



Transnet Freight Rail RME, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No RME RBY 032/2014

**FOR THE SUPPLY OF: PREPARED MEALS AND PLATTERS ON AN "AS AND WHEN"
REQUIRED BASIS FOR A TWENTY FOUR (24)
MONTH PERIOD**

FOR DELIVERY TO: RICHARDS BAY REGION

ISSUE DATE: 23 JUNE 2014 – 04 JULY 2014

CLOSING DATE: 08 JULY 2014

CLOSING TIME: 10:00

"PREVIEW COPY ONLY"

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 / fax / e-mail

CLOSING VENUE:

Transnet Freight Rail RME,

The Chairman of the Acquisition Council,

Inyanda House 1, 21 Wellington Road,

Parktown, Gauteng

Fax numbers and e-mail details are as follows: Fax numbers: 011 774

9760, 011 774 9129 or 011 774 9186 and e-mail

Nomsa.Maseko@transnet.net

Note: Please fax/e-mail your "Proof" (fax report or e-mail proof) with the first page of the tender document that is stamped with company details to, 086 5 5 9973 or to TCPTENDERSRICHAROSBAY@transnet.net as proof that your tender submission was submitted successfully.

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 20 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) Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:

Name: Mari Maritz Email: mari.maritz@transnet.net

c) Respondents may also, at any time after the closing date of the RFQ, communicate with Regional Supply Chain Manager, Lizelle Smith on any matter relating to its RFQ response:

Telephone 035 905 4609 Email lizelle.smith@transnet.net

4 Tax Clearance

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

5 VAT Registration

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

6 Legal Compliance

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

7 Changes to Quotations

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

8 Pricing

All prices must be quoted in South African Rand on a fixed price basis for twelve months, excluding VAT. Prices will be fixed for twelve (12) months from date of award, thereafter adjustment will apply for the second year.

9 Prices Subject to Confirmation

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

10 Negotiations

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

11 Binding Offer

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

12 Disclaimers

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

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

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

13 Transnet's supplier integrity pact

Transnet's Integrity Pact requires a commitment from suppliers and Transnet that they will not engage in any corrupt and fraudulent practices, anti-competitive practices; and act in bad faith towards each other.

The Integrity Pact also serves to communicate Transnet's Gift Policy as well as the remedies available to Transnet where a Respondent contravenes any provision of the Integrity Pact.

Respondents are required to familiarise themselves with the contents of the Integrity Pact which is available on the Transnet Internet site [www.transnet.net/Tenders/Pages/default.aspx] or on request. Furthermore, Respondents are required to certify that they have acquainted themselves with all the documentation comprising the Transnet Integrity Pact and that they fully comply with all the terms and conditions stipulated in the Transnet Supplier Integrity Pact as follows:

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

14 Respondent's Samples

Respondents are not required to submit samples of the goods tendered for.

15 Evaluation Criteria

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

Criterion/Criteria	Explanation
Administrative responsiveness	Completeness of response and returnable documents
Substantive responsiveness	<p>Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.</p> <ul style="list-style-type: none"> All items on the Pricing Schedule should be priced; if not it will result in a bid being disqualified
Functionality Threshold	As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as threshold with a prescribed percentage threshold of 60%. Delivery lead-time, Regional footprint and compliance certification will be considered as part of the technical evaluation[complete Annexure B – Technical Questionnaire]
Final weighted evaluation based	<ul style="list-style-type: none"> Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical

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.

on 80/20 preference point system as indicated in paragraph 2	<ul style="list-style-type: none"> B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure A.
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16 Validity Period

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

17 Banking Details

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

18 Company Registration

Registration number of company / C.C. _____

Registered name of company / C.C. _____

19 Disclosure of Prices Quoted

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

YES NO

20 Returnable Documents

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

Respondents are required to submit with their Quotations the **Returnable Documents**, as detailed below.

