last financial year] < R5 m R5 - 35 m > R35 m

Does your company provide Products Services Both

Area of delivery National Provincial Local

Is your company a public or private entity Public Private

Does your company have a Tax Directive or IRP30 Certificate Yes No

Main product or services [e.g. Stationery/Consulting]

Complete B-BBEE Ownership Details:

% Black ownership % Black women ownership % Disabled Black ownership % Youth ownership

Does your entity have a B-BBEE certificate Yes No

What is your B-BBEE status [Level 1 to 9 / Unknown]

How many personnel does the entity 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	

**RFQ FOR THE PROVISION OF HYGIENE AND SANITATION FOR BUILDINGS FROM
GOLELA TO NEW GUELDERLAND AND FROM EMPANGENI TO THE HARBOUR
INCLUDING OLD NAVAL BASE FOR FOUR (4) MONTHS**

ANNEXURE A : B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [B-BBEE] Status Level of Contribution.

1. INTRODUCTION

- 1.1 A total of 20 preference points shall be awarded for B-BBEE Status Level of Contribution.
- 1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [SANAS] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [IRBA] or an Accounting Officer as contemplated in the Close Corporation Act [CCA] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.
- 1.3 Transnet reserves the right to require of a Bidder, either before a Bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by Transnet.

2. GENERAL DEFINITIONS

- 2.1 "**all applicable taxes**" include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "**B-BBEE**" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "**B-BBEE status of contributor**" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 "**Bid**" means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 "**Broad-Based Black Economic Empowerment Act**" means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 "**comparative price**" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 "**consortium or joint venture**" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

- 2.8 **"contract"** means the agreement that results from the acceptance of a bid by Transnet;
- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;
- 2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes reference to a juristic person;
- 2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928
- 2.15 **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.

- 3.3 Points scored will be rounded off to 2 [two] decimal places.
- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 4.1 In terms of the Preferential Procurement Regulations, 2011, preference points shall 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 [Maximum 20]
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 4.2 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.3 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.4 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.5 In terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, Bidders who qualify as QSEs are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.6 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 4.7 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level

certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.

- 4.9 A person will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.10 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.11 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

- 5.1 **Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:**

B-BBEE Status Level of Contributor _____ = _____ [maximum of 20 points]

Note: Points claimed in respect of this paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1 above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit in the case of an EME or QSE.

- 5.2 **Subcontracting:**

Will any portion of the contract be subcontracted? YES/NO [delete which is not applicable]

If YES, indicate:

- (i) What percentage of the contract will be subcontracted?%
- (ii) The name of the subcontractor
- (iii) The B-BBEE status level of the subcontractor
- (iv) Is the subcontractor an EME? YES/NO

- 5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....
- (iv) Type of Company / Firm [TICK APPLICABLE BOX]

Partnership/Joint Venture/Consortium

One person business/sole propriety

Close Corporations

- Company (Pty) Ltd
- (v) Describe Principal Business Activities

.....

(vi) Company Classification [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g Transporter, etc
- (vii) Total number of years the company/firm has been in business.....

BID DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE status level of contribution indicated in paragraph 4 above, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the contractor may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet may, in addition to any other remedy it may have:
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *audi alteram partem* [hear the other side] rule has been applied; and/or
 - (e) forward the matter for criminal prosecution.

WITNESSES:

- 1.
- 2.

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME:

ADDRESS:.....

ANNEXURE B - TECHNICAL SUBMISSION**1. TECHNICAL SCORING SCALE**

Quality criteria	Sub-criteria
Clause by Clause compliance	<ul style="list-style-type: none">• Supplier to confirm that they will adhere to the scope of work that was provided by Transnet
Health Safety plan	<ul style="list-style-type: none">• Health Risk and Safety plan as per Risk assessment
Local Based Supplier	<ul style="list-style-type: none">• Written proof of address of distribution center

Respondent's Signature_____
Date & Company Stamp

2. TECHNICAL QUESTIONNAIRE

NO	ITEM	YES TICK (SUBMIT WRITTEN PROOF)	NO TICK
Clause by Clause compliance	Supplier to confirm that they will adhere to the scope of work that was provided by Transnet;		
	1. Scope of requirements		
	1.1 scope of work		
	1.2 Sufficiency of RFQ		
	1.3 Site meetings		
	1.4 Schedule of quantities and prices		
	1.5 Standard of workmanship		
	1.6 programme of work		
	1.7 Performance monitoring and evaluation		
	1.8 Remedial work		
	1.9 Terms		
	1.10 Measurement and payment		
	1.11 SABS standard		
	1.12 Penalties		
	1.13 Electrical hand dryers		
	1.14 Specification on equipment		
	1.15 Requirements		
	1.16 Health, risk and safety plan required		
	1.17 Minimum plant and equipment required		
	1.18 Addresses for various buildings		
1.19 Paper towel specification			

NO	ITEM	YES TICK (SUBMIT WRITTEN PROOF)	NO TICK
Health Safety plan	Health Risk and Safety plan as per Risk assessment		

NO	ITEM	YES TICK (SUBMIT WRITTEN PROOF)	NO TICK
Local Based Supplier	Written proof to be submitted on address of distribution centre		

"PREVIEW COPY ONLY"

Respondent's Signature

Date & Company Stamp

**ANNEXUTER C: SCOPE OF WORK
FOR THE PROVISION OF HYGIENE SERVICES UNDER THE JURISDICTION OF REAL
ESTATE MANAGEMENT**

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"PREVIEW COPY ONLY"

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 four (4) 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.

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 seemed to indicate the Respondent acquaintance with the vicinities requiring the service.

1.4 SHEDULE 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 WORKMENSHIP

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 rims, 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.

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 4 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 flash and automatic air-freshner 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 units and first deep clean services)

1.10.3.2 Further inspections and payments-

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 respondent is to adhere to the laid down SABS standard with regards to protective clothing, storing of chemical 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

Due to the fact that Transnet Freight Rail is embarking on energy saving project, therefore no installation of electrical hand dryer 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 where its required

1.14.4 Toilet holders must be lockable and keys will be supplied to TFR

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 or spray must be supplied for sits

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.

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 proof of issue.

1.16.9. Project 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).
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/kitchen
- 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 attached Annexure A

CONTACT PERSON ON SITE

Mrs N Sithomo
4 Kiewiet Street
Empangeni
Telephone (035 906 7639) or 083 795 0043

1.19 PAPER TOWEL SPECIFICATION

- Paper towel ~ Type disposable, Ply 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

ANNEXURE D - CERTIFICATE OF ATTENDANCE OF RFQ BRIEFING

RFQ FOR THE PROVISION OF HYGIENE AND SANITATION FOR BUILDINGS FROM GOLELA TO NEW GUELDERLAND AND FROM EMPANGENI TO THE HARBOUR INCLUDING OLD NAVAL BASE FOR FOUR (4) MONTHS

Section 15 : CERTIFICATE OF ATTENDANCE OF RFQ BRIEFING

It is hereby certified that –

- 1. _____
- 2. _____

Representative(s) of _____ *[name of entity]*
 attended the RFQ briefing in respect of the proposed Goods to be supplied in terms of this RFQ on
 _____ 20____

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

EMAIL _____

Respondent's Signature

Date & Company Stamp

