



## **TRANSNET FREIGHT RAIL**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

### **REQUEST FOR INFORMATION [RFI]**

**Information is required** to enable Transnet to first invite prospective digital business execution service providers (DBEP) to submit proposals for the provision of a range of digital solutions and products to support TFR's strategic objectives. The received proposals will enable Transnet to conduct a detailed technical assessment of various solutions that will be proposed by the respondents. The most technically proficient solution(s) proposed will enable Transnet to develop a detailed specification, evaluation methodology and determine the period of the contract.

### **THEREAFTER**

### **THROUGH A SEPARATE "REQUEST FOR PROPOSAL" [RFP] PROCESS**

to appoint a digital business execution provider (DBEP) for Transnet Freight Rail (TFR).

<b>RFI NUMBER:</b>	HOAC HO 40235
<b>ISSUE DATE:</b>	15 December 2022
<b>CLOSING DATE:</b>	23 February 2023
<b>CLOSING TIME:</b>	10:00 AM

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**RFI for Provision of a Digital Business Execution Provider (DBEP) over and agreed period.  
for Transnet SOC Ltd operating as Transnet Freight Rail**

**SECTION 1: SBD1 FORM**

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET FREIGHT RAIL, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	HOAC HO 40235	ISSUE DATE:	15 December 2022	CLOSING DATE:	23 February 2023	CLOSING TIME:	10:00 am
DESCRIPTION	FOR THE PROVISION OF A DIGITAL BUSINESS EXECUTION PROVIDER (DBEP) OVER AN AGREED PERIOD						
BID RESPONSE DOCUMENTS SUBMISSION							
<b>RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH BID/RFI SELECTED</b> (please refer to section 2, paragraph 4 for a detailed process on how to upload submissions): <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a>							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Madumetja Mabitsela			CONTACT PERSON	Madumetja Mabitsela		
TELEPHONE NUMBER	011-584 0609			TELEPHONE NUMBER	011-584 0609		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	Madumetja.Mabitsela@transnet.net			E-MAIL ADDRESS	Madumetja.Mabitsela@transnet.net		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]**

<p><b>1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p> <p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p><b>2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b></p> <p><input type="checkbox"/>Yes                      <input type="checkbox"/>No</p> <p>[IF YES, ANSWER QUESTIONAIRE BELOW ]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

**1. TAX COMPLIANCE REQUIREMENTS**

- 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 1.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: \_\_\_\_\_

## SECTION 2: NOTICE TO RESPONDENTS

### 1 INFORMATION REQUEST

Information is requested from interested persons, companies, close corporations or enterprises [hereinafter referred to as the Respondent(s)] to supply the aforementioned information to Transnet. Respondents are to note that only those who have responded to the RFI, will be allowed to participate in the Stage 2 RFP process.

<b>DESCRIPTION</b>	Information is required to enable Transnet to first invite prospective service providers to submit proposals for the provision of a digital business execution provider (DBEP), thereby enabling Transnet to conduct a detailed technical assessment of various solutions that will be proposed by the respondents. The most technically proficient solution(s) proposed will enable Transnet to develop a detailed specification, evaluation methodology and determine the period of the contract.
<b>RFI ADVERT</b>	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
<b>RFI DOWNLOADING</b>	<p>This <b>RFI</b> may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFI and Annexures:</p> <ul style="list-style-type: none"> <li>• Click on "Tender Opportunities";</li> <li>• Select "Advertised Tenders";</li> <li>• In the "Department" box, select Transnet SOC Ltd;</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The <b>RFI</b> may also be downloaded from the Transnet Portal at <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> (please use <b>Google Chrome</b> to access Transnet link) free of charge (refer to section 2, paragraph 4 below for detailed steps)</p>
<b>COMMUNICATION</b>	<p>Any addenda to the RFI or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal and Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFI.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFI.</p>
<b>ISSUE DATE</b>	<b>15 December 2022</b>
<b>BRIEFING SESSION</b>	<p>Yes <b>Non-compulsory</b></p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: <a href="mailto:Madumetja.Mabitsela@transnet.net">Madumetja.Mabitsela@transnet.net</a></p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Refer to paragraph 2 for details.</p>
<b>CLOSING DATE</b>	<p><b>10:00 am on Thursday 23 February 2023</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system.</p> <p>As a general rule, if a bid is late, it will not be accepted for consideration.</p>

	<b>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</b>
<b>VALIDITY PERIOD</b>	<b>190 Business Days from Closing Date.</b> Bidders are to note that they may be requested to extend the validity period of their bid, on the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process, the validity of the bidder(s)' bid will be deemed to remain valid until the RFI process has been concluded.

Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

## 2 FORMAL BRIEFING

A non-compulsory briefing session will be conducted electronically by means of **Microsoft Teams** on the **02 February 2023** at 11:00 am for a period of **± 2 hours**. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

- 2.1 A Certificate of Attendance set out in **Section 9** hereto must be completed and submitted with your RFI response as proof of attendance is required.
- 2.2 Respondents are required to RSVP to [Madumetja.Mabitsela@transnet.net](mailto:Madumetja.Mabitsela@transnet.net) , notifying intention to attend the non-compulsory briefing session before **10:00 am** on **Monday, 30 January 2022**, providing detail of email addresses, names, contact numbers and number of attendees.

