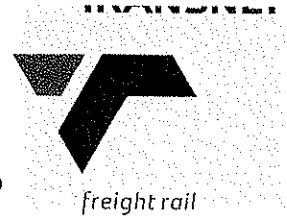


# RFQ / TENDER



Tender No: HOACH12219

Vendor No: 11001386

BOARD LIST  
BOARD LIST  
TRANSNET FREIGHT RAIL  
PROCUREMENT DEPARTMENT  
2000

Purchaser : Emelda Lithole  
Telephone : 011 584 1025  
Fax Number:

Please quote reference:  
DJ6/6000595904

Deliver to:  
TFR Head Office  
Supply Chain Services  
2000 Johannesburg

Closing Date :22.10.2013  
Validity Date :30.01.2013  
RFQ NO :6000595904

Currency: ZAR

RFQ/TENDER: HOAC-HO-12219

REQUEST FOR THE APPOINTMENT OF THE ENVIROMENTAL ASSESSMENT PRACTITIONER TO COMMISSION THE BASIC ASSESSMENT PROCESS FOR THE ERECTION OF A 24M LATTICE MAST AND ASSOCIATED INFRASTRUCTURE AT DANNHAUSER HILL, KWA ZULU NATAL

BIDDER/S ARE HEREBY INVITED TO QUOTE AND SUBMIT QUOTATION/S AT INYANDA HOUSE 1, 21 WELLINGTON ROAD, PARKTOWN-JOHANNESBURG, NOT LATER THAN TUESDAY 22 OCTOBER 2013 AT 10:00 AM.

1. RETURN OF QUOTATION/S PLEASE FAX: 011 774 9129 OR 774 9186 OR  
E-MAIL TO: thuli.mathebula@transnet.net.  
NB! PLEASE REFER TO THE ATTACHED SPECIFICATION AT THE BACK OF THIS DOCUMENT, AND COMPLETE ATTACHED ANNEXURE A

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 DELIVERED BY HAND:

TRANSNET FREIGHT RAIL, SUPPLY CHAIN SERVICES  
GROUND FLOOR  
INYANDA HOUSE 1  
21 WELLINGTON ROAD  
PARKTOWN  
2193

2. CONDITIONS:

DATE: .....

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

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

# RFQ / TENDER

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Date : 09.10.2013 2

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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), VALUE ADDED TAX (VAT) MUCH BE SHOWN SEPARATELY.

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

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 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 Service 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 BASE 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 past. Transnet will therefore prefer to do business with local business enterprises who share these same values. Transnet will endeavour to do business with enterprises that possess a BBBEE "recognition level" of at least a level 5. Transnet urges Tenderers (large enterprises and QSE - 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 > R 35 million: Rating level based on all seven elements of the BBBEE scorecard. 2. Qualifying Small Enterprises (QSE) (i.e. annual turnover > R 5m but < R 35m) Rating based on any four elements of the BBBEE scorecard. NB:

3. Emerging Micro Enterprises (EME) (i.e. annual turnover < R 5m) 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

DATE: .....

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

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## BOARD LIST TRANSNET FREIGHT RAIL PROCUREMENT DEPARTMENT

that will be allocated to such BBEE companies should they be successful in being awarded any business. A rating certificate in respect of such BBEE 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 BBEE 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 BBEE 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 BBEE

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 ANA 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 and 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

TENDERERS SHOULD INSERT THEIR PRICE/S UNDER THE APPROPRIATE HEADING HEREUNDER;

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

NB. TENDERERS OFFERING GOODS FROM IMPORTED SUPPLIES MUST SUBMIT THEIR PRICES ON THE DELIVERY BASIS APPEARING UNDER COLUMN (C) OF THIS SCHEDULE OF REQUIREMENTS.

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

DATE: .....

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

.....

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/TRANSNET EMPLOYEES. IF, IN THE OPION OF TRANSNET,S CHIEF OPERATING OFFICER, A TENDERER/CONTRACTOR/SUPPLIER HAS OR CAUSED TO BE PROMISED, OFFER OR GIVEN TO ANY TRANSNET EMPLOYEE, ANY BRIBE, COMMISSION, GIFT LOAN ADVANTAGE OR OTHER CONSIDERATION,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 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 DBN 298, UMHLANGA ROCKS, 4320

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:-----

(L) YEAR 2000 CONTRACT COMPLIANCE:

Vendor/proposers shall indicate their year 2000 compliance with:

- A. Technology Products.
- B. Equipment, products, components or parts
- C. Products and Services

Non- compliance with either (A) or (B) shall result in your bid/ proposal being deemed non-responsive. Non-Compliance with (C) may cause you bid/proposal to be deemed non-responsive. If you indicate that

DATE: .....

