



# RFQ / TENDER

Tender No: HO 12026

Vendor No: 11001386

BOARD LIST  
BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT  
2000

Purchaser : Koketso Selowa  
Telephone : 011 584 0688  
Fax Number: 011 774 9129

Please quote reference:  
D05/6000595238

Deliver to:  
TFR Head Office  
Supply Chain Services  
2000 Johannesburg

Closing Date : 25.09.2013  
Validity Date : 27.12.2013  
RFQ No : 6000595238

PREVIEW COPY ONLY

1. RETURN OF QUOTATION/S:

PLEASE SEND TO FAX NUMBER 774-9129

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

1.2 IF POSTED:

EXECUTIVE MANAGER (TRANSNET FREIGHT RAIL, SUPPLY CHAIN SERVICES)  
PO BOX 8617  
JOHANNESBURG  
2000

1.3 ,IF DELIVERED BY HAND:

TRANSNET FREIGHT RAIL  
INYANDA HOUSE 2  
16 GIRTON ROAD  
PARKTOWN  
JOHANNESBURG  
2001

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 CSS5 (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 (CONDITONAL DISCOUNT) 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.

DATE: ..... SIGNATURE OF TENDERER(S): .....

CONTACT PERSON: ..... TEL No: .....

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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.**

#### 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](http://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, 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

DATE: .....

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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 PROCESS. 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 FRAUDCORRUPTION 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
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00010 1 Design and custom build of stand

R.....  
Each

Delivery Date: 01.10.2013

FULL DETAILS OF DESCRIPTION

00020 1 Project Management

R.....  
Each

Delivery Date: 01.10.2013

FULL DETAILS OF DESCRIPTION

00030 1 Setup , Breakdown and Transport logistic

R.....  
Each

Delivery Date: 01.10.2013

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:  
.....  
.....

DATE: .....

SIGNATURE OF TENDERER(S): .....



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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: .....%.

DATE: .....

SIGNATURE OF TENDERER(S): .....





**Brief: Design and build of Transnet Freight Rail stand for Trans Africa Conference and Exhibition, Nasrec Expo Centre, Johannesburg 2013 – Taking place from 1<sup>st</sup> – 4<sup>th</sup> October 2013**

## Background

### Transnet

Transnet Freight Rail, a division of Transnet SOC Limited will be participating the Trans Africa exhibition from the 1<sup>st</sup> – 4<sup>th</sup> October 2013 at the Nasrec Expo Centre and would like to invite proposals for the design and building and a customer stand for the Transnet Freight Rail exhibition space.

**Event Exhibition: Trans Africa Conference and Exhibition – Nasrec Expo Centre, Johannesburg 2013 scheduled for 1<sup>st</sup> – 4<sup>th</sup> October 2013.**

**Stand size: 20m<sup>2</sup>**

### To note:

- ✓ The area is carpeted and no additional carpeting should be included.
- ✓ The hanging of banners and backdrop are allowed inside the venue and can be done from the roof top
- ✓ Exhibitors are not permitted to lay cables or wiring under the carpet
- ✓ Set up is on the 28<sup>th</sup> September 2013 (12h00)
- ✓ Break up 5<sup>th</sup> October 2013 (17h00)
- ✓ Compliant of Certificate: Electrical
- ✓ Structural Engineering Certificate
- ✓ Project Management
- ✓ Flooring: Melamine Wooden Flooring with Aluminium edging
- ✓ Transport and Logistics

### Stand Design

The design and layout should depict and compliment, thorough graphics and stand layout **core business** of Transnet Freight Rail – Which is the transporting of goods on rail – **safely**. More information can be obtained from the Transnet Freight Rail website –

Transnet SOC Ltd  
Registration Number  
190/000900/30

21 Wellington Road  
Parktown  
Johannesburg  
1293

Private Bag x47  
Johannesburg  
South Africa, 2000  
T +27 11 544 9500  
F +27 11 544 9597

[www.transnetfreightrail-tfr.net](http://www.transnetfreightrail-tfr.net)

Transnet Freight Rail is an Authorised Financial Services Provider FSP 18828

Directors: ME Mkwana (Chairman) B Molefe\* (Group Chief Executive) MK Choubey# MA Fanucchi Y Forbes HD Gazendam N Moola NR Ntshingla IM Sharma  
! Skosana E Tshabalala DLI Tshepe A Singh\* (Chief financial Officer)  
: executive #Indian

Group Company Secretary: ANC Ceba





[www.transnetfreightrail-tfr.net](http://www.transnetfreightrail-tfr.net) – the corporate pantone colours are attached for information.

Rental requirements include: a Plasma Screen and DVD player, provision should be made for furniture that will complement the design of the stand. The stand builder will carry insurance cost for the duration of the exhibition. Assistance in terms of the technical side is required for the duration of the exhibition. Pictures of the exhibition stand should be available to Transnet Freight Rail on the 29<sup>th</sup> of September 2013 after the stand is built.

**Please submit quotation as follows:**

1. Design and custom build of stand
2. Project Management
3. Setup , Breakdown and Transport logistics

R \_\_\_\_\_

R \_\_\_\_\_

R \_\_\_\_\_

**Submission for quotations and proposals date: 23 September 2013**

**Delivery Date: 28 September 2013**

**For further enquiries please contact Elizabeth Tlhabolwa on:**

**E-mail: [elizabeth.tlhabolwa@transnet.net](mailto:elizabeth.tlhabolwa@transnet.net) Tel. 011 544-9519**

Other requirements:

- The stand must accommodate both exhibitions, Trans Africa being the bigger one. This means that it should be able to be reused in order to cater for smaller exhibitions.
- All aesthetics must coincide with the TFR brand as well as compliment the surroundings (Venue).
- Walking space and interaction space is important.
- Supplier is required to work with the supplier of the Transnet Group's exhibition stand.

Transnet SOC Ltd  
Registration Number  
190/000900/30

21 Wellington Road  
Parktown  
Johannesburg  
1293

Private Bag x47  
Johannesburg  
South Africa, 2000  
T +27 11 544 9500  
F +27 11 544 9597

[www.transnetfreightrail-tfr.net](http://www.transnetfreightrail-tfr.net)

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Directors: ME Mkwanazi (Chairman) B Molefe\* (Group Chief Executive) MK Choubey# MA Fanucchi Y Forbes HD Gazendam N Moola NR Ntshingila IM Sharma  
I Skosana E Tshabalala DLI Tshepe A Singh\* (Chief financial Officer)  
Executive #Indian

Group Company Secretary: ANC Ceba