



Transnet Freight Rail
A Division of
TRANSNET LIMITED
(Registration No. 1990/000900/06)

REQUEST FOR QUOTATION ("RFQ")

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

ISSUE DATE : 04 FEBRUARY 2011
CLOSING DATE : 22 FEBRUARY 2011
CLOSING TIME : 10H00
OPTION DATE : 03 MAY 2011

Please note that late responses and those delivered or posted
to the wrong address will be disqualified.



RFQ NUMBER KDSH11-01020 - 7121

**RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT
(02ZH002P)**

SCHEDULE OF DOCUMENTS

Section

- 1. Notice to Bidders**
- 2. Background, Overview and Scope of Requirements**
- 3. Quotation Form**
- 4. Resolution of Board of Directors (Respondent's Representative)**
- 5. Certificate of Acquaintance with RFQ Documents**
- 6. Pricing and Delivery Schedule**
- 7. General Tender Conditions (CSS5 – Services)**
- 8. Standard Terms and Conditions of Contract (US7 - Services)**
- 9. Certificate of Attendance of Information Briefing Session**
- 10. Schedule of Plant**
- 11. Minimum Communal Health Requirements (E4B)**
- 12. Safety Arrangements and Procedural Compliance (E4E)**
- 13. Suppliers Code Of Conduct**
- 14. Suppliers Declaration Form**
- 15. Non Disclosure Agreement**
- 16. Tender Safety Clauses and questionnaire**
- 17. Building Plans (Diagrams)**

Respondent's Signature

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Date and Company Stamp



SECTION 1

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

NOTICE TO BIDDERS

Quotations are requested from selected persons, companies, close corporations or enterprises (hereinafter referred to as the “**Respondent(s)**”) to supply the above-mentioned requirement to Transnet.

On or after 04th February 2011 the RFQ documents may be inspected at, and are obtainable from the office of Transnet Tender Advice centre, Inyanda House 1, Ground Floor, 21 Wellington Road, Parktown, Johannesburg. A non-refundable Quotation fee of **R200.00** (Inclusive of VAT) is applicable per quotation. Payment is to be made to Transnet Freight Rail, Standard Bank Account number 203158598, Branch Code, 004805. The deposit slip must reflect **RFQ, KDS H11-01020-7121** and the Company Name. Receipts to be presented prior to collection of the RFQ's. RFQ documents to be collected until **14th February before 15h00**.

A **compulsory** information briefing session will be conducted at Transnet Freight Rail Nelspruit Railway Station, Parking Area, Nelspruit, on the **15th February 2011, at 10h00**. Contact Person Chris Nel on 013 752 9245 or 083 276 2430. Thereafter the site will be visited.

NOTE:

***** (Very Important) *****

- Respondents failing to attend the compulsory briefing session and site visit will be disqualified.
- Respondents without a valid RFQ document in their possession will not be allowed to attend the briefing session.
- The information briefing session will start punctually at 10h00 and Respondents arriving late will not be accommodated.
- Respondents to provide own Transportation, Beverages and Accommodation.
- Reflective Jackets and Safety Shoes to be worn when visiting the site.
- Respondents, who do not comply with all of the above, will be disqualified immediately on site.
- No facsimile-, telegraphic-, or e-mail tenders/quotations will be accepted.

For specific queries before the closing of the RFQ, the following TRANSNET Freight Rail employee(s) may be contacted by email only:

Name : Benjamin Mashishi
Division : Transnet Freight Rail, (SCS) Procurement

Respondent's Signature

Date and Company Stamp



Email : benjamin.mashishi@transnet.net

Quotations **in DUPLICATE** must reach The Chairperson, Transnet Acquisition Council, before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

RFQ No	: KDSH11-01020 - 7121
Description	: Renovation of offices in Transtel building for Nelspruit
Closing date and time	: 22 February 2011 at 10h00
Closing address (refer options paragraph 4 below)	

1. DELIVERY INSTRUCTIONS FOR THIS RFQ

If posted, the envelope must be addressed to The Chairperson, TRANSNET Freight Rail Acquisition Council, and P.O. Box 4244, Johannesburg 2000 and must be dispatched in time for sorting by the Post Office to reach the Secretary before the closing time of the RFQ. In the event of the late receipt of a Quotation, the Respondent's franking machine impression will not be accepted as proof that the response was posted in time.