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

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## BOARD LIST TRANSNET FREIGHT RAIL PROCUREMENT DEPARTMENT

none of the following apply, please provide a written justification for your determination. Transnet will review this justification and will make a final determination.

Year 2000 Compliance means that (A) the information Technology, (B) Equipment/Products/Components/Parts (Collectively Products) supplied.

(C) Products and Services contracted, will accurately process date and time data from into and between the 20th and 21th centuries. The year 1999 and 2000 and for all leap year. Process date and time includes, but is not limited to, data calculation, logistical functions, program branching, format conversion, edits and validations and the use of dates in comparasons, sorting sequencing, merging, retrieving, searching and indexing. Furthermore year 2000 compliance when (A) used in combination with other information technology, (B) used in combination with other products, (C) used in combination with their(Vendor) other date required interfaces, shall accurately process date and time data (A) if the other technology, (B) If the other products, (C) either passed to or received from their other customers/suppliers, properly exchange date and time data with it/ them.

Comply: \_\_\_\_\_ Does not Comply: \_\_\_\_\_

Justification:-----

### (M) 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:

### (N) 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:R 1.00 SA 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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BOARD LIST  
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-----  
\* BENEFICIARY'S BANKERS AND FULL ADDRESS:  
-----  
-----

-----  
\* APPLICABLE ACCOUNT NUMBER:  
-----

(O) 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.-(DAY)

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

-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

FUNCTIONALITY AND WEIGHT RATING BASE ON FOLLOWING ELEMENTS:

1. COMPETITIVE PRICING,QUALITY EQUIP.M.MANUFACT.(SANAS)(LEAD TIME DEL)90%
2. BBEE CERTIFICATE & SCORECARD TO

Item	Qty	Material	Description	
00010	1		Enviromental Assessment Practitioner	R..... Each

Delivery Date: 01.08.2014

FULL DETAILS OF DESCRIPTION

DATE: .....

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



## Terms of Reference

**Contract Description :** Request for the appointment of the Environmental Assessment Practitioner to commission the basic assessment process for the erection of a 24m lattice mast and associated infrastructure at Dannhauser Hill, KwaZulu Natal.

**Employer/Employer's Agent :** Ndivhuwo Netshilaphala  
 Transnet Freight Rail  
 Address: 39 Wolmarans Street  
 Logistics  
 Braamfontein  
 2017

Tel: 011 584 0528 Fax: 011 584 1330  
 Email: ndivhuwo.netshilaphala@transnet.net

### 1. Task Summary

The task involves commissioning of the basic assessment process, in accordance with the National Environmental Management Act, 1998 (Act No.107 of 1998) and all relevant regulations promulgated in terms of the said Act. Where conflict or discrepancy exists between a specific procedure, requirement or definition contained in this document, with that of the EIA regulations, the latter will take precedence.

The appointed Consultant will be required to conduct a comprehensive screening exercise to identify all relevant triggers for submission to the National Department of Environmental Affairs for confirmation. The following listed activity has already been identified by Transnet Freight Rail:

- GN.R. 246 – Activity 3: The construction of masts or towers of any material or type used for telecommunication, broadcasting or radio transmission purposes where the mast: a) is to be placed on a site not previously used for this purpose, and (b) will exceed 15 metres in height outside urban, but excluding attachments to existing buildings and masts on rooftops in KwaZulu Natal province.

The service provider is further expected to scope all environmental and environmental related permits and/or licences applicable to the proposed project and ensure that these are obtained as part of the EIA process.

### 2. Project Description

Transnet Freight Rail (TFR) has a broad range of telecommunication services to ensure the safe movement of trains. Such services include, amongst others, radio communication systems which are located on strategic locations (high sites) along the railway line.

TFR has embarked on a project to upgrade the trunk radio network on the Natal Mainline (Sentrstrand – Durban). The upgrade involves the building of additional radio high sites to improve radio coverage along the railway line.

Dannhauser Hill is a new site location that has been identified by TFR for the purpose of providing radio communication for trains travelling between Ballengeich - Dannhauser – Hattingspruit section.