## 3 RESPONSE SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

- a) The Transnet e-Tender Submission Portal can be accessed as follows:
  - Log on to the Transnet eTenders management platform website/ Portal ([transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)) Please use **Google Chrome** to access Transnet link/site)
  - Click on "ADVERTISED TENDERS" to view advertised tenders;
  - Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
  - Click on "SIGN IN/REGISTER" - to sign in if already registered;
  - Toggle (click to switch) the "Log an Intent" button to submit a bid;
  - Submit bid documents by uploading them into the system against each tender selected;
  - No late submissions will be accepted. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)

## 4 RFI INSTRUCTIONS

- 4.1 All returnable documents listed in the expression of interest [section 5] in this RFI must be returned with your submission.
- 4.2 The person or persons signing the submission must be legally authorised by the respondent to do so.

## 5 B-BBEE JOINT VENTURES OR CONSORTIUMS

Bidders may choose during the subsequent RFP process to enter into a Joint Venture with B-BBEE companies. RFP Bidders will also be required to submit a signed JV agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through the RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

Please indicate below whether your entity has an existing JV, and if so, provide details, including details of the percentage split of business, or whether your entity intends to create a JV relationship for RFP purposes:

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## 6 PREFERENTIAL PROCUREMENT

### 6.1 Subcontracting

The respondents to are to supply a proposal for subcontracting initiatives achievable in a digital business execution provider this will be required for information purposes.

## 7 COMMUNICATION

7.1 For specific queries relating to this RFI a Clarification Request Form should be submitted onto the system and to Madumetja Mabitsela, email [Madumetja.Mabitsela@transnet.net](mailto:Madumetja.Mabitsela@transnet.net) before **10:00 pm on Monday, 13 February 2023** substantially in the form set out in **Section 7**. In the interest of fairness and transparency Transnet's response to such a query will be published on the e-tender portal and Transnet website.

7.2 After the closing date of the RFI a Respondent may only communicate with the Secretariat of the Division Bid Adjudication Committee, at telephone number 011 584 0821, email [prudence.nkabinde@transnet.net](mailto:prudence.nkabinde@transnet.net) on any matter relating to its **RFI** Proposal.

7.3 Respondents are to note that changes to its submission will not be considered after the closing date.

7.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this **RFI**.

7.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## 8 CONFIDENTIALITY

All information related to this **RFI** is to be treated with strict confidence. In this regard Respondents are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need however arise to divulge any information related to this RFI or the subsequent RFP process, written approval to divulge such information must be obtained from Transnet.

## 9 STATUS OF THIS RFI AND SUBSEQUENT PROCESS

- 9.1 It is envisaged that a service provider will be appointed, through a separate RFP process, for the provision of the digital business execution requirements over a period to be agreed.
- 9.2 This RFI is not an offer to purchase, and Transnet is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter.
- 9.3 As this is a Request for Information only, no business will be awarded through this process.

## 10 DISCLAIMERS

- 10.1 Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this **RFI** and/or its receipt of submissions in response to it. In particular, please note that Transnet reserves the right and at its sole and full discretion to:
- (a) utilise any information provided to it in response to this **RFI** to draft the scope of requirements for inclusion in an RFP;
  - (b) take no further action whatsoever, if it so decides;
  - (c) withdraw from this process and the provisions of this project at any time;
  - (d) select the **RFI** and **RFP** participants based on Transnet's criteria;
  - (e) change the dates of adjudication and submission;
  - (f) not invite RFI respondents for further participation in the **RFP** process;
  - (g) not bind itself to accept any or all of the RFIs;
  - (h) increase or decrease the quantities/scope as indicated in the RFI;**
  - (i) validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
  - (j) request audited financial statements or other documentation for the purposes of a due diligence exercise;
  - (k) not accept any changes or purported changes by the Respondent to the bid rates after the closing date;
- 10.2 An **RFI** will only be deemed accepted once written notice is given by Transnet to the Respondent(s) and after any amendments have been documented and agreed to
- 10.3 Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.
- 10.4 Transnet reserves the right to eliminate or shortlist respondents base on the quality of their proposal received.

**Transnet urges its clients, suppliers and the general public to report any fraud or corruption to TIP-OFFS ANONYMOUS:**



**You can choose to be Anonymous or Non-Anonymous on ANY of the platforms**  
**PLEASE RETAIN YOUR REFERENCE NUMBER**



**AI Voice BoT "Jack"**

Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.

**What's App**

Speak to an Agent via What's App.

**Speak to an Agent**

Speak to an Agent via the platform with no call or data charge

**Telegram**

Speak to an Agent via Telegram

0800 003 056



086 551 4153



reportit@ethicshelpdesk.com



\*120\*0785980808#

## SECTION 3: RFI SCOPE OF REQUIREMENTS

### 1 INTRODUCTION

TFR is the largest division of Transnet SOC Limited. It is a world class heavy haul rail company that specialises in the transportation of freight. TFR has positioned itself as a profitable and sustainable freight railway business, focussed on driving the competitiveness of the South African economy. In an increasingly digital world, profitability, competitiveness and resultant sustainability requires the ability to integrate technology strategies into all aspects of the business to ensure the organisation innovates and thrives while achieving effective decision-making, operational efficiency, sustainable business operations and growth.

