TFR RME, a division of

## TRANSNET SOC LTD

Registration Number 1990/000900/30 [Hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No. RME DBN 020/2014

FOR THE SUPPLY OF: SANDBLASTING GRIT B90

FOR DELIVERY TO: UMZIMAI RIVER BRIDGE, HIBBERDENE

ISSUE DATE: 24 APRIL 2014

CLOSING DATE: 13 MAY 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: Tender Box

CLOSING VENUE: Transnet Freight Rail (RME)

The Chairman of the Acquisition Council

Iyanda House 1 21 Wellington Road, Parktown Gauteng

#### 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 18 below for Returnable Documents required]

#### 2.2 B-BBEE Improvement Plan

Not Applicable

#### 2.3 Supplier Development Initiatives

Not Applicable

#### 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: Uginthree Pillay

Email: <u>Uginthree.pillay@transnet.net</u>

c) Respondents may also, at any time after the closing date of the RFQ, communicate with Boitumelo Manyakalle on any matter relating to its RFQ response:

Telephone 031 361 1016

Email Boitumelo.manyakalle@transnet.net

#### 4 Tax Clearance

The Respondent's original and valid Tax Clearance Certificate must accompany the Quotation.

#### 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;
- \rightarrow 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 Evaluation

17

**Disclosure of Prices Quoted** 

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	Completeness of response and returnable documents
responsiveness	
Substantive	Prequalification criteria, if any, must be met and whether the Bid materially
responsiveness	complies with the scope and/or specification given.
Supplier	Not Applicable
Development	
Threshold	
Functionality	Not Applicable
Threshold	
Final weighted	Pricing and price basis [firm] - whilst not the sole factor for consideration,
evaluation based	competitive pricing and overall level of unconditional discounts <sup>1</sup> will be critical
on 80/20	B-BBEE status of company - Preference points will be awarded to a bidder for
preference point	attaining the B-BBEE status level of contribution in accordance with the table
	indicated in Annexure A.

14	Validity Period
	Transnet desires a validity period of 90 [Ninety] days from the closing date of this RFQ.
	This RFQ is valid until
15	Banking Details
	BANK:
	BRANCH NAME / CODE:
1	ACCOUNT HOLDER:
	ACCOUNT NUMBER:
16	Company Registration
	Registration number of company / C.C.
	Registered name of company / C.C.

<sup>&</sup>lt;sup>1</sup> 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.

Respondents mus	st indicate	nere wi	netner	Transnet	may	disclose	their	quoted	prices	and	conditions	to
other Respondent	s:											
YES	NO											

#### 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 **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 <u>all</u> 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> <li>Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs]</li> <li>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</li> </ul>	
<ul> <li>Valid and original B-BBEE certificate/sworn affidavit or certified copy thereof from auditor, accounting officer or SANAS accredited Verification Agency [EMEs]</li> <li>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</li> </ul>	
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> <li>Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]</li> </ul>	
SECTION 2 : Quotation Form	
SECTION 3: Vendor Application Form	
<ul> <li>Original cancelled cheque or bank verification of banking details</li> </ul>	
Certified copies of IDs of shareholder/directors/members [as applicable]	
Certified copies of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)	
<ul> <li>Certified copies of the company's shareholding/director's portfolio</li> </ul>	
Entity's letterhead	

Returnable Documents	Submitted [Yes or No]
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	



# 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	SANDBLASTING GRIT B90 (50kg)	KG	500		

Delivery Lead-Time from date of purchase order : \_\_\_\_\_\_ [days/weeks]

## **Notes to Pricing:**

- a) All Prices must be guoted 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.