## 2.1 Work Packages

### 2.1.1 Lattice Mast

- a new 24 m self-supporting three legged angle iron lattice mast will be installed;
- a footprint for this mast is 2.5 x 2.5 m (see Figure 2.1 below);
- the mast will be installed within the boundary of the site; and
- Installation of a Sinclair collinear antenna at 20 metres on the mast;

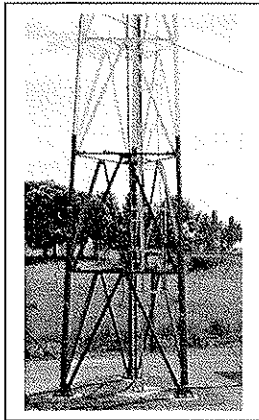


Figure 2.1: Self-supporting Lattice

### 2.1.2 Brick and Mortar Building

- a brick building (4 x 4 x 2.7) m with a flat concrete roof will be constructed; and
- the building will be used to house the telecommunications equipment.

### 2.1.3 Palisade Fence

- a palisade fence will be installed that will form a boundary for the site;
- the complete site perimeter will be 12 x 12 m;

### 2.1.4 Power

- install a 220 V three phase 30Kva power from the existing Eskom transformer that is located on the farm to the site location (power shall be aerial);

## 3. EAP Requirements

### 3.1 Specialist Studies

The EAP will be required to appoint specialists to undertake the specialist studies that will be required for the erection of a 24m lattice mast and associated infrastructure. As a minimum, **Visual Impact Assessment** have been identified as a specialist study to undertake for this project and must be budgeted for by the EAP and priced for in this tender submission:

### 3.2 Consulting Team Requirements

The team must have personnel who have the following key competencies:

- Environmental impact assessment
- Project management





- Public participation/ facilitation

### 3.3 Composition of the team

- The EAP must have undertaken and completed at least four to seven environmental impact assessment processes, at least one in respect to the erection of a lattice mast.
- The Project Manager must have at least eight years relevant experience.
- The team must include a proficient public participation facilitator/company with a minimum of five years' experience. The public participation process must be cognisant of language requirements and ensure that consultation with I&APs is open and transparent.
- Any *sub-consultants* contracted by the appointed EAP to undertake specialist studies or other relevant environmental approval processes, must meet the requirements with respect to experience and qualifications.

## 4. The Activities

The tasks that are listed below are generic to the process normally required by DEA with respect to EIA process. The tasks have been categorised according to certain phases. In all the subsections for each task, only what are considered the main tasks, deliverables, etc have been listed. The *Consultant* shall carry out all the tasks as normally required, to fulfil the application of this nature.

### Task 1: Project Initiation

Tasks will include but not necessarily be limited to the following main activities.

- Conduct a comprehensive screening exercise to identify any applicable listed activities that are relevant to the project.
- Prepare and submit an application for authorisation as required in terms of NEMA S24 together with all the prescribed documents to the Department of Environmental Affairs (DEA).
- Review and understand existing project data and information which will be provided by Transnet to the EAP on request.
- Identify project information gaps and list information requirements.
- Project initiation meeting and site visit.

**The deliverables include, but not limited to -**

- Environmental authorisation application forms and other relevant documents.
- Minutes of all project progress and planning meetings.
- Project plan and schedule.

### Task 2: Public participation

Carry out a public participation process to comply with regulations 54 – 57 inclusive of GN.R. 543, June 2010. Tasks will include but not necessarily be limited to the following main activities.



- Plan, implement and manage all aspects of the public participation programme for all the parts of the Project. This includes keeping a detailed record of all public participation activities, comments received and responses to these in terms of the NEMA Regulations.
- Develop and maintain a comprehensive database of stakeholders as required by the NEMA Regulations. The database shall differentiate clearly with respect to key stakeholders as required by the NEMA Regulations.
- Announce and advertise the environmental assessment process and application for environmental authorisation appropriately, in terms of the requirements of the NEMA Regulations.
- Such announcements and advertisements shall include but not necessarily be limited to press releases, a background information document, site notice boards, and letters to stakeholders, telephone calls, e-mail correspondence and information placed on the internet.
- Liaise and consult with the competent authority and other government departments that are relevant to the Project. This includes but is not necessarily limited to DEA and relevant departments within the Province and Municipalities.
- Where appropriate organise, conduct and record the discussions and inputs received from workshops aimed at the Competent Authority and key stakeholders.
- Where appropriate organise and convene appropriate focus group meetings to inform the public of the contents of, the findings and recommendations contained in the reports.
- Record comments and inputs from stakeholders and draw up a Comments and Response report based on the feedback obtained from stakeholders.
- Include the Comments and Response Report in the Draft Basic Assessment Report.
- Appropriate distribution of all reports and documentation in compliance with the Regulations and as required by the Competent Authority.
- Ongoing consultation with authorities and the broader stakeholder base throughout the process.
- Notification to stakeholders of the decision of the competent authority on the application.
- Handle any appeals in consultation with the *Employer*, as and when necessary.