If delivered by hand, the envelope is to be deposited in TRANSNET Freight Rail Acquisition Council RFQ box which is located in the foyer on the ground floor, Inyanda House 1, 21 Wellington Road, Parktown, Johannesburg and addressed as follows:

THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION COUNCIL GROUND FLOOR RFQ BOX INYANDA HOUSE 1 21 WELLINGTON ROAD PARKTOWN JOHANNESBURG 2001

The measurements of the "RFQ slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are not larger than the above dimensions. Responses which are too bulky (i.e. more than 100mm thick) must be split into two or more files, and placed in separate envelopes.

It should also be noted that the above RFQ box is located at the main entrance and is accessible to the public 24 hours per day, 7 days a week.

If dispatched by courier, the envelope must be addressed as follows and delivered to The Chairman, TRANSNET Freight Rail and a signature obtained from that Office.

THE CHAIRPERSON TRANSNET FREIGHT RAIL ACQUISITION COUNCIL INYANDA HOUSE 1 21 WELLINGTON ROAD PARKTOWN
--

Respondent's Signature

Date and Company Stamp



JOHANNESBURG
2001

2. Please note that this RFQ closes punctually at 10:00 on Tuesday 22 FEBRUARY 2011.
3. If responses are not posted or delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE".
4. NO EMAIL OR FACSIMILE RESPONSES WILL BE CONSIDERED.
5. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
6. TRANSNET shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations / information received, i.e. pricing, delivery, etc. The names and location of the Respondents will, however, be divulged to other Respondents upon request.
7. Envelopes must not contain documents relating to any RFQ other than that shown on the envelope. All envelopes must reflect the return address of the respondent on the reverse side
8. No slips are to be attached to the response documents. Any additional conditions must be embodied in an accompanying letter. Subject only to clause 22 (ALTERATIONS MADE BY THE RESPONDENT TO RFQ PRICES) of the General RFQ Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.
9. **BROAD-BASED BLACK ECONOMIC EMPOWERMENT ("BBBEE")**

TRANSNET fully endorses and supports the South African Government's Broad-Based Black Economic Empowerment Programme and it is strongly of the opinion that all business enterprises have an equal obligation to redress the imbalances of the past. TRANSNET would therefore prefer to do business with business enterprises who share these same values and who are prepared to contribute to meaningful BBBEE initiatives (including and not limited to enterprise development, subcontracting and Joint Ventures) as part of their tender response.

Transnet would accordingly allow a "preference" in accordance with the 10% preference system, as per the Preferential Procurement Policy Framework Act 5 of 2000 (as amended) to companies who provide a BBBEE accreditation Certificate. All procurement and disposal transactions in excess of R30000 will be evaluated accordingly. All transactions below R 30,000 will as far as possible be earmarked for EME's.

TRANSNET consequently urges Respondents (Large enterprises and QSE's – see below) to have themselves duly accredited by any one of the Accreditation Agencies approved by SANAS (South African National Accreditation System, under the auspices of the DTI).

In terms of Government Gazette No. 32467, Notice No. 810 dated 31 July 2009, as from 1 February 2010 only BBBEE certificates issued by Accredited Verification Agencies of Verification Agencies that are in possession of a valid pre-assessment letter from South African National Accreditation System will be valid.

Respondent's Signature

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Date and Company Stamp



However accreditation certificates issued by non-accredited verification agencies before 01 February 2010 and which are still within their one (1) year validity period will still be acceptable, until their expiry date provided that the accreditation was done in accordance with the latest codes (i.e. those promulgated on 9 February 2007).

BBBEE Accreditation Certificates issued after the published date i.e. 01 February 2010, by a Verification Agency not approved by SANAS, will NOT be acceptable as from 01 February 2010.

Enterprises will be rated by such Accreditation Agencies based on the following:

- (a) **Large Enterprises (i.e. annual turnover >R35 million):**
 - Rating level based on all 7 (seven) elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (b) **Qualifying Small Enterprises – QSE (i.e. annual turnover >R5 million but <R35 million):**
 - Rating based on any 4 (four) of the elements of the BBBEE scorecard
 - Enterprises to provide BBBEE certificate and detailed scorecard (to be renewed annually)
- (c) **Exempted Micro Enterprises – EME (i.e. annual turnover <R5m are exempted from being rated or verified):**
 - Automatic BBBEE Level 4 rating, irrespective of race ownership, i.e. 100% BBBEE recognition
 - Black ownership >50% or Black Women ownership >30% automatically qualify as Level 3 BBBEE rating, i.e. 110% BBBEE recognition
 - EME's should provide documentary proof of annual turnover (i.e. audited financials) plus proof of Black ownership if Black ownership >50% or Black Women ownership >30% (to be renewed annually) from their Auditors / Accounting Officers