### 1 BACKGROUND

TFR has accordingly embarked on a digital transformation journey, underpinned by an ambitious Digital Transformation Strategy (DTS) to ensure implementation of the safe, secure, relevant and resilient infrastructure, digital platforms and technologies that are required to digitally transform TFR business and operations to achieve its objectives. Core to the delivery of the DTS is digital enablement of business capabilities across the TFR value chain, which is currently characterised by a high percentage of manual and silo-based business processes. This results in unacceptable operational performance levels, revenue leakage and unsatisfied customers among other inefficiencies.

The DTS will be implemented through the formation of strategic partnerships that foster strategy formulation and execution, local industrialisation, augmentation of capacity, development and introduction of digital technology capabilities, skills and expertise to improve service delivery, innovation and value creation through digitalisation.

TFR undertakes to achieve this mandate through the adoption of a strategic technology partner who will act as an integrator and executor of TFR Digital Transformation Strategy, Programme & Roadmap over the next 5 to 10 years. TFR seeks to onboard an experienced Digital Transformation Execution Partner (DTEP), who has extensive experience working with complex rail business across various functions including planning, simulations, asset tracking, scheduling, execution, deviation management and reporting.

The DTEP needs to enable seamless integration of existing technologies with new technologies into the Transnet value chain that provides interface operability, visibility and evolve TFR into a Digitally Enabled Business. The DTEP will have oversight and facilitate the creation of an integrated platform that enables an interface between rail infrastructure, assets, business processes, and people and allows real time visibility and real time control and management of the rail business to improve efficiency, optimise and maximise performance. They also need to support TFR in implementing a digital environment that provides real time diagnostics, predictive and prescriptive insights and analytics to resolve issues proactively and decision making. The DTEP will support the organisation in driving the execution of the digital transformation strategy and roadmap while transferring the much needed digital transformation knowledge, skills, expertise, and capability to the organisation. The DTEP will assume overall accountability and oversight for the management of the TFR Digital Transformation Strategy through successful planning, administration and ultimate implementation of ICTM roadmaps.

Your submission should include in detail your proposed methodology, and preliminary program of expected activities. From the RFI and response and/or submissions thereto, Transnet will compile an RFP document which will include an indicative schedule of activities and timelines.

## **2 KEY OBJECTIVES OF THIS RFI PROCESS**

The following list of deliverables captures the minimum intent and objectives of the RFI process. Transnet requests all Respondents to assist with the achievement of these objectives by submitting the requested information as indicated below. This will be finalised in the RFP documents following the RFI process:

### **2.1 Train Planning and Scheduling, Execution Monitoring & Deviation Management**

#### **Problem Statement**

TFR currently relies on an array of standalone train and resource planning legacy systems & processes to produce its integrated train plan. These legacy systems do not have a view on real time rolling stock asset availability, positioning, status, cycle times, and condition, which leads to these critical elements being sub-optimally and manually considered during the train planning process, further resulting in the production of suboptimal, inadequately balanced, and non-robust train plans.

Fundamental to the production of the train plan is the Master Train Schedule (MTS) and the applicable service designs that depict when trains are to depart from places of origin (that is sidings, yards, or stations) to places of destination (that is sidings, yards, or stations, including terminals and ports). Currently TFR employs manual processes in the development and creation of its MTS and service designs, lacking in the process the ability to adequately test the feasibility (robustness and stability of the timetables) through simulation of the developed MTS and service designs.

Furthermore, the manual processes that TFR relies on renders the planning process non-testable to detect any conflict and feasibility in the train plan, neither is the production of the train plan carried out in an integrated manner, with several components of the train plan (e.g., wagon distribution plans, locomotive distribution plans, backlog customer orders, train crew plans) concluded in isolation of each other. Additionally, the current manual process does not adequately and “integratively” consider planned infrastructure maintenance, neither do the manual processes enable the real-time consideration of temporary speed restrictions during the planning process, leading to the oversubscription of the train plan and therefore a non-executable train plan, resulting in high train cancellations and customer dissatisfaction.

On the day of operation, potential deviation alerts and early warning are not timeously and proactively reported – TFR’s standalone, fragmented, and manual event reporting processes and systems do not enable a real time train position reporting of rolling stock assets, leading to poor recovery from deviations, as well as the inadequate rescheduling of the rolling stock assets. Dynamic re-planning is performed manually and cannot, and does not, forecast whether the re-planning intervention will lead to bottlenecks, often resulting in train delays, congestion, cancellations, and customer dissatisfaction.

Start-ups following deviations often results in recovery from deviations being mostly achieved with a lopsided equity to customer orders, resulting in older customer orders being overtaken by newer

orders owing to the manual processing of backlog orders. Also, the lack of automated toolsets results in suboptimal start-up plans post deviations because the prioritisation intervention is characterised by the stakeholder (customer, management, etc.) that "shouts the loudest".