# Section 3 VENDOR APPLICATION FORM

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

- 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]
- 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

Postal address

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

ndor Application Form

9. **Certified copy** of valid Company Registration Certificate [if applicable]

## Company trading name Company registered name ompany Registration Number or ID Number if a Sole Proprietor Form of entity $[\sqrt{\ }]$ 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

				Code
Physical Address				
,				Code
Contact person				
Designation				
Telephone				
Email				
	er range [last financial year]	< R5 m	R5 - 35 m	> R35 m
	Does your company provide	Products	Services	Both
	Area of delivery	National	Provincial	Local
Da		public or private entit		Private
	company have a Tax Direction ain product or services [e.g.			No
M	and product of services [e.g.	Stationery/Consulting		
Complete B-BBEE (	Ownership Details:			
% Black	% Black women	% Disabled		% Youth
ownership	ownership	Black ownership	0	ownership
Does your	entity have a B-BBEE certific	ate	Yes	No
		E status [Level 1 to 9	/ Unknown]	
How many p	personnel does the entity em	ploy	Permanent	Part time
If you are an existi	ing Vendor with Transnet ple	ase complete the foll	owing:	
Transnet	contact person			
	Contact number			
Transnet Op	erating Division			
W.				
Duly authorised to s	ign for and on behalf of Com	pany / Organisation:		
Name		Designation	on	
Signature		Dat	te	

### RFQ FOR THE SUPPLY OF **DURACOTE GT-MCI SPRAYABLE**

#### 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.

#### INTRODUCTION 1.

- A total of 20 preference points shall be awarded for B-BBEE Status Level of Contribution.
- Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE 1.2 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.
- Transnet reserves the right to require of a Bidder, either before a Bid is adjudicated or 1.3 at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by Transnet.

#### 2. **GENERAL DEFINITIONS**

- "all applicable taxes" include value-added tax, pay as you earn, income tax, unemployment 2.1 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;
- \*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 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;
- 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;
- "rand value" means the total estimated value of a contract in South African currency, calculated 2.14 at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 "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;
- "total revenue" bears the same meaning assigned to this expression in the Codes of Good 2.16 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;
- 2.17 "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
- "trustee" means any person, including the founder of a trust, to whom property is bequeathed in 2.18 order for such property to be administered for the benefit of another person.

#### ADJUDICATION USING A POINT SYSTEM 3.

- 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.

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

4.1 In terms of Regulation 5(2) and 6(2) 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	Number of Points
Contributor	[Maximum 20]
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Note: Refer to Section 1 of the RFP document for further information in terms of B-BBEE ratings.

- 4.2 Bidders who qualify as EMEs in terms of the B-BBEE Act 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 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.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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.

# 5. B-BBEE STATUS AND SUBCONTRACTING

5.1		who claim points in respect of B-BBEE Status Level of the following:	f Contribution must
	B-BBEE S	Status Level of Contributor = [maximum of	20 points]
	reflected	oints claimed in respect of this paragraph 5.1 must be in account in paragraph 4.1 above and must be substantiated by means of a Verification Agency accredited by SANAS or a Registered Auditor anting Officer as contemplated in the Close Corporation Act.	of a B-BBEE certificate
5.2	Subcont	tracting:	7.
-		portion of the contract be subcontracted? YES/NO [delete which is	not applicable]
	If YES, ir	ndicate:	
	(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	Declarati	on with regard to Company/Firm	
	(i)	Name of Company/Firm	
	(ii)	VAT registration number	
O	(iii)	Company registration number	
	(iv)	Type of Company / Firm	
		□Partnership/Joint Venture/Consortium	
		□One person business/sole propriety	
		□Close Corporations	
		□Company (Pty) Ltd	
		[TICK APPLICABLE BOX]	
	(v)	Describe Principal Business Activities	

(vi)	Company Classification  Manufacturer  Supplier  Professional Service Provider  Other Service Providers, e.g. Transporter, etc.  [TICK APPLICABLE BOX]
(vii)	Total number of years the company/firm has been in business
QQ.C	

#### **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.

1.	WITNESSES:	
111	84	SIGNATURE OF BIDDER
2.		
		DATE:
	COMPANY NAME:	
	ADDRESS:	