**The deliverables include, but not limited to -**

- All requirements of regulations 54 to 57 inclusive, of GN.R 543.
- Register of I&APs, stakeholders and lead stakeholders.
- Minutes of all relevant project and public meetings, workshops and discussions.
- All public documents such as advertisements, background information document, letters, press releases and the like.
- Reports (e.g. comments response report, public participation report, etc.).

### **Task 3: Impact Assessment**

Carry out environmental impact assessment in terms of regulations 21-25 of GN.R. 543 of June 2010. The tasks involved include but are not necessarily limited to:

- Project management.
- Identify and draw up final terms of reference for specialist studies (where necessary)
- Appoint specialists to carry out studies (where necessary)
- Undertake site visits.



- Arrange and conduct integration meetings with specialists.
- Review specialist reports.
- Compile Draft Basic Assessment Report.
- Compile draft environmental management programme (EMPr) as required in terms of regulation 33 of GN.R R543 of June 2010.
- *Employer*, peer and public review of Draft Basic Assessment Report and draft EMPr.
- Arrange and conduct meetings, workshops and interactions with stakeholders.
- Analyse feedback from Stakeholders and compile final BAR and final EMPr.
- Finalise documentation and submit to authorities for consideration.

**The deliverables include, but not limited to -**

- Specialist Reports (where required)
- Draft Basic Assessment Report Report.
- Final Basic Assessment Report.
- All relevant requirements of regulations 21 to 25 inclusive, of Regulation R 543 of June 2010.
- Minutes of all relevant project planning and progress meetings.

**Task 4: Project Management**

Tasks will include but not necessarily be limited to the following main activities.

- Project planning and management of all project tasks and deliverables.
- Hold project planning and coordination meetings.
- Submit monthly project progress reports to the *Employer*.
- Attend and take the minutes of *Employer's* formal monthly project progress meetings.
- Draw up and revise the project programme when necessary.
- Arrange and hold project meetings with DEA in Pretoria.
- Arrange and hold courtesy meetings with provincial departments.
- Manage specialist investigations.
- Manage review processes.
- Liaise with *Employer*.
- Liaise with authorities.

**The deliverables include, but not limited to -**

- General project communication.
- Minutes of all project related meetings.
- Project management of public participation process.
- Project management of specialists.



- Draft Basic Assessment Report.
- Draft Environmental Management Program.
- Final Basic Assessment Report.
- Final Environmental Management Program.

**5. Procurement**

**5.1 Sub-Consultants**

The Consultant shall not appoint sub-consultants without the prior approval of the Employer and all sub-consultants will be required to conform to the requirements as set out hereinafter as if they were employees of the Consultant. The Consultant shall ensure that the quality assurance requirements placed on him under this Contract are transferred into any sub-consultants.

**5.2 Pricing**

The quote for the entire service provision should be priced on an activity basis. Activities and costing thereof must be specified. For more information, please find attached a costing framework as **Annexure A**.

**NB:** Please be informed that the tasks and activities displayed in Annexure A must only be used as reference and not a template.

**5.3. Evaluation Criteria**

CRITERIA	WEIGHT	Sub Weights
<b>Category: Technical / Practical (Scoring Matrix)</b>	<b>100%</b>	
• <b>Programme</b> – Programme which provides the detail that would indicate the order and timing of activities to carry out the services in terms of the Employer’s requirements specific to the project within the stipulated timeframes. Any other requirements for the programme are stated in the scope.		40%
• <b>Previous experience</b> – Project relevant experience (List of previous projects undertaken by Consultant relating to similar work). Only projects where team members were involved will be taken into account.		30%
• <b>Individual experience</b> – Capacity of team and qualifications and experience of individual key staff and specialists that will form part of the Consultants team (Organogram and CV’s to be included as well as a clear indication of roles and responsibilities and specific function of each team member).		30%
		10%
<b>Category: Commercial (Scoring Matrix)</b>	<b>100%</b>	
• Pricing		100%
<b>Category: B-BBEE (Scoring Matrix)</b>	<b>100%</b>	
• B-BBEE certificate and scorecard		100%



Transnet Freight Rail

As per above table, a bidder who does not manage to achieve a minimum of 60% score on technical criterion will be regarded as non-responsive and will be excluded from further evaluations. Transnet shall have the right to disqualify the bidder on grounds that he or she did not achieve a minimum score of 60% on technical criterion.

#### **5.4 Other Requirements**

Prices shall be deemed inclusive of all costs required to produce the deliverables specified, whether specifically itemized and priced or not.