### **Key Requirements**

To solve the myriad of problems stated above, it is crucial that an integrated set of automated toolsets with simulation capabilities be introduced in order to enable optimal strategic, tactical and operational planning through simulation to meet customer demand and identify spare capacity, as well as to perform pro-active execution monitoring and optimal deviation management and dynamic replanning following deviations to the ITP. To achieve the production of feasible, optimal, predictable, reliable, robust, and repeatable ITP, the required resolution to be achieved through the digital transformation journey which TFR is embarking on should comprise the ability to:

- Create a robust, stable, and conflict-free MTS (and associated service designs) that is based on the practical slot capacity informed by the integrated input of the real-time infrastructure condition and configuration, and inclusive of the dynamic updating on temporary speed restrictions. Additionally, the solution should be able to compile an optimal blocking plan that translates customer demand into optimal blocks in such a way that the total number of trains required to move cargo are minimised, that shunting (block swapping) at intermediate locations is minimised, that resource utilisation is maximised, and that freight volumes and profitability are maximised.
- Enable the simulation of different demand scenarios to investigate impacts of changes to the infrastructure, train configurations, resource allocation rules and crew working methodologies to improve operational efficiency to maximise resource utilisation.
- Enable TFR to prioritise and rank all demand based on the total cost and profitability during times when demand exceeds available rail capacity (e.g., train slots, rolling stock, and train crew).
- Develop optimal rolling stock (complete with the associated auxiliary equipment) and train crew distribution plans that are integrated to validate the holistic resourced production plan.
- Enable early warning of deviations, identification of primary and secondary impacts of the deviations through deviation impact assessment and enable the proactive monitoring of the execution of the train plan and the individual resource plans (rolling stock, train crew, auxiliary equipment) during the execution of the train plan, as well as provide for dynamic re-planning in an equitable manner which considers backlog orders.
- Enable adequate scenario-testing of multiple re-planning / re-scheduling scenarios and allow TFR to select the preferred optimal scenario that supports the company's strategic drive.

## **2.2 Rail Traffic Control**

### **Background**

Train Control is the environment where train movements are authorised and managed by a Train Control Officer (TCO). It involves the actions and procedures to be followed in ensuring safe train

movements over a running line using electrical/mechanical operated signals/train tokens and automated points/hand-operated points or special orders according to the specific train-control system per line section.

### **Problem Statement**

Most Train Control systems have become obsolete whilst the current systems in use have degraded significantly relying on operator (TCO) input, which is prone to human error, resulting in railway occurrences.

### **Key Requirements**

- The Train Authorisation System (TAS) must be enhanced through non-vital interfaces that will provide full data on aspects of rail operations as applicable **to achieve and maintain the principles of safe and efficient movement on rail.**
- Capability must be forward-compatible with any **communications** technology (**line-side, or onboard/incab**), irrespective of the Infrastructure Manager (IM), Train Operating Company (TOC) or Rolling Stock Company (ROSCO).
- Communication between **the** network, trains, **and** control centre must be continuous with adequate redundancy.
- The **solution** must **provide** predictive capability to plan-ahead within pre-determined window as part of the workstation functionality.
- **Operator** workstation access should only be obtained through biometric registration/sign-on and provide full operator performance, including productivity analysis and exception reporting.
- Workstation configuration should be scalable to allow for activity-based operator control.

## **2.3 Rail Network (In-cab Signalling, Track Technologies Condition monitoring (rail break detection, etc.), Track Maintenance)**

### **Problem Statement**

TFR business and operations environment has been marked by commercial, operational inefficiencies, rolling stock as well as rail infrastructure challenges making it difficult to improve productivity, business performance and sustainability, thus limiting business growth. The additional challenge is the lack of support from supply chain sourcing services and governance processes, which results in contracts with suppliers not being signed timeously, leading to material and equipment shortages to effect infrastructure maintenance and/or repairs during incidences (e.g., theft, vandalism, derailments, hook-ups, etc.).

Furthermore, the rail infrastructure is characterized by a myriad of rail breaks, kickouts (due to tensile stresses owing to hotter temperatures), washaways (owing to flooding from heavy rainfalls) which require the intervention of physical inspections, which brings with it a lack of timeliness of information

to make critical decisions. For instance, the running of maintenance inspection vehicles (trolleys, Ultrasonic Measuring Car, Road-Rail Vehicles, on-foot inspections by the Track Master, etc.) means that there is a time-lag between knowing what defect(s) has (have) arisen and doing something about it before sending in a train to traverse the affected section. Planned maintenance activities, which are largely time based often require lengthy and costly disruptions to operations which lead to instances where maintenance teams are not granted the authority to occupy the line, resulting in a direct impact on a reduction in network availability. Furthermore, the technology and platforms that are used for maintenance are not integrated to support effective and efficient maintenance.

The exposed nature of the infrastructure equipment (e.g., line side signalling equipment and cabling, overhead traction equipment, points machines, etc.) adds to the act of theft and vandalism, resulting in a degraded state of the network and therefore reduced slot capacity. Train detection under these circumstances becomes affected, resulting in manual train authorisations with the added risk of collision incidences. Similarly, condition assessment systems (CAS) and equipment are prone to failure and no means of the operator (Rail Network Maintenance) knowing real-time of the failure (or even vandalism, etc.). This leads to trains that run in a "defective" mode (e.g., hot axle box, dragged equipment, etc.) not being detected by the failed CAS & equipment, resulting in rail incidences (e.g., derailments, etc.). Further challenges surrounding CAS include a situation where these tools go offline, without the operator's knowledge, and often give alerts after the fact (i.e., when a rail incident has occurred)

In a degraded network condition, TFR currently cannot, on a real-time and dynamic basis, determine with accuracy slot capacity to enable robust train schedules and therefore ITP. The calculations are carried out manually and, in a time-lag fashion.