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

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

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
- Valid and original B-BBEE Verification Certificate or certified copy thereof	

Respondent's Signature

Date & Company Stamp

Returnable Documents	Submitted [Yes or No]
<p>[Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference</p>	
<p>- Valid and original B-BBEE certificate/sworn affidavit or certified copy thereof from auditor, accounting officer or SANAS accredited Verification Agency [EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference</p>	
<p>- 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</p>	
<p>- Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]</p>	
<p>SECTION 2 : Quotation Form</p>	
<p>SECTION 3: Vendor Application Form</p> <ul style="list-style-type: none"> • Original cancelled cheque or bank verification or banking details • 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) • Certified copies of the company's shareholding/director's portfolio • Entity's letterhead • Certified copy of VAT Registration Certificate [RSA entities only] • Certified copy of valid Company Registration Certificate [if applicable] 	
<p>ANNEXURE A: B-BBEE Preference Points Claim Form</p>	
<p>ANNEXURE B: Technical Submission/Questionnaire</p>	
<p>ANNEXURE C: Price Adjustment for Inflation</p>	
<p>ANNEXURE D: Specification of Goods</p>	

**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 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	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
LUNCHES				
1	30003226	CATER, FOOD LUNCH; PER PERSON; CHICKEN CASSEROLE SERVED WITH RICE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
2	1153	CATER, FOOD LUNCH; PER PERSON; BEEF CASSEROLE SERVED WITH RICE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
3	1155	CATER, FOOD LUNCH; PER PERSON; SWEET AND SOUR CHICKEN STIRFRY WITH NOODLES INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
4	1159	CATER, FOOD LUNCH; PER PERSON; SWEET AND SOUR PORK STIRFRY WITH NOODLES INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	

Respondent's Signature

Date & Company Stamp

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
LUNCHES				
5	1154	CATER, FOOD LUNCH; PER PERSON; CHICKEN CURRY; RICE AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
6	1158	CATER, FOOD LUNCH; PER PERSON; MUTTON CURRY; RICE AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
7	1157	CATER, FOOD LUNCH; PER PERSON; MUTTON BREYANI AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
8	1161	CATER, FOOD LUNCH; PER PERSON; VEGETABLE BREYANI AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
9	1162	CATER, FOOD LUNCH; PER PERSON; BEEF STROGANOFF; RICE AND FRENCH SIDE SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
10	1156	CATER, FOOD LUNCH; PER PERSON; CRUMBED CHICKEN SCHNITZEL; CHIPS; VEGETABLES AND CHEESE SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
12	1163	CATER, FOOD LUNCH; PER PERSON; CHICKEN A LA KING; RICE AND FRENCH SIDE SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
13	1167	CATER, FOOD LUNCH; PER PERSON; PASTRY PIE; CHIPS AND SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
LUNCHES - HALAAL				
14	1165	CATER, FOOD LUNCH; PER PERSON; HALAAL; CHICKEN CASSEROLE SERVED WITH RICE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
15	1164	CATER, FOOD LUNCH; PER PERSON; HALAAL; BEEF CASSEROLE SERVED WITH RICE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	

Respondent's Signature

Date & Company Stamp

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
LUNCHES - HALAAL				
16	1166	CATER, FOOD LUNCH; PER PERSON; HALAAL; SWEET AND SOUR CHICKEN STIRFRY WITH NOODLES INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
17	TBA	LUNCH; PER PERSON; HALAAL; SWEET AND SOUR PORK STIRFRY WITH NOODLES INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
18	1182	CATER, FOOD LUNCH; PER PERSON; HALAAL; CHICKEN CURRY; RICE AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
19	1183	CATER, FOOD LUNCH; PER PERSON; HALAAL; MUTTON CURRY; RICE AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
20	1168	CATER, FOOD LUNCH; PER PERSON; HALAAL; MUTTON BREYANI AND SAMBAL INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
21	1207	CATER, FOOD LUNCH; PER PERSON; HALAAL; VEGETABLE BREYANI AND SAMBALS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
22	1180	CATER, FOOD LUNCH; PER PERSON; HALAAL; BEEF STROGANOFF; RICE AND FRENCH SIDE SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
23	1175	CATER, FOOD LUNCH; PER PERSON; HALAAL; CRUMBED CHICKEN SCHNITZEL; CHIPS; VEGETABLES AND CHEESE SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
24	1181	CATER, FOOD LUNCH; PER PERSON; HALAAL; CHICKEN A LA KING; RICE AND FRENCH SIDE SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
25	1191	CATER, FOOD LUNCH; PER PERSON; PASTRY PIE; CHIPS AND SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
SMALL MEALS				
26	1179	CATER, FOOD SMALL MEALS; PER PERSON; CRUMBED HAKE FILLET AND CHIPS WITH TARTARE SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	