In addition to the above, Respondents who wish to enter into a Joint Venture (JV) or subcontract portions of the contract to BBBEE companies must state in their Tenders / Proposals the percentage of the total contract value which would be allocated to such BBBEE companies, should they be successful in being awarded any business. A rating certificate in respect of such BBBEE JV-partners and/or sub-contractors, as well as a breakdown of the distribution of the aforementioned percentage allocation must also be furnished with the tender response to enable Transnet to evaluate / adjudicate on all tenders received on a fair basis.

Each Respondent is required to furnish proof of its BBBEE status (Certificate and Detailed Scorecard) and ensure that the documentation is valid at the date of Tender Submission as stipulated above to TRANSNET.

Failure to submit your BBBEE Certificate and Detailed Scorecard will result in a score of zero being allocated for BBBEE evaluation.

Respondent's Signature

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Date and Company Stamp



Turnover: Indicate your company's most recent annual turnover:

R.....

- If annual turnover <R5m, please attach auditors / accounting officers letter confirming annual turnover and percentage black ownership as well as Black Women ownership
- If annual turnover >R5m please attach BBBEE certificate and detailed scorecard from an accredited rating agency.

The DTI has created an online **B-BBEE Registry** (<http://www.dti.gov.za>) in order to provide a central and standardized source of the B-BBEE status of all entities, and to facilitate the flow of this information amongst entities by providing a Unique Profile Number (UPN) per each listing. Existing and prospective suppliers are therefore urged to list their B-BBEE status on the DTI Registry. Hence, entities verified by DTI, will receive the following benefits:

- Their BBBEE status will be verified and confirmed by the DTI, before listing on the Registry
- Listing on the Registry will provide suppliers the option to market themselves on the DTI B-BBEE Opportunities Network. This is a search engine that is designed to help businesses find B-BBEE compliant entities who match specific requirements in terms of the nature of services/goods provided, region, B-BBEE status or other search criteria.

Transnet supports this DTI initiative and will use the DTI Registry to verify prospective and existing suppliers' BBBEE credentials.

Kindly provide Transnet with your DTI B-BBEE UNIQUE PROFILE NUMBER with all tender submissions.

DTI BBBEE UNIQUE PROFILE NUMBER:

.....

Failure to submit your BBBEE information in terms of the above-mentioned clauses will result in a score of zero being allocated for BBBEE evaluation.

10. COMMUNICATION

Respondents are warned that a response will be liable to 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.

A respondent may, however, BEFORE THE CLOSING DATE AND TIME, direct any enquiries relating to the RFQ to the TRANSNET employee as indicated in (2) above, and may also at any time after the closing date of the RFQ, communicate with the Chairperson of the TRANSNET Freight Rail Acquisition Council, at telephone no. 011 544 9486 or fax no. 011 774 9186 on any matter relating to its RFQ response.

11. RFQ SCHEDULE

Respondents will be contacted as soon as practicable with a status update. At this time short-listed Respondents may be asked to meet with TRANSNET representatives at a location to be agreed.

Respondent's Signature

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Date and Company Stamp



12 INSTRUCTIONS FOR COMPLETING THE RFQ

- (i) Sign one set of documents (sign and date the bottom of each page). This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set can be a copy of the original signed Quotation.
- (ii) Both sets of documents to be submitted to the address specified above.
- (iii) The following returnable documents must accompany all Quotations:
 - Respondent's latest BBBEE Certificate;
 - Respondent's valid Tax Clearance Certificate.

13. COMPLIANCE

The successful Respondent (hereinafter referred to as the “**Supplier**”) shall be in full and complete compliance with any and all applicable State and Local Laws and Regulations.

14. ADDITIONAL NOTES:

- All returnable documents as indicated in the Quotation Form (Section 3) must be returned with the response
- Respondents are to note that Quotations in which firm prices are quoted for the duration of any resulting contract may receive precedence over prices which are subject to adjustment
- Changes by the Respondent to its submission will not be considered after the closing date
- The person or persons signing the Quotation must be legally authorised by the Respondent to do so (Refer Section 4). A list of those person(s) authorised to negotiate on your behalf (if not the authorised signatories) must also be submitted along with the Quotation together with their contact details.
- All prices must be quoted in South African Rands
- TRANSNET reserves the right to undertake post-RFQ negotiations with selected Respondents or any number of short-listed Respondents and may wish to visit the Respondent's place of manufacture (works) during this process.
- All RFQ documents must be complete in full and no correction ink (Tippex) must be used.