### **Key Requirements**

- Provide a solution that supports a copper-less Train Authorisation and Control System environment to overcome the impact of wayside equipment theft and vandalism, and hence unwarranted downtime. The solution must be resilient and optimised by interoperable real-time traffic management that will allow for intelligent, predictive, and adaptable operational control of train movements, that will maximise system capacity and conserve energy. The solution should further consist of intelligent and consistently applied fall-back systems to ensure safety of train operations in a degraded rail network.
- Provide a solution that minimises or eradicates reliance on carrying out physical inspections of the rail infrastructure to enable the real-time dissemination of up to date and current information about the status and condition of the rail infrastructure.
- Introduction of digitised solutions to inform, on a real-time and therefore dynamic basis, the operator (Rail Network Chief Engineer and the CTC) of defects (e.g., washaways, kickouts, broken rail, OHTE condition, etc.) in the track and therefore to enable decision making to avoid rail incidences (derailments, etc.).

- Enable through digitisation the procurement processes to streamline efforts in ensuring that the required components, material, and contracts needed to carry out maintenance and/or repairs to the infrastructure are in place at the times required, and in the right quantities.
- Deploy automated systems and toolsets that **can** determine, on a real-time and dynamic basis, the condition and therefore configuration of the infrastructure to enable the automatic and real-time-based calculation of the practical slot capacity, and therefore enable the creation and development of the MTS, and service designs in an adequate and optimal, robust, stable and conflict-free fashion.

## 2.4 Transaction Reconciliation and Billing

### Problem Statement

TFR has been utilizing silo legacy systems to manage income (railage and other miscellaneous charges). These systems work in isolation and require an immense amount of integration to work as a cohesive unit with other supporting systems. The revenue management processes are also mostly manual and have resulted in TFR registering repeat audit findings for revenue exposure and SARS Regulatory requirements transgressions.

Transaction Reconciliation and Billing entails the revenue management processes responsible for the full collection and optimised revenue due to on services rendered. Revenue exposures arise from various areas, but transaction reconciliation and billing challenges emanate mainly from rate (tariff) and penalty disputes. Currently, TFR currently does not have, amongst others,

- An Intelligent Order Fulfilment system where bulk and container orders/consignments are captured, and the billing and captured traffic is linked.
- A capability to track order placements and linked to contracted volumes,
- Visibility of late and additional orders across all Operational Divisions, Corridors and Port Terminals.

The following are key to optimizing revenue and ensuring optimal revenue collection:

#### Price Determination

- The current pricing policy is old and does not accommodate new pricing methodologies aligned to changing business requirements such as slot sales, Branchlines, PSPs, Leasing and haulage
- The current pricing process is manual and is not integrated to the costing system to provide a view of profitability or the SAP CLM for alignment. The manual processes result in:
  - Price mismatches between physical contract and system
  - Manual input of prices into the service management system allows for hand rate capture, leading to errors
  - Lack of control or authority on who can enter hand rates into the service management system
  - Manual capturing of miscellaneous charges and handling fees for all traffic types/commodities

#### Contracts

- There is no centralized contract repository for effective contract management resulting in, amongst others:
  - errors due to manual capturing of terms and conditions, miscellaneous charges, penalties, free time allowance etc.
  - Complex current contract terms resulting in delayed acceptance and signing of contracts by customers and difficult to manage during contract execution
  - No standardized way of contracting and contracting conditions

#### Revenue Collection (Order fulfilment Demurrage and penalties)

- Train delay charges are often not raised due to the current manual process
- Unreliable information sources due to discrepancies between Sprint Data and physical wagon movement result in incorrect or demurrage not being raised
- Manual invoicing of demurrage resulting in disputes
- Manual weighbridge slips for in-motion weigh bridge system (IWOCS) result in account disputes and an increase in debtors' days
- Weighbridge data is not interfaced with all weighbridges (e.g., in-section weighbridge versus weighbridge at the port) resulting in orders not being billed on weighbridge masses
- The manual customer train cancellation data results in disputes and non-payment of accounts (section 17 of Standard Conditions of Carriage)
- Some orders with insufficient credit are executed due lack of interface between Next Week's Business or customer order and credit management system to confirm available credit limit
- Credit limit override approval is done through informal manual processes (e.g., e-mail messages)
- Tracking and monitoring tracker does not match the consignment listing data.