Respondent's Signature

Date & Company Stamp

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
SMALL MEALS				
27	1203	CATER, FOOD SMALL MEALS; PER PERSON; BEEF STEW; PHUTU AND BEETROOT SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
28	1204	CATER, FOOD SMALL MEALS; PER PERSON; CHICKEN STEW; PHUTU AND BEETROOT SALAD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
29	1202	CATER, FOOD SMALL MEALS; PER PERSON; BEEF BURGER AND CHIPS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
30	1177	CATER, FOOD SMALL MEALS; PER PERSON; DEEP FRIED BATTER CHICKEN; CHIPS AND COLESLAW INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
31	1205	CATER, FOOD SMALL MEALS; PER PERSON; SAMP AND BEANS AND CURRIED VEGETABLES INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
32	1169	CATER, FOOD SMALL MEALS; PER PERSON; BOEREWORS ROLLS WITH TOMATO & ONION MIX INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
SPITBRAAI				
33	1160	CATER, FOOD PER PERSON; SPITBRAAI; SELECTION OF ROASTED MEATS (LAMB; PORK & CHICKEN) ; FRENCH SALAD; PASTA SALAD; THREE BEAN SALAD; COLESLAW; BEETROOT; POTATO BAKE; ROASTIES; MINI GARLIC POTATOES; GARLIC BREAD & DESSERT - ICE CREAM WITH CHOCOLATE SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	P/P	
BRAAI PACK 1				
34	1171	CATER, FOOD BRAAI PACK; PORTERHOUSE STEAK 200G; 150G LAMB CHOP; 120G BEOREWORS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	PAC	
BRAAI PACK 2				
35	1170	CATER, FOOD BRAAI PACK; 300G RUMP; MARINATED CHICKEN KEBAB 80G AND 150G LAMB CHOP INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	PAC	