NB: Unless otherwise expressly stated, all Quotations furnished pursuant to this Request shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated. TRANSNET reserves the right to reject any or all offers.

**FAILURE TO OBSERVE ANY OF THE ABOVE-MENTIONED REQUIREMENTS
MAY RESULT IN A QUOTATION BEING REJECTED**

Respondent's Signature

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Date and Company Stamp



15. DISCLAIMERS

Respondents are hereby advised that 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. In particular, please note that TRANSNET reserves the right to:

- modify the RFQ's 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
- award a contract in connection with this Quotation at any time after the RFQ's closing date
- award only a portion of the proposed Services which are reflected in the scope of this RFQ
- split the award of the contract between more than one Supplier
- make no award of a contract

Kindly note that TRANSNET will not reimburse any Respondent for any preparatory costs or other work performed in connection with this Quotation, whether or not the Respondent is awarded a contract.

16. LEGAL REVIEW

Any QUOTATION submitted by a Respondent is subject to review and negotiation of the proposed contract by TRANSNET's Legal Counsel. Respondents to complete this section:

NAME OF RESPONDENT

PHYSICAL ADDRESS

.....

Respondent's contact person: Name.....

Designation.....

Telephone.....

Cell Phone.....

Facsimile.....

Email.....

Website.....

**TRANSNET urges its clients, suppliers and the general public
to report any fraud or corruption
on the part of TRANSNET's employees to**

TIP-OFFS ANONYMOUS : 0800 003 056

Respondent's Signature

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Date and Company Stamp



SECTION 2

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1. SCOPE OF WORK (SEE PLANS ATTACHED)

Office:

- 1) Provide Drywall partitioning with door; to apart the entrance to steps.
- 2) Close hole in floor with concrete. 200x250x200.
- 3) Provide wall to wall carpets in office. (Berberpoint 920 Nexbac – Lava)
- 4) Provide 100mm Power skirting all along existing brick wall from drywall.
- 5) Drill 25mm hole in corner to let Transtel cable threw to next office.
- 6) Provide opening in next corner to allow power skirting running threw to test room.
- 7) Provide 2 double plugs for computers and appliances.
- 8) Provide 2 double plugs for normal use.
- 9) Replace fluorescent lights with 2 double 4' lights.
- 10) Install light switch for office.
- 11) Replace broken window pane with sand blasted glass. 1/ 430 x 847 & 1/ 924 x 308
- 12) Provide new set keys for locks: 1 set to test room and 1 set to passage.
- 13) Provide vertical blinds; window opening: 2/ 977 x 1269
- 14) Paint walls 2 coats. 2392 high.
- 15) Paint ceiling 2 coats.
- 16) Paint window frames, door frames 2 coats.
- 17) Varnish doors 2 coats.
- 18) Provide 15 000BTU Split unit air conditioner completely.

Ladies Toilet:

- 1) Provide 2 Bulk Head lights.
- 2) Repair indicator lock.
- 3) Service toilet & cistern.
- 4) Service 2 pillar taps at basin.
- 5) Clean and disinfect toilet pan and basin.
- 6) Paint walls 2 coats. 680 high.
- 7) Paint ceiling 2 coats.
- 8) Paint window frames and door frames 2 coats.
- 9) Varnish doors 2 coats.
- 10) Service door lock from passage.

Respondent's Signature

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Date and Company Stamp



Entrance:

- 1) Repair sliding door runners to entrance.
- 2) Provide security swing door and panel in front of sliding door.

(SEE ATTACHMENTS SEC 16: BUILDING PLANS)

2. PENALTIES

There will be no penalty payable for late completion.

3. GENERAL INFORMATION

The service provider(s) shall be fully responsible to TRANSNET for the acts and omissions of persons directly or indirectly employed by them.

The service provider(s) must provide the identified information requested and comply with the requirements stated in the RFQ.

4. EXCHANGE AND REMITTANCE

The attention of the Respondents is specially directed to clause 7 (*Exchange and Remittance*) of the General RFQ Conditions Form CSS5. The Respondent is also to note that the particulars of the exchange rate on which the Respondent has based its RFQed price(s), is/are to be stipulated hereunder only if Transnet is requested by the Respondent to effect payment overseas direct to the Respondent's principal/supplier.