#### **Key Requirements**

To ensure adequate revenue collection and optimisation, appropriate revenue collection systems for all revenue generating activities and services rendered are required. Below are capabilities required to curb revenue leakages and minimise revenue exposure:

#### Automated Pricing System

An automated system with integrated view of prices, including miscellaneous charges and handling fees for all traffic types/commodities in one system. The system should further enable:

- The ability to incorporate flexible pricing options for e.g., price incentives/rebates
- Different Pricing methodologies and models i.e. Slot Price Principals and Pricing of different activities within the supply chain
- Notifications on price expiry dates and special price conditions
- Ability to deactivate prices for services not in use
- Ability to show price breakdown
  - ✓ split tariffs of TPT; TNPA and Overborder Rail Entities.
  - ✓ split tariffs for additional activities – e.g., handling through third parties
- Visibility of service costs.
- Ability to detect existing prices for similar services – make recommendations
- Generation of Exception Reports and Dashboards

#### Contract Management

- A Digital and Automated Contract Management Process capable of capturing contract terms and conditions, miscellaneous charges and penalties is required. Furthermore, the required capability should
  - ✓ Be able to ease the management of different contractual aspects.
  - ✓ Performance contract dashboards

- ✓ Generate Long-term; spot-ordering contracts, Local and International Contracts and the management thereof

#### Revenue Collection:

- Automated Consignment/Order Creation for Bulk and Containers
- Customer self-service order placement and amendments.
- Centralisation of all short- and long-term orders into a single repository.
- Linking and tracking of order placement with contracted volumes.
- Real-time tracking of execution by order / consignment.
- Visibility of all orders across the supply chain
- Digital and Automated Train Handling Time (THT)
- Digital and Automated INGO mass and billing of events
- Automation of release notes, Works Orders and Proof of delivery. (No manual Releases)
- Automated Late orders and automated Additional orders
- Proactive order status and alternative communication plan of execution of orders/order fulfillment.

#### **Automated of Legislative requirements for SARS and other Departments.**

- SARS RCG CALLINF message (Call information of trains) Train Reports/schedules.
- SARS RCG CUSCAR messages –Crew details, description of details inside a container and break bulk for vehicles VIN number for each vehicle in a consignment/train.
- SARS -Receive and release CUSRES messages NAVIS, SM, SCM for Containers.

## **2.5 Rolling Stock, Life Cycle Maintenance, Tracking, Performance Management, Safety Interfacing**

### **Overview**

Transnet has 92 000 pieces of rolling stock which need to be managed in a manner such that they are safe, available, and reliable. To ensure that this is achievable, Transnet requires the necessary data sets to make the appropriate decisions regarding maintenance, safety, and operations. There are also additional requirements due to external factors such as theft and vandalism, weather disruptions and community unrests. Further to this, the locomotives have many auxiliary items (such as On-Board Computers, Telemeters, Radios, cameras, etc.) that also require monitoring and maintenance. From a wagon perspective, there is also a requirement to manage auxiliary items such as tarpaulins, lashing chains and the cleaning of wagons.

### **Problem Statement**

Currently, Transnet has multiple systems providing data, but most of these systems are “stand alone” in nature and require in most cases specialized expertise to analyse and provide data sets which add

value to the business. There is little or no integration between systems which provides a holistic view of the rolling stock.

There are also many employees who analyse and store data on individual computers which is not freely available to the business at large.

### **Key Requirements**

- Integration of On and Off Board systems for Locomotives
- Recommend other off board systems and technologies that will add value to Transnet
- Integration of Maintenance Information from various systems
- Management system for Auxiliary Items
- Early warning systems that provide alerts when locomotives are being tampered with
- Track and trace of rolling stock
- Track and trace of rolling stock components when fitted to an asset as well as in inventory
- Integration of information received from external sources such as Locomotive Original Equipment Manufacturers
- Real time capturing of maintenance data
- Integration of weather reports into real time operations of trains
- Automated Crew Management System
- Management Reports and Dashboards

### **Anticipated benefits of these solutions**

- a) Maintenance Enhancements
  - Descriptive
  - Diagnostic
  - Predictive
  - Prescriptive
- b) Improvement in Rolling Stock Security
  - Early warning detection
  - Prevention of theft of cargo
  - Identification of "hotspot areas"
  - Panic Alerts from Drivers and Assistants
- c) Improved Safety
  - Management of unsafe trains (Overloading, Over-speeding, etc.)
  - Early detection of catastrophic failures which will result in derailments, collisions, etc.
  - SPAD prevention
- d) Enhanced Operations

- Improved scheduling of rolling stock
  - Improved planning and scheduling of crew
  - Improved management of auxiliaries
  - Real time train tracking
  - Improved Train authorisations
  - Reduction in train delays
  - Recovery of demurrage charges
- e) Improved Reports
- Real time dashboards
  - Real time asset positioning
  - Customer track and tracing of consignments
  - Real time maintenance reports and work order management.

## 2.6 Yard Planning, including siding loading and port offloading

### Background

The yard planners work with a yard production plan that dictates the number of activities at a specific yard. These activities need to take place in the yard and are dictated by works orders. The Yard Production Plan's activity is derived from the train plan that constitutes the trains that will be built and departed from a specific yard. It also indicates the number of trains that will arrive at that specific yard.

The arrival of those trains needs to be broken up as per Customer requirements. A works order is an instruction which is electronically generated and dictates the placement, clearance and breaking up of trains. The dependency of executing customer demand is the interface between the Order Entry, Yard Planning, and Operations teams and systems. The execution of the train plan is **dependent** on the processes and activities of the above teams.

### 6.6.1 Challenge – Data integrity

Vehicle lists (manifest of the rolling stock making up a train) are manually compiled by data capturers who rely on the Yard Official who walks the rail lines in the yard and writes down the wagon numbers on a piece of paper, and then call out the wagon numbers on a walkie-talkie or by telephone to the data capturer who then manually captures these wagon numbers into the SPRINT system to create a vehicle list. During adverse weather conditions it becomes difficult to write the correct wagon numbers due to the piece of paper being to getting wet.