Respondent's Signature

Date & Company Stamp

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
VEGETARIAN BRAAI PACK				
36	1208	CATER, FOOD VEGETARIAN BRAAI PACK; VEGETABLE KEBAB WITH CHEESE SPINACH PARCELS X3 INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	PAC	
CHICKEN ONLY BRAAI PACK				
37	1173	CATER, FOOD CHICKEN ONLY BRAAI PACK; CHICKEN DRUMS AND THIGH PIECE WITH 120G CHICKEN PEPPERDEW WORS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER	PAC	
LUNCH PACKS				
38	1186	CATER, FOOD LUNCH PACKS; ROAST CHICKEN FILLED SUB ROLL; 500ML JUICE; YOGHURT; A FRUIT AND A MUESLI SNACK BAR	PAC	
39	1185	CATER, FOOD LUNCH PACKS; ROAST HAM FILLED SUB ROLL; 500ML JUICE; YOGHURT; A FRUIT AND A MUESLI SNACK BAR	PAC	
MIXED PLATTER 1				
40	TBA	CATER, FOOD MIXED PLATTER; CHICKEN BUFFALO WINGS, DRUMMETS, VEGETABLE SPRING ROLLS, BEEF SAMBOSAS, CHILI BITES, BEEF MEAT BALLS, MINI SAVOURY TARTS/PIES, FISH BITES AND COCKTAIL VIENNAS. SERVED WITH A DIPPING SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
MIXED PLATTER 2				
41	1189	CATER, FOOD MIXED PLATTER; MINI SAVOURY TARTS; CRUMBED CHICKEN STRIPS; CHERRY POPS; MINI TORTILLA WRAPS; PHYLLO PARCELS WITH SPINACH AND FETA; SALMON ROSES; MINI PASTRY PIES SERVED WITH A DIPPING SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
SANDWICH PLATTER 1				
42	1194	CATER, FOOD SANDWICH PLATTER; A SELECTION OF MINI ROLLS; BREADS AND TORTILLA WRAPS WITH SWEET CHILLI CHICKEN; CREAM CHEESE; ROAST CHICKEN MAYO; HAM CHEESE AND SALAD; CHEESE AND TOMATO; EGG MAYO AND TUNA CUCUMBER. INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
SANDWICH PLATTER 2				
43	1193	CATER, FOOD SANDWICH PLATTER; A SELECTION OF RYE; HEALTH; WHITE BREADS; MINI ROLLS AND TORTILLA WRAPS WITH SMOKED SALMON AND DILL MAYO; MOZZARELLA BASIL AND SUNDRIED TOMATOES ; BLACK FOREST HAM AND PROVOLONE CHEESE; SWEET CHILLI CHICKEN WITH CREAM CHEESE; ROAST CHICKEN AND BASIL PESTO MAYO; KALAMATA OLIVES AND CHERRY TOMATOES ; GHERKINS & FETA INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
SANDWICH PLATTER 3				
44	1192	CATER, FOOD SANDWICH PLATTER; OPEN SANDWICHES; CHICKEN FINGERS; MEATBALLS & SAUSAGE ROLLS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
BREAKFAST PLATTER				
45	1172	CATER, FOOD BREAKFAST PLATTER; TOASTED SANDWICHES CONSISTING OF CHEESE & TOMATO; BACON; CHEESE, EGG & HAM INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
VEGETARIAN PLATTER				
46	1209	CATER, FOOD VEGETARIAN PLATTER; MINI TORTILLA'S WITH ROASTED PEPPERS; CREAMED CHEESE AND SWEET CHILLI SAUCE; VEG SAMOOSAS CHILLI BITES; PEPPERDEW STUFFED WITH FETA; CHEESE STRAWS; VEGETARIAN SPRING ROLLS; VEGETABLE SANDWICHES; POTATO CROQUETTES; CARROT STICKS AND MINI PITA POCKETS SERVED WITH A DIPPING SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
COLD MEAT PLATTER				
47	1176	CATER, FOOD COLD MEAT PLATTER; A SELECTION OF SLICED COLD MEATS; PICKLES; GHERKINS; OLIVES; SUNDRIED TOMATOES; CRACKERS; CROSTINI AND CHEESE STRAWS SERVED WITH A TANGY MUSTARD INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
MEAT PLATTER 1				
48	1188	CATER, FOOD MEAT PLATTER; CHICKEN DRUMMETS AND WINGLETS; BEEF MEAT BALLS; PUFFED CHICKEN POPPERS; MINI CHIPALATA SAUSAGES; MINI BEEF/CHICKEN KEBAB'S; DEVEILED EGGS; AND COCKTAIL RIBS SERVED WITH A DIPPING SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
MEAT PLATTER 2				
49	1187	CATER, FOOD MEAT PLATTER; CRISPY PRAWN SKEWERS; RUMP AND RED PEPPER MINI KEBABS; CRUMBED CHICKEN STRIPS; BACON KOEKSISTERS; CHICKEN BUFFALO WINGS COCKTAIL SAUSAGES AND SCOTCH EGGS SERVED WITH A DIPPING SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
FISH PLATTER				
50	1178	CATER, FOOD FISH PLATTER; SHRIMP AND TUNA SANDWICHES; CALAMARI; SHRIMP SPRING ROLLS; PRAWN TWISTERS AND PRAWN CUTLETS; SERVED WITH TARTAR SAUCE INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
CHICKEN PLATTER				
51	1174	CATER, FOOD CHICKEN PLATTER; CHICKEN CHEESY BITES; CHICKEN SPRING ROLLS; CHICKEN SAMOOSAS AND CHICKEN FINGERS INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
SWEET PLATTER				
52	1206	CATER, FOOD SWEET PLATTER; MINI PECAN NUT PIES; KOEKSISTERS; PASTRY PIGS EARS; SEASONAL FRUIT DIPPED IN CHOCOLATE; FUDGE TOFFEE PANCAKES; CHOCOLATE SAMOOSAS AND MINI CAKES; SERVED WITH DIPPING SAUCE. INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	

Respondent's Signature

Date & Company Stamp

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
MUFFINS WITH PRESERVES				
53	1190	CATER, FOOD MUFFINS WITH PRESERVES PLATTER; BLUEBERRY; CAPPUCINO; LEMON POPPY; SAVOURY AND DOUBLE CHOCOLATE CHIP MUFFINS. SERVED WITH PRESERVES AND BUTTER INCLUDING 330ML SOFT DRINK & 500ML STILL WATER (TO SERVE 10 PEOPLE)	EA	
SIDE DISHES				
54	1199	CATER, FOOD SIDE DISHES; PER PERSON; HOT DOG ROLLS	EA	
55	1198	CATER, FOOD SIDE DISHES; PER PERSON; HAMBURGER ROLLS	EA	
56	1197	CATER, FOOD SIDE DISHES; PER PERSON; GREEK SALAD	P/P	
57	1196	CATER, FOOD SIDE DISHES; PER PERSON; FRENCH SALAD	P/P	
58	1201	CATER, FOOD SIDE DISHES; PER PERSON; POTATO SALAD	P/P	
59	1200	CATER, FOOD SIDE DISHES; PER PERSON; PAP & GRAVY	P/P	
60	1195	CATER, FOOD SIDE DISHES; PER PERSON; THREE BEAN SALAD	P/P	
STYROFOAM CONTAINERS				
61	30003282	CONTAINER, FOOD, DISPOSABLE TYPE SINGLE COMPARTMENT MATERIAL POLYSTYRENE VOLUME CAPACITY 600 ML LENGTH 182 MM WIDTH 128 MM DEPTH 56 MM	EA	
62	30003283	CONTAINER, FOOD, DISPOSABLE TYPE SINGLE COMPARTMENT MATERIAL POLYSTYRENE LENGTH 153 MM WIDTH 153 MM DEPTH 80 MM	EA	
63	30003284	CONTAINER, FOOD, DISPOSABLE TYPE SINGLE COMPARTMENT MATERIAL POLYSTYRENE VOLUME CAPACITY 1 L LENGTH 243 MM WIDTH 158 MM DEPTH 75 MM	EA	
64	30003285	CONTAINER, FOOD, DISPOSABLE TYPE SINGLE COMPARTMENT MATERIAL POLYSTYRENE VOLUME CAPACITY 1.2 L LENGTH 245 MM WIDTH 240 MM DEPTH 81 MM	EA	

Respondent's Signature

Date & Company Stamp

Item No	SAP Material No	Description of Goods	Unit of Measure	Unit Price (ZAR)
STYROFOAM CONTAINERS				
65	30003286	CONTAINER, FOOD, DISPOSABLE TYPE SINGLE COMPARTMENT MATERIAL POLYSTYRENE LENGTH 187 MM WIDTH 90 MM DEPTH 57 MM	EA	
DELIVERY CHARGES				
66	263	PAY, FEE DELIVERY OF ORDERS, PER TRIP	PER TRIP	

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

Notes to Pricing:

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- c) All items on the Pricing Schedule should be priced; if not it will result in a bid being disqualified
- d) 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.
- e) Refer to Annexure D for the Specifications of Goods

Respondent's Signature

Date & Company Stamp

Section 3
VENDOR APPLICATION FORM

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

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

Vendor Application Form

Company trading name							
Company registered name							
Company Registration Number or ID Number if a Sole Proprietor							
Form of entity [✓]	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
VAT number [if registered]							
Company telephone number							
Company fax number							
Company email address							
Company website address							
Bank name				Branch & Branch code			
Account holder				Bank account number			
Postal address							