Disbursements and fees will be payable on an actual basis per activity, subject to the maximum tendered. The estimated quantity tendered (e.g. number of hours or kilometers) may only be exceeded with prior approval by Transnet Freight Rail.

Rates and quantities quoted shall be deemed the maximum payable to the consultant for providing the deliverables specified.

Prices quoted shall be fixed for at least 60 days and no escalation shall be payable afterwards.

#### **5.5 Termination of contract**

Transnet shall have the right to terminate the above contract on grounds of non-performance, or unsatisfactory performance on the part of the consultant in the execution of this project.

Termination shall take place only after thorough consideration and due notification of grounds being provided by the Senior Environmental Manager in writing, with a notice period of five (5) working days.

The successful Service Provider would be required to enter into a performance contract with Transnet Freight Rail.

### **6. General requirements**

#### **6.1. Curriculum vitae**

Incumbent Environmental Assessment Practitioner/s shall supply a full curriculum vitae reflecting experience in this particular field of assessment.

#### **6.2. Empowerment of Previously Disadvantaged Communities**

Incumbent service provider/s proposals shall indicate their organizations' contribution to the above, the extent to which Black Economic Empowerment will be advanced within the context of this proposal and composition of the firm as per Transnet Freight Rail's Procurement Policy and Procedures.



Transnet Freight Rail

### 6.3. Closing date and enquiries

The closing time and date for a response to this enquiry is 10:00 AM on 15 October 2013

The incumbent service provider is free to approach only the following designated persons for further information or The Chairman, Transnet Tenders at any time prior to the closing of the Tender with regard to any related enquiry.

Mr. Ndivhuwo Netshilaphala  
Environmental Specialist  
Tel: 011 584 0528  
Fax: 011 584 1330  
Cell: 071 856 3667  
E-mail: [ndivhuwo.netshilaphala@transnet.net](mailto:ndivhuwo.netshilaphala@transnet.net)

Tenders, clearly marked as such may be posted or delivered for receipt before the stipulated closing time and date, to the following addresses only:

**PHYSICAL**  
The Chairman  
Transnet Tenders  
Carleton Centre Office Block Foyer  
150 Commissioner Street  
2001 JOHANNESBURG

**POSTAL**  
The Chairman  
Transnet Tenders  
P.O. Box 7784  
2000 JOHANNESBURG

"PREVIEW COPY ONLY"

## ANNEXURE A

TRANSNET							
Costing Schedule for Basic Assessment Process							
	Cost per hour/unit	Rate	Days	Hours	Kilometers	Costing	
<b>PHASE 1: COMMENCEMENT, SITE INVESTIGATION &amp; SPECIALIST STUDIES</b>							
Site investigation to confirm extent of project & alternatives							
Site investigation with specialists (familiarization of site)							
Liaison with DEAT & Registration							
<i>Project Management</i>							
Overall Project Management Fee							
<i>Disbursements :</i>							
Basic charge for project							
Accommodation							
Travel time							
Travelling cost (site visits)							
							R 0.00
<b>Specialist Studies</b>							
<i>Visual Impact Assessment Studies</i>							
Site Investigation							
Report writing							
<i>Disbursements :</i>							
Accommodation							
Travel time							
Travelling cost							
							R 0.00
<b>TOTAL PHASE 1 (VAT EXCL) : COMMENCEMENT, SITE INVESTIGATION &amp; SPECIALIST STUDIES</b>							<b>R 0.00</b>
<b>PHASE 2: PUBLIC PARTICIPATION PROGRAMME, DRAFT BAR &amp; EMP</b>							
<i>Notification &amp; Advertising of Project</i>							
Identification and Preparing List of Stakeholders and Interested & Affected Parties							
Compilation and distribution of background document to I&AP							
Preparing newspaper advertisement, onsite ads & translations							
Public meetings and/or stakeholder meetings / direct liaison (if any)							
<i>Basic Assessment Report</i>							
Compilation or Draft BAR							
Distribution of draft BAR to Transnet & amendment							
Distribution of Draft BAR to IAP's and amendment							
<i>Disbursements for Landscape Dynamics</i>							
Translation of advertising material into a 2nd language							
Reproduction of 15 draft BAR documents and distribution							
Travel (when necessary)							
Accommodation (if any)							
<i>Project Management</i>							
Overall Phase 2 Management Fee							
<b>TOTAL PHASE 2 (VAT EXCL) : PUBLIC PARTICIPATION PROGRAMME, DRAFT BAR &amp; EMP</b>							<b>R 0.00</b>

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