(a) ZAR1.00 (South African currency) being equal to (foreign currency).
.....% in relation to RFQed price(s) (.....) to be remitted overseas by Transnet.

(b) (Name of country to which payment is to be made)

(c) Beneficiary details :

Name (Account holder)

Bank (Name and branch code).....

Swift code

Country

(d) (Applicable date of Exchange Rate used)

Respondent's Signature

Date and Company Stamp



5. NATIONAL RAILWAY SAFETY REGULATOR ACT

In compliance with the **National Railway Safety Regulator Act, 16 of 2002**, the successful Respondent (the "Supplier") shall ensure that the Services to be supplied to Transnet, under the terms and conditions of a contract between the parties, comply fully with the specifications as set forth in this RFP, and shall thereby adhere to railway safety requirements and/or regulations. Permission for the engagement of a subcontractor by the Supplier, as applicable, both initially and during the course of a contract, shall be subject to a review of the capability of the proposed subcontractor to comply with the specified railway safety requirements and/or regulations. The Supplier and/or its subcontractor shall grant Transnet access, during the term of the contract, to review any safety-related activities, including the coordination of such activities across all parts of the organization.

Accepted:

YES		NO	
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6. RISK

Respondents must elaborate on the control measures put in place by their company, which mitigate the risk to Transnet, pertaining to potential non-performance by a Supplier in relation to -

(i) quality of the Service(s) provided:

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(ii) continuity of provision of the Service(s) (refer clause 6.9 of Form US7):

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Respondent's Signature

Date and Company Stamp



(iii) compliance with the Occupational Health and Safety Act, 85 of 1993 (refer clause 8.1(f) of Form US7)

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(iv) compliance with the National Railway Safety Regulator Act, 16 of 2002 (refer clause 16 above)

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7. REFERENCES

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

Name	Work	Work	Person	Details	Completed

Respondent's Signature

Date and Company Stamp



8. EVALUATION CRITERIA

TRANSNET will utilize the following criteria (not necessarily in this order) in choosing a Supplier, if so required:

- Pricing (fees) - Whilst not the sole factor for consideration, competitive pricing will be critical in indicating how much you value TRANSNET's business
- Compliance – Completeness of your responses and content of the Quotation will be considered
- Previous performance/Track record/Experience
- Functionality of offer
- BBBEE status of company
- Tax clearance Certificate

9. DAMAGE TO TRANSNET LIMITED PROPERTY: (REFER TO CLAUSE 14 OF US7 ~ SERVICES)

The successful respondent shall be liable to make good any damage which may be caused to Transnet Limited Property by their servants or agents whilst upon Transnet Limited premises, whether or not such damage is due to negligence on the part of such servants or agents and the successful respondent shall and hereby do further indemnify Transnet Limited against liability for any loss of or damage to property whether belonging to them, their servants or agents or any third party, or for the death of or injury to any person, which may either directly or indirectly be caused by or arise out of the service.

10. INDEMNITY CLAUSE:

Transnet will not be held responsible for any losses and / or injuries suffered by the Contractor while rendering the service, which may result from whatever nature.

Respondent's Signature

Date and Company Stamp



SECTION 3

RFQ NUMBER KDSH11-01020 - 7121

**RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT
(02ZH002P)
QUOTATION FORM**

I/We _____
(name of company, close corporation or partnership)

_____ of (full address)

carrying on business under style or title of

represented by _____

in my capacity as _____

being duly authorized thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, as the case may be, dated _____ a certified copy of which is annexed hereto, hereby offer to supply the above-mentioned Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the accompanying letter(s) reference _____ and dated _____ (if any) and the documents listed in the accompanying schedule of RFQ documents.

I/We agree to be bound by those conditions in TRANSNET's :

- (i) Standard Terms and Conditions of Contract, Form No. US7 - Services (revised August 2008);
- (ii) General RFQ Conditions, Form CSS5 – Services (revised August 2008); and
- (iii) any other standard or special conditions mentioned and/or embodied in the Request for Quotation form; and;-

Respondent's Signature

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Date and Company Stamp



I/We accept that unless TRANSNET should otherwise decide and so inform me/us in the facsimile or letter of acceptance, 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.

Should TRANSNET decide that a formal contract should be signed and so inform me/us in the facsimile or letter of acceptance, this Quotation (and, if any, its covering letter and any subsequent exchange of correspondence) together with TRANSNET's letter of acceptance, shall constitute a binding contract between TRANSNET and me/us until the formal contract is signed.

I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the service, within 4 (four) weeks, TRANSNET may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Quotations afresh and/or having to accept any less favorable Quotation.

I/We accept that any contract resulting from this offer will be for a period of _____ only; and agree to a penalty clause to be negotiated with TRANSNET, which will allow TRANSNET to invoke a penalty (details to be negotiated) against us should the delivery of the Services be delayed due to non-performance by us.

The law of the Republic of South Africa shall govern the contract created by the acceptance of this RFQ. The *domicillium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder, the name of their accredited agent in the Republic of South Africa who is empowered to sign any contract which may have to be entered into in the event of their Quotation being accepted and to act on their behalf in all matters relating to the contract.

Respondent to indicate *domicillium citandi et executandi* hereunder:

NOTIFICATION OF AWARD OF RFQ

As soon as possible after approval to award the contract/s, the successful Respondent (the Supplier) will be informed of the acceptance of its Quotation. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier and the reason as to why their Quotations have been unsuccessful, for example, in the category of price, deliverables, quality, BBBEE status or for any other reason.

Respondent's Signature

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Date and Company Stamp



VALIDITY PERIOD

TRANSNET desires a validity period of 4 (four) months (from closing date) against this RFQ. It should be noted that Respondents may offer an earlier validity period, but that their Quotations may be disregarded for that reason. Should Respondents be unable to comply with this validity period, an alternative validity period must be stated hereunder:

This RFQ is valid until _____ (State alternative validity period/date).

TAX (VAT) REGISTRATION NUMBER

The Respondent must state hereunder the tax registration number which is applicable to Value-Added Tax:

TAX CLEARANCE CERTIFICATE

Respondents are required to forward a valid copy of their company's Tax Clearance Certificate with their Quotation.

Indicate tax clearance certificate expiry date: _____

BANKING DETAILS

BANK: _____

BRANCH NAME / CODE: _____

ACCOUNT HOLDER: _____

ACCOUNT NUMBER: _____

NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation (C.C.) on whose behalf the Quotation is submitted.

- (i) Registration number of company / C.C.
- (ii) Registered name of company / C.C.

Respondent's Signature

Date and Company Stamp



(iii) Full name(s) of director/member(s) Address/Addresses ID Number/s

.....
.....
.....
.....
.....

REGISTRATION CERTIFICATE

Respondents must submit a certified copy of their company's Registration Certificate with their Quotation.

NAME AND ADDRESS OF ACCREDITED AGENT

Provide hereunder, if applicable, details of the accredited agent in the Republic of South Africa appointed as local representative by foreign Respondents and whose address shall be regarded as the Respondent's domicilium citandi et executandi in terms of the Standard Terms and Conditions of Contract, US7 – Services (revised August 2008).

Name
Address

CONFIDENTIALITY

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the Service(s), which is either directly or indirectly related to TRANSNET's business, written approval to divulge such information will have to be obtained from TRANSNET.

Respondent's Signature

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Date and Company Stamp



DISCLOSURE OF PRICES TENDERED

Respondents must indicate here **whether TRANSNET may disclose** their tendered prices and conditions to other Respondents:

YES		NO	
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DECLARATION

Respondents to declare hereunder whether any family and/or direct relationship exists between any of the owners / members / directors / partners / shareholders (unlisted companies) of the responding company and any employee or board member of the TRANSNET Group:

YES		NO	
-----	--	----	--

If YES, please indicate below:

FULL NAME OF OWNER/MEMBER/DIRECTOR/
PARTNER/SHAREHOLDER

ADDRESS

Indicate nature of relationship (if any):

(Failure to furnish complete and accurate information in this regard may lead to the disqualification of a response and may preclude a Respondent from future business with TRANSNET)

PRICE REVIEW

The successful Respondent(s) will be obliged to submit to an annual price review. TRANSNET will be benchmarking this price offering(s) against the lowest price received as per the benchmarking exercise. If the Respondent's price(s) is/are found to be higher than the benchmarked price(s), then the Respondent shall match or better such price(s) within 30 days - failing which the Contract may be terminated at TRANSNET's discretion or the particular Service(s) purchased outside the contract.

Respondent's Signature

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Date and Company Stamp



RETURNABLE DOCUMENTS

Respondents are required to submit the following returnable documents with their responses:

Notice to Bidders – Section 1	✓
Background overview – Section 2	✓
Quotation Form – Section 3	✓
Resolution of Board of Directors (Respondent's Representative) - Section 4	✓
Certificate of Acquaintance with RFQ Documents – Section 5	✓
Pricing - Section 6	✓
General Tender Conditions - Form CSS5 – Section 7	✓
Conditions of Contract - Form US7 – Section 8	✓
Certificate of attendance of Information Briefing Session – Section 9	✓
Schedule of plant and Equipment – Section 10	✓
E4E – Safety arrangements and procedural compliance – Section 11	✓
Safety arrangements and Procedural Compliance – Section 12	✓
Suppliers Code Of conduct – Section 13	✓
Non disclosure Agreement – Section 14	✓
Tender Safety Clauses And Questionnaire – Section 15	✓
Building Plans (Diagrams) – Section 16	✓
Supplier Declaration / Application	✓
Copy of cancelled cheque or letter from the bank verifying banking details (with bank stamp)	✓
Certified Copy of identity document of shareholders/directors/members (Where applicable)	✓
Certified Copy of share Certificates of Incorporation and CM29/and C/CK2 (if CC)	✓
Certified Copy of share certificates of shareholders, CK1	✓
A Letter with the company's letterhead confirming physical and postal addresses	✓
Valid original or certified SARS Tax Clearance Certificate and VAT certificate	✓
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 (ABVA MemberBBBEE Accreditation Certificate	✓

NOTE: Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 as indicated in the footer of each page, must be signed and dated by the Respondent.

Respondent's Signature

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Date and Company Stamp



By signing the RFQ documents, the Respondent is deemed to acknowledge that he / she has made himself / herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet Limited will recognize no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or otherwise.

SIGNED a _____ this _____ day of _____ 2009.

SIGNATURE OF WITNESSES:

ADDRESS OF WITNESSES:

1. _____

1. _____

2. _____

2. _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date and Company Stamp



SECTION 4

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

SIGNING POWER: RESOLUTION OF BOARD OF DIRECTORS

Name of Company _____

It was resolved at a meeting of the Board of Directors held on _____ that

FULL NAME(S)

CAPACITY

SIGNATURE

in his/her capacity as indicated above is/are hereby authorized to enter into, sign, execute and complete any documents relating to RFQs, Quotations and/or Contracts for the supply of Services.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETAR

Respondent's Signature

Date and Company Stamp



SECTION 5

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

NAME OF COMPANY: _____

I/We _____ do

hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFQ and all conditions contained therein, as laid down by Transnet Limited for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet Limited shall recognize no claim from me/us for relief based on an allegation that I/we overlooked any RFQ/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2010.

WITNESS : _____

SIGNATURE OF RESPONDENT

Respondent's Signature

Date and Company Stamp



SECTION 6

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

SCHEDULE OF WORK AND PRICES					
	Description	Quantity	Unit	Price	Amount
1	Provide Drywall partitioning with door; to apart the entrance to steps. 4.00 x 2.40	9.60	m ²		
2	Close hole in floor with concrete. 200x 250 x200	1	task		
3	Provide wall to wall carpets in office. Berberpoint 920 Nexbac – Lava	14.70	m ²		
4	Provide 100mm Power skirting all along existing brick wall from drywall. 1/ 4.44; 1/ 3.74; 1/ 3.66	11.78	m		
5	Drill 25mm hole in corner to let Transtel cable throw to next office.	1	ea		
6	Provide opening in next corner to allow power skirting running throw to test room	1	ea		
7	Provide 2 Craptree double plugs in power skirting for computers and appliances	2	ea		
8	Provide 2 Craptree double plugs in power skirting for normal use.	2	ea		
9	Replace fluorescent lights with 2 double 4' Osram lamps.	2	ea		
10	Install Craptree light switch for office.	1	ea		
11	Replace broken window pane with sand blasted glass. 1/ 430 x 847 1/ 924 x 308	1 1	ea ea		
12	Provide new set keys for locks: 1 set to test room and 1 set to passage	2	ea		
13	Provide Plain Faun vertical blinds with aluminium top rail: window opening: 2/ 977 x 1269	2	ea		
14	Office: Paint all walls 1 st coat Dulux Dura 65: 19,77 x 2.40 high 47.44 Ladies: 10.82 x 680 high 7.35	54.80	m ²		

Respondent's Signature

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Date and Company Stamp



15	Office and Ladies: Paint walls 2 coats: 2 x 54.80 Dulux Wash 'n Wear Silk, Barely Baige, Code: 3H1-1	109.60	m ²		
16	Paint ceiling 2 coats Dulux Dura 65: Office: 4.09 x 3.59 Ladies: 3.84 x 1.57	20.75	m ²		
17	Paint window frames, door frames both sides. 1 st coat: Dulux Universal Undercoat 2 nd coat: Dulux Pearlglö Lockness; Code: 3L1-5 Door Frame: Window Frames:	3 4	ea ea		
18	Varnish door both sides 2 coats Dulux Clear Satin	3	ea		
19	Provide and install completely 15000 BTU Split Unit air conditioner in office.	1	ea		
20	Ladies:				
21	Replace lamps with Fluo Bulkhead lamps	2	ea		
22	Repair indicator lock	1	ea		
23	Service mortise lock	1	ea		
24	Service pillar cocks at basin	2	ea		
25	Service toilet and cistern	1	task		
26	Clean and disinfect basin & toilet pan	1	task		
Entrance:					
1	Repair and replace sliding door rollers and ensure smooth running.	1	task		
2	Provide and fit security panel and swing door at entrance sliding door complete with Elzette security lock and 3 x 75mm bullet hinges as per sketch. Material: Rectangular frame: 50 x 25 x 2mm Square bars: 12 x 12mm Frame anchored with 6 /12mm secret anchors.	1	task		
3	Security door and frame to be degreased and be spray painted 1 st coat NS4 primer and finished with Pearlglö Lockness (Code: 3L1-5)	1	task		
		GROSS TOTAL R _____ 14%V.A.T. R _____ AMOUNT DUE R _____			

Respondent's Signature

Date and Company Stamp



SECTION 7

RFQ NUMBER KDSH11-01020 - 7121

**RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT
(02ZH002P)
GENERAL TENDER CONDITIONS - SERVICES**

Refer Form CSS5 attached hereto.

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 8

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

STANDARD TERMS AND CONDITIONS OF CONTRACT **FOR THE SUPPLY OF SERVICES TO TRANSNET**

Refer Form US7 attached hereto.

**Respondents should note the obligations as set out in
Clause 19 of the General Tender Conditions (Section 7) which reads as follows:**

"The Supplier shall adhere to the Standard Terms and Conditions of Contract as set out in Form US7 - Services), a copy of which is attached hereto. Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer an alternative. Please note that any alternative offered shall be compared with acceptance of the Form US7 conditions or alternatives offered by other Respondents."

Respondent's Signature

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Date and Company Stamp



SECTION 9

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

CERTIFICATE OF ATTENDANCE OF INFORMATION BRIEFING SESSION

It is hereby certified that -

1.
2.

Representative(s) of
(name of company)

attended the briefing session in respect of the proposed Service(s) to be rendered in terms of this RFQ on
..... 2009.

.....
TRANSTNET REPRESENTATIVE

.....
RESPONDENT'S REPRESENTATIVE

DATE:

DATE:

Respondent's Signature

Date and Company Stamp



SECTION 10

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

SCHEDULE OF PLANT

Schedule of major plant and equipment to be used in the execution of this contract in terms of the Contract Conditions and specifications. The respondent must state which plant is immediately available and which will have to be acquired.

(i) Plant immediately available for work tendered for :

(ii) Plant on order and which will be available for work tendered for :

(iii) Plant to be acquired for the work tendered for :

Respondent's Signature

Date and Company Stamp



SECTION 11

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

MINIMUM COMMUNAL HEALTH REQUIREMENTS

Refer Form E4B attached hereto.

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 12

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE

Refer Form E4E attached hereto.

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 13

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

Suppliers Code Of Conduct

Refer to Annexure attached hereto.

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 14

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

Suppliers Declaration Form

Refer to Annexure attached hereto.

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 15

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

Non-Disclosure Agreement ("NDA")

Complete and sign NDA attached hereto

"PREVIEW COPY ONLY"

Respondent's Signature

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Date and Company Stamp



SECTION 16

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

Tender Safety clauses and Questionnaire

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp



SECTION 17

RFQ NUMBER KDSH11-01020 - 7121

RENOVATION OF OFFICES IN TRANSTEL BUILDING FOR NELSPRUIT (02ZH002P)

Building Specifications Diagrams/ Plans

“PREVIEW COPY ONLY”

Respondent's Signature

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Date and Company Stamp