In the process of writing the wagon numbers, it does happen that the Yard Official mixes up the numbers. Should a wagon number be taken down incorrectly, for whatever reason, the incorrect number gets fed into the SPRINT system, resulting in the SPRINT system reflecting the incorrect wagon number which will probably indicate on arrival at its destination as being missing or an

unknown wagon to the customer. Valuable time is spent “searching” for “missing wagons”, only to find an incorrect wagon number was captured at the time of the creation of the vehicle list.

The current processes are all manual – which is an input to the SPRINT system to generate documentation such as works orders which is an instruction to shunt customer sidings and build trains in accordance with the train plan’s requirements. Incorrect wagon numbers can result in placing the incorrect wagon in the customer siding for loading. Or as has happened before, incorrect wagon numbers result in a whole consignment going missing and taking days, even months, before being located.

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Respondent’s Signature

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Date and Company Stamp

**Key Requirement**

Provide a solution that will take wagon numbers without the physical act of the Yard Official manually writing down the wagon numbers. The solution should ideally interface with the data capturers' SPRINT system to ensure that we have the correct wagon numbers.

**6.6.2 Challenge – Trains not departed on the system from origin**

Trains are currently departed (a transaction on the SPRINT system used to indicate the time and date of a train's departure from an origin point) on SPRINT through its applicable 16-digit train number. However, at times trains physically arrive at a destination point and yet such trains do not appear to have been "departed" from their points of origin. When the Yard Planner attempts to issue a works order for the placement in the customer siding (for offloading or loading purposes), the SPRINT system indicates the current position of the wagons to be in a different location (i.e., still at origin), thus foiling wagon placement attempts. To overcome this challenge, the Yard Planner that physically received the train ends up calling the Yard Planner from whence the train was dispatched to "depart" the train on the system.

**Key Requirement**

Provide a solution that will automatically update all applicable operational systems, including SPRINT, with the correct details of a train that physically departs from an origin station. Similarly, the solution must provide for the automated updating of all applicable operational systems, including SPRINT, with details of train that physically arrives at its destination point.

**6.6.3 Challenge -Time and attendance of employees**

Areas where there is no 24/7 round-the-clock supervision make it difficult to ascertain whether employees have come to work on time as well as left the workplace having completed their rostered shifts in full. Employees sign on a register when on shift thereafter the admin clerk in the depot captures this on a timesheet at the end of the month and send through to the pay office for salary payments. This way of doing things leads to opportunities for fraudulent claims of salary, and certainly overtime, being exploited by the workforce.

**Key Requirement**

**Provide a solution that will enable the effective reporting of "time and attendance" for employees to sign on and off without manual intervention or manual manipulation.** This tool will be value add if it can interface with SAP to link time worked through to the pay system.

**N.B Respondents are to note Transnet prefers that 40% or more of the proposed solution must be developed by the respondents themselves**

### **3 GENERAL RESPONDENT OBLIGATIONS**

- 3.1 The Respondent(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 3.2 The Respondent (s) must comply with the requirements stated in this RFI.

### **4 CONFIDENTIALITY AND COMPLIANCE**

This RFI and information contained herein or provided for purposes thereof, remain the property of Transnet and may not be reproduced, sold or otherwise disposed of. All recipients of this document (whether a RFI is submitted or not) shall treat the details of this document as strictly private and confidential.

Information disclosed in this RFI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic RFI.

### **5 UNDERTAKINGS BY RESPONDENT**

It will be accepted that the Respondent, on submitting the RFI response, has read, understood and accepted all the terms and conditions of the document. The submission of an RFI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the RFI Response document.

### **6 COSTS TO RESPOND TO THE RFI**

- 6.1 All Respondents wishing to submit a RFI response must be in possession of this document, the RFI. Transnet will not be responsible for or pay any expense or losses which may be incurred by any Respondent in the preparation and submission of the RFI and the costs of the RFI at all stages of the RFI process. Costs, if any, will be for each Respondent's own account.
- 6.2 Transnet reserves the right to invite certain Respondents to present or otherwise demonstrate their proposed solution as per their RFI, at the Respondent's own cost.

### **7 AUTHORITY OF SIGNATORY**

- 7.1 If the RFI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. personally signed by the Chairman or Secretary of the Board) authorising the person who signs this RFI to do so and any other documents and correspondence in connection with this RFI and/or agreement on behalf of the company, must be submitted with their RFI.
- 7.2 If the RFI Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this RFI to do so and any other documents and correspondence in connection with this RFI and/or agreement on behalf of the partnership, must be submitted with this RFI.
- 7.3 If the RFI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this RFI and any other documents and correspondence in connection with this RFI and/or agreement is the sole owner of the one-man business.

Failure to comply with this clause may result in rejection of the RFI response.

**8 OFFERING OF COMMISSION OR GRATUITY**

If a Respondent, or any person employed by him, is found to have either directly or indirectly offered, promised or given to any person in the employ of Transnet, any commission, gratuity, gift or other consideration, Transnet shall have the right and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to disqualify the RFI Respondent from further participation in this process and any other subsequent processes in this regard. The RFI Respondent will be responsible for all and any loss that Transnet may suffer as a result thereof. In addition, Transnet reserves the right to exclude such a Respondent from future business with Transnet.

**9 UNDERTAKING BY TRANSNET**

In responding to this RFI, Transnet encourages all RFI Respondents to put their best effort into the construction and development of the proposal.

The RFI process will include due governance and the results of the adjudication process will be available to Respondents.

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Respondent's Signature

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Date and Company Stamp

## **SECTION 4: TRANSNET'S RFI INFORMATION**

### **1 STATISTICS [The Goods and Services]**

Please note that the aforementioned information is provided merely as an indication of the size and nature of Transnet's current requirements and consequently does not necessarily reflect the extent of the Goods and Services to be provided by appointed Service Provider(s) through an award of business at any future date.

### **2 REQUIREMENTS FOR RFI**

Respondents expressing an interest to participate in this RFI stage must provide the full range of Products and Services.

### **3 FINANCIAL REQUIREMENTS FOR FUTURE AWARD OF BUSINESS**

In the event of a RFP following this RFI process, it will be a condition precedent prior to the award of business in terms of that RFP that the successful Respondent demonstrates its ability to supply Transnet's requirements.

### **4 PRICING OPTIONS**

Respondents to submit their own indicative pricing scheduled based on the proposed digital business digital transformation execution partner plans. The pricing will be used for budget purposes only.

### **5 TEST FOR ADMINISTRATIVE RESPONSIVENESS**

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>
<ul style="list-style-type: none"> <li>• Whether the Bid has been lodged on time</li> </ul>
<ul style="list-style-type: none"> <li>• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>
<ul style="list-style-type: none"> <li>• Verify the validity of all returnable documents</li> </ul>
<ul style="list-style-type: none"> <li>• Verify if the Bid document has been duly signed by the authorised respondent</li> </ul>

**SECTION 5: EXPRESSION OF INTEREST**

I/We \_\_\_\_\_

[name of company, close corporation or partnership]

of [full address] \_\_\_\_\_

\_\_\_\_\_ carrying on business under style or title of [trading as]

represented by \_\_\_\_\_

in my capacity as \_\_\_\_\_

being duly authorised, hereby lodge an **Expression of Interest** in the supply and provision of a digital business execution provider (DBEP) over an agreed period.

**ADDRESS FOR NOTICES**

Respondent to indicate its domicilium citandi et executandi hereunder:

Name of entity: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 RFI is submitted.

(i) Registration number of company / C.C. ....

(ii) Registered name of company / C.C. ....

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

.....

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.....

.....

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.....

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

**RETURNABLE DOCUMENTS**

Respondents must submit with their responses to this RFI, **as a minimum requirement**, all the returnable documents indicated below with a [√]. All Sections must be signed and dated by the Respondent.

Minimum Requirements - Returnable Documents	Submitted [√]
SECTION 1: SBD1 FORM	
SECTION 2: Notice to Respondents	
SECTION 3: RFI Scope of Requirements	
SECTION 4: Transnet’s RFI Information	
SECTION 5: Expression of Interest	
Digital business execution provider proposal	
SECTION 6: Certificate Of Acquaintance with RFI, Terms & Conditions & Applicable Documents	
SECTION 7: RFI clarification request form	
SECTION 8: SBD 4 - Bidder’s Disclosure	
SECTION 9: Certificate of attendance of non-compulsory RFI Briefing	
SECTION10: Protection of Personal Information	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of this RFI process.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date and Company Stamp

**SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFI, TERMS & CONDITIONS & APPLICABLE DOCUMENTS**

**By signing these RFI documents, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFI, including those contained in any printed form stated to form part hereof including but not limited to the documents stated below. Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition.**

1	Transnet’s Supplier Integrity Pact
2	Non-disclosure Agreement

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in this RFI unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Transnet’s Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFI was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFI documents included in the RFI as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
Name \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: \_\_\_\_\_

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date and Company Stamp

**SECTION 7: RFI CLARIFICATION REQUEST FORM**

RFI No: HOAC HO 40235

Deadline for RFI clarification submissions: Before **10:00 am on** 13 February 2023

TO: Transnet SOC Ltd  
ATTENTION: Madumetja Mabitsela  
EMAIL: [Madumetja.Mabitsela@transnet.net](mailto:Madumetja.Mabitsela@transnet.net)  
DATE: .....  
FROM: .....

RFI/ Clarification No [to be inserted by Transnet] HOAC HO 40235

**REQUEST FOR RFI CLARIFICATION:**

.....  
.....  
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\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

**SECTION 8: SBD 4 - BIDDER'S DISCLOSURE**

**1 PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2 Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

\_\_\_\_\_

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1. If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

\_\_\_\_\_  
Respondent's Signature

\_\_\_\_\_  
Date and Company Stamp

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Respondent's Signature

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Date and Company Stamp

**SECTION 9: CERTIFICATE OF ATTENDANCE OF NON-COMPULSORY RFI BRIEFING**

It is hereby certified that –

1. \_\_\_\_\_

2. \_\_\_\_\_

Representative(s) of \_\_\_\_\_ [name of entity]

attended the RFI briefing in respect of the proposed Goods and Services to be rendered in terms of this RFI

on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
TRANSNET’S REPRESENTATIVