

TRANSNET



freight rail

A Division of Transnet SOC Limited Registration number 1990/00900/30

REQUEST FOR QUOTATION

KBY/52506

KBY_11779

Senior Buyer
Supply Chain Services
TRANSNET FREIGHT RAIL
Austen Street
KIMBERLEY
8301

TRANSNET



freight rail

Transnet Freight Rail, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[Hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No KBY/ 52506

**FOR THE TAKING OF OIL SAMPLING AND OIL ANALYSIS FOR 37
TRACTION TRANSFORMERS FOR A PERIOD OF TWO (2) MONTHS**

**FOR DELIVERY TO : TRANSNET FREIGHT RAIL, INFRASTRUCTURE
KIMBERLEY NORTH**

ISSUE DATE : 13 SEPTEMBER 2013

CLOSING DATE : 08 OCTOBER 2013

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: Tender Box
CLOSING VENUE: Transnet Freight Rail, Supply Chain Services, Property Management Building, Office no. 2, Austen Street, Beaconsfield

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 the following:

- Proposals will be evaluated on price which will be allocated 80 points and preference which will be allocated 20 points, dependent on the value of the Services.
- The 80/20 preference point system applies where the acquisition of the Services will be less than R1 000 000.00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFQ will be cancelled.
- In this RFQ, Transnet will apply **80/20** preference point system prescribed in the PPPFA.

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

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

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

- a) **Large Enterprises** [i.e. annual turnover greater than R35 million]:
 - Rating level based on all seven elements of the B-BBEE scorecard

b) **Qualifying Small Enterprises – QSE** [i.e. annual turnover between R5 million and R35 million]:

- Rating based on any four of the elements of the B-BBEE scorecard

c) **Exempted Micro Enterprises – EME** [i.e. annual turnover less than R5 million]:

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

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

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

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

Transnet will accordingly allocate a maximum of **20 [twenty] points** in accordance with the **80/20** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating.

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

[Refer clause 0 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: Refilwe Ramothwala

Email: Refilwe.Ramothwala@transnet.net

4 **Tax Clearance**

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

5 **VAT Registration**

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

6 Legal Compliance

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

7 Changes to Quotations

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

8 Pricing

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

9 Prices Subject to Confirmation

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

10 Negotiations

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

11 Binding Offer

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

12 Disclaimers

Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation;
- reject all Quotations, if it so decides;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- make no award at all.

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

I/We _____ do hereby certify that *I/we have/have not been* found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or

other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences.

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

NATURE OF BREACH:

DATE OF BREACH: _____

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

13 Evaluation Criteria

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

- Administrative responsiveness - Completeness of response and returnable documents
- Substantive responsiveness – Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given
- Technical threshold of 60%: Compliance to specification / quality, previous performance, delivery lead-time
- Weighted evaluation based on 80/20 preference point system as indicated in paragraph 2 above:
 - Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical
 - B-BBEE status of company

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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.

14 Validity Period

Transnet desires a validity period of 30 [thirty] days from the closing date of this RFQ.
This RFQ is valid until _____.

15 Banking Details

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

16 Company Registration

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

17 Disclosure of Prices Quoted

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

YES NO

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18 Returnable Documents

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

- a) Respondents are required to submit with their Quotations the **Compulsory Returnable Documents**, as detailed below and marked with an *

Failure to provide all these Compulsory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the table below:

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
- Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard	
- Valid B-BBEE certificate from auditor, accounting officer or SANAS accredited Verification Agency [RSA EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard	
- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
SECTION 2 : Quotation Form	*
SECTION 3: Vendor Application Form	
• Original cancelled cheque or bank verification of banking details	
• Certified copies of IDs of shareholder/directors/members [as applicable]	
• Certified copy of Certificate of Incorporation [CM29/CM9 name change]	
• Certified copy of share certificates [CK1/CK2 if C.C.]	
• Entity's letterhead	
• Certified copy of VAT Registration Certificate [RSA entities only]	
• Certified copy of valid Company Registration Certificate [if applicable]	
• Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]	*
Valid Letter of Good Standing	
ANNEXURE A – Project Specifications	*

Respondent's Signature

Date & Company Stamp

"PREVIEW COPY ONLY"

Respondent's Signature

Date & Company Stamp

Section 2
QUOTATION FORM

I/We _____
hereby offer to supply the services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto and as per Annexure A

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, the E4E and the E7/1 [all 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 service 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.

"PREVIEW COPY ONLY"

Respondent's Signature

Date & Company Stamp

Price Schedule

I/We quote as follows for the Service required, excluding VAT: See Annexure A for Specifications.

SCHEDULE OF WORK AND PRICES					
PROJECT SPECIFICATION FOR TAKING OIL SAMPLING AND OIL ANALYSIS FOR 37					
TRACTION TRANSFORMERS, KIMBERLEY NORTH DEPOT FOR A PERIOD OF TWO(2)					
MONTHS(FROM KAMFERSDAM-HOTAZEL TRACTION SUBSTATIONS)					
KM	ITE M	SUBSTATIONS	WORK DESCRIPTION	QTY	TOTAL AMOUNT
	A	Beaconsfield	Sampling and testing of oil sample	Complete	
		P & G's		Each	
17,400		Fieldview	Sampling and testing of oil sample	Complete	
		P & G's		Each	
28,265		Weir	Sampling and testing of oil sample	Complete	
		P & G's		Each	
38,632		Barkly West	Sampling and testing of oil sample	Complete	
		P & G's		Each	
49,831		Gong-Gong	Sampling and testing of oil sample	Complete	
		P & G's		Each	
60,956		Borreskop	Sampling and testing of oil sample	Complete	
		P & G's		Each	
72,737		Ulco	Sampling and testing of oil sample	Complete	
		P & G's		Each	
83,868		Kneukel	Sampling and testing of oil sample	Complete	
		P & G's		Each	
95,108		Nooibos	Sampling and testing of oil sample	Complete	
		P & G's		Each	

Respondent's Signature

Date & Company Stamp

106,338	Koopmansfontein	Sampling and testing of oil sample	Complete	
	P & G's		Each	
117,659	Planteau	Sampling and testing of oil sample	Complete	
	P & G's		Each	
128,888	Ariesfontein	Sampling and testing of oil sample	Complete	
	P & G's		Each	
140,213	Trewil	Sampling and testing of oil sample	Complete	
	P & G's		Each	
150,364	Lime Acres	Sampling and testing of oil sample	Complete	
	P & G's		Each	
162,596	Clifton	Sampling and testing of oil sample	Complete	
	P & G's		Each	
172,919	Groenwater	Sampling and testing of oil sample	Complete	
	P & G's		Each	
183,658	Blinklip	Sampling and testing of oil sample	Complete	
	P & G's		Each	
194,258	Tsatsabana	Sampling and testing of oil sample	Complete	
	P & G's		Each	
206,316	Postmasburg	Sampling and testing of oil sample	Complete	
	P & G's		Each	
216,692	Beeshoek	Sampling and testing of oil sample	Complete	
	P & G's		Each	

Respondent's Signature

Date & Company Stamp

227,391		Palingpan	Sampling and testing of oil sample	Complete	
		P & G's		Each	
238,158		Glosam	Sampling and testing of oil sample	Complete	
		P & G's		Each	
248,480		Lohahla	Sampling and testing of oil sample	Complete	
		P & G's		Each	
258,443		Mookaneng	Sampling and testing of oil sample	Complete	
		P & G's		Each	
268,191		Sishen	Sampling and testing of oil sample	Complete	
		P & G's		Each	
279,642		Emil	Sampling and testing of oil sample	Complete	
		P & G's		Each	
290,622		Wincanton	Sampling and testing of oil sample	Complete	
		P & G's			
312,763		Mamathwane	Sampling and testing of oil sample	Complete	
		P & G's		Each	
334,059		Hotazel	Sampling and testing of oil sample	Complete	
		P & G's		Each	
264,926		Lilyveld	Sampling and testing of oil sample	Complete	
		P & G's		Each	
SUBTOTAL					
VAT					
TOTAL					

Respondent's Signature

Date & Company Stamp

SCHEDULE OF WORK AND PRICES
PROJECT SPECIFICATION FOR TAKING OIL SAMPLING AND OIL ANALYSIS FOR 37
TRACTION TRANSFORMERS, KIMBERLEY NORTH DEPOT FOR A PERIOD OF TWO(2)
MONTHS(FROM BEACONSFIELD-FOURTEEN STREAMS TRACTION SUBSTATIONS)

KM	ITEM	SUBSTATIONS	WORK DESCRIPTION	QTY	TOTAL AMOUNT
301,261		Kamfersdam	Sampling and testing of oil sample	Complete	
		P & G's		Each	
285,534		Macfarlane	Sampling and testing of oil sample	Complete	
		P & G's		Each	
274,230		Slypklip	Sampling and testing of oil sample	Complete	
		P & G's		Each	
262,916		Windsorton	Sampling and testing of oil sample	Complete	
		P & G's		Each	
242,188		Karrenput	Sampling and testing of oil sample	Complete	
		P & G's		Each	
252,775		Content	Sampling and testing of oil sample	Complete	
		P & G's		Each	
230,090		Fourteen-Streams	Sampling and testing of oil sample	Complete	
		P & G's		Each	
SUBTOTAL					
VAT					
TOTAL					

Notes to Pricing:

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) 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.

Respondent's Signature

Date & Company Stamp

Section 3**Transnet Supplier Declaration/Application**

The Financial Director or Company Secretary

Transnet Vendor Management has received a request to load your company on to the Transnet vendor database. Please furnish us with the following to enable us to process this request:

1. Complete the "Supplier Declaration Form" (SDF) on page 2 of this letter
2. **Original** cancelled cheque **OR** letter from the bank verifying banking details (**with bank stamp**)
3. **Certified** copy of Identity document of Shareholders/Directors/Members (where applicable)
4. **Certified** copy of certificate of incorporation, CM29 / CM9 (name change)
5. **Certified** copy of share Certificates of Shareholders, CK1 / CK2 (if CC)
6. A letter with the company's letterhead confirming physical and postal addresses
7. **Original** or **certified** copy of SARS Tax Clearance certificate and Vat registration certificate
8. A signed letter from the Auditor / Accountant confirming most recent annual turnover and percentage black ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (SANAS member).

NB: **- Failure to submit the above documentation will delay the vendor creation process.**
- Where applicable, the respective Transnet business unit processing your application may request further information from you. E.g. proof of an existence of a Service/Business contract between your business and the respective Transnet business unit etc.

IMPORTANT NOTES:

- a) **If your annual turnover is less than R5 million**, then in terms of the DTI codes, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission, a signed letter from your Auditor / Accountant confirming your company's most recent annual turnover is less than R5 million and percentage of black ownership and black female ownership in the company **AND/OR** BBBEE certificate and detailed scorecard from an accredited rating agency (e.g. permanent SANAS Member), should you feel you will be able to attain a better BBBEE score.
- b) **If your annual turnover is between R5 million and R35million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE) and you claim a specific BBBEE level based on any 4 of the 7 elements of the BBBEE score-card, please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. permanent SANAS Member).
- c) **If your annual turnover is in excess of R35million**, then in terms of the DTI codes, you are classified as a Large Enterprise and you claim a specific BEE level based on all seven elements of the BBBEE generic score-card. Please include your BEE certificate in your submission as confirmation of your status.
NB: BBBEE certificate and detailed scorecard should be obtained from an accredited rating agency (permanent SANAS Member).
- d) **To avoid PAYE tax being automatically deducted from any invoices received from you**, you must also contact the Transnet person who lodged this request on your behalf, so as to be correctly classified in terms of Tax legislation.
- e) Unfortunately, **No payments can be made to a vendor** until the vendor has been registered, and no vendor can be registered until the vendor application form, together with its supporting documentation, has been received and processed.
- f) **Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents mentioned above to the Transnet Official who is intending to procure your company's services/products in order that he/she should complete and Internal Transnet Departmental Questionnaire before referring the matter to the appropriate Transnet Vendor Master Office.**

Respondent's Signature

Date & Company Stamp

Regards,

Supplier Declaration 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 E-Mail Address							
Company Website Address							
Bank Name				Bank Account Number			
Postal Address						Code	
Physical Address						Code	
Contact Person							
Designation							
Telephone							
Email							
Annual Turnover Range (Last Financial Year)	< R5 Million		R5-35 million		> R35 million		
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 Service Supplied (E.G.: Stationery/Consulting)							
BEE Ownership Details							
% Black Ownership		% Black women ownership		% Disabled person/s ownership			
Does your company have a BEE certificate			Yes		No		
What is your broad based BEE status (Level 1 to 9 / Unknown)							
How many personnel does the firm employ			Permanent		Part time		
Transnet Contact Person							
Contact number							
Transnet operating division							
Duly Authorised To Sign For And On Behalf Of Firm / Organisation							
Name				Designation			
Signature				Date			
Stamp And Signature Of Commissioner Of Oath							
Name				Date			
Signature				Telephone No.			

Respondent's Signature

Date & Company Stamp

**Project Specification for Oil Sampling
and Testing of oil analysis from 3kv dc
Traction Substation**

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Transnet Freight Rail

Project specification for Sampling and testing of oil sample Substations from Traction 3 Kv substation under the control of the Depot Manager Kimberley North.

1. Scope of work

Sampling and testing of insulation oil from 37 x 3 Kv DC Traction Transformer as per Engineering Instruction GI.012 issue 2.

Work to be done by contractor:

- ***The contractor to Collect samples from 39 Traction Transformer.***
- ***The contractor to collect excess oil in suitable containers for removal from site and approved disposal thereof. .***
- ***The contractor to take care not to spill any oil.***
- ***Accidental spills must be cleaned up immediately.***

3. Special conditions:

- ***Samples shall be tested for following:***
- ***Full dissolved gas analysis***
- ***Dielectric strength***
- ***Acidity***
- ***Moisture***
- ***Contractor to supply all necessary plant, material, tools equipment, sampling tins and labels for the execution of work.***
- ***A TFR representative will be available on site for the full duration of the Project.***
- ***Work must be done as soon as an order has been issued.***
- ***Oil analysis to be performed by SANAS accredited laboratories only.***
- ***The Contractor to take oil sample temperature from a tin by using shooting Thermometer.***
- ***Contractor's safe working procedure regard to risk analysis for the work to be approved by the technical officer before any work shall start.***
- ***The contractor shall submit all test sheets result for each substation before energizing.***
- ***The contractor will assist and advise on fault finding and repairs as far possible.***

General:

Substations are situated on the section:

Kamfersdam to Hotazel

Beaconsfield to Fourteen Stream