Respondent's Signature

Date & Company Stamp

		Code	
Physical Address		Code	
Contact person			
Designation			
Telephone			
Email			
Annual turnover range [last financial year]	< R5 m	R5 - 35 m	> R35 m
Does your company provide	Products	Services	Both
Area of delivery	National	Provincial	Local
Is your company a public or private entity	Public	Private	
Does your company have a Tax Directive or IRP30 Certificate	Yes	No	
Main product or services [e.g. Stationery/Consulting]			

Complete B-BBEE Ownership Details:

% Black ownership	% Black women ownership	% Disabled Black ownership	% Youth ownership
Does your entity have a B-BBEE certificate		Yes	No
What is your B-BBEE status [Level 1 to 9 / Unknown]			
How many personnel does the entity employ		Permanent	Part time

If you are an existing Vendor with Transnet please complete the following:

Transnet contact person	
Contact number	
Transnet Operating Division	

Duly authorised to sign for and on behalf of Company / Organisation:

Name		Designation	
Signature		Date	

**RFQ FOR THE SUPPLY AND DELIVERY OF
PREPARED MEALS AND PLATTERS ON AN "AS AND WHEN" REQUIRED BASIS WITHIN THE
RICHARDS BAY REGION
FOR A PERIOD OF TWENTY FOUR (24) MONTHS**

ANNEXURE A: B-BBEE PREFERENCE POINTS CLAIM FORM

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

1. INTRODUCTION

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

2. GENERAL DEFINITIONS

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

their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

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

3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to

another bidder.

- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.
- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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

- 4.1 In terms of the Preferential Procurement Regulations, 2011, preference points shall be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points [Maximum 20]
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 4.8 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 4.9 A person will not be awarded points for B-BBEE status level if it is indicated in the Bid documents that such a Bidder intends subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.10 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.11 Bidders are to note that in terms of paragraph 2.6 of Statement 900 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

5. B-BBEE STATUS AND SUBCONTRACTING

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

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

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

5.2 Subcontracting:

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

If YES, indicate:

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

5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....

(iv) Type of Company / Firm [TICK APPLICABLE BOX]

- Partnership/Joint Venture/Consortium
- One person business/sole propriety
- Close Corporations
- Company (Pty) Ltd

(v) Describe Principal Business Activities

.....

.....

.....

(vi) Company Classification [TICK APPLICABLE BOX]

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g Transporter, etc

(vii) Total number of years the company/firm has been in business.....

BID DECLARATION

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

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

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WITNESSES:

- 1.
- 2.

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME:

ADDRESS:.....

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ANNEXURE B: TECHNICAL/FUNCTIONALITY CRITERIA

Criteria	Lead time	Indicate how many working days your company will be able to commit to	
Lead time	Lead time from date of award of an official purchase order to delivery for functions, meetings & day-to-day meals	() days	
Criteria	Lead time	Indicate how many hours your company will be able to commit to	
Lead time	Lead time from date of award of an official purchase order to delivery for overtime or shutdowns	() hours	
Criteria	Geographical Position	Response	
Regional footprint	Where is your company situated? <i>(Supply proof)</i>		
Criteria	Certificate	Does your company have the compliance certificate?	
Compliance	Valid compliance certificate from the Department of Labour regarding your company's kitchen area	Yes <i>(Submit the certificate)</i>	No

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Respondent's Signature

Date & Company Stamp



Annexure C

PRICE ADJUSTMENT FOR INFLATION

entered into by and between

TRANSNET SOC LTD

Registration Number 1990/000900/30

and

Registration Number _____

RFQ Number: RME RBY 32/2014

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1. PRICE ADJUSTMENT FOR INFLATION



The proposed price adjustment indices are as follows.

Prices will be fixed for the duration of twelve (12) months from date of award of contract, thereafter adjusted as per below.

The proportions used to calculate the Price Adjustment Factor are:

Proportion	Index prepared by: SEIFSA linked to index for:
..... %	"F" is the "Fuel Index" and shall be Table L1: SEIFSA index of road freight costs: Fuel as sourced from Department of Minerals and Energy.
.....%	non-adjustable
.....%	Actual % increase from Suppliers
1.00	Total sum equal to 1.00

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ANNEXURE D: SPECIFICATION OF GOODS**SUPPLY AND DELIVERY OF PREPARED MEALS AND PLATTERS ON AN "AS AND WHEN" REQUIRED BASIS FOR A TWENTY FOUR (24) MONTH PERIOD TO THE RICHARDS BAY REGION.****1. SCOPE**

The Contract will be for the supply and delivery of prepared meals and platters on an "as and when" required basis for a twenty four (24) month period to the Richards bay region.

2. SPECIFICATIONS

The specification of each item is detailed in Section 2 the Quotation form. Each meal will include a 330ml soft drink and 500ml still water. Where the platter of food specify for a specific amount of people, that amount of soft drinks and waters need to be supplied with the platter.

For functions or meetings the food needs to be delivered and served in a portable Bain Marie, seeing the food needs to be kept warm. Crockery and cutlery should also be supplied.

3. CATERING RELATED REGULATIONS

The Supplier must ensure compliance with standard regulatory procedures and industry norms. The Supplier must ensure that all catering related regulations must be adhered to for example, but not limited to, the Occupational Health and Safety Act, HACCP Principles, etcetera. The Supplier must have a valid certificate of acceptability for the kitchen that they are managing from the department of health.

4. MINIMUM REQUIREMENTS FOR TRANSPORTING FOODSTUFFS

The Transportation units (these include vehicles, trucks and trailers used to transport food) shall:

- Be designed in such a way that prevents cross contamination. Cross contamination is when bacteria are spread, that may contribute to food poisoning, from one object to another object; from one object to a person; or from person to person.
- Have a good design and be well maintained. Wall, floors, and ceilings shall be made of stainless steel, aluminium, or any other suitable material for transporting food. These internal surfaces must be easy-to clean and smooth, dust proof, rust-free, non-toxic, non-absorbent material without open joints or seams;
- Be well ventilated in such a way that decreases the temperature and humidity inside these units. Also have sufficient lighting;
- Be closed and covered from all sides as a way of preventing entry of insects, pests, and external contamination;

Respondent's Signature

Date & Company Stamp

- Sound food (safe and ready-to-eat food) should not be transported together with contaminated food or waste food, poison or any harmful substance, a live animal or any object that may contaminate or spoil the food.
- Food transporters should follow the safe and hygienic practices applied during all stages of food transportation such as unloading/loading, delivery, inspection and receiving.
- Use containers (containers may include trolleys, bags, boxes, trays) to separate raw and ready-to-eat foods; and different types of foods transported at the same time. Containers will differ depending on the type of food and its intended use;
- Containers in the vehicle should preferably not be used for transporting anything other than food;
- Where vehicles and/or containers are used for transporting anything other than food, care should be taken to clean and sanitize the vehicle and containers effectively between loads to avoid the risk of contamination;
- Where possible and necessary, line interior surface of vehicle and/or crates with plastic sheets that can be cleaned prior and after use;
- Never leave vehicle in the sun when food is loaded for delivery of food as this will increase temperature and cause food to be spoilt; and
- Vehicles used to transport food must be kept clean and in good repair.
- Not be used simultaneously for the transport of any person or any item that may contaminate the food.
- Vehicles used to transport food must be approved and inspected by the Department of Health.

5. SITE REQUIREMENTS

Access to the delivery site worksite will be via the western or eastern access gates to the Port of Richards Bay or to the Old Naval Base and will be subjected to the Transnet Security requirements and regulations. The Supplier will be responsible for obtaining the access permits for himself, his staff and delivery vehicles.

The delivery vehicles must comply with the site Safety and the drivers must at all times wear correct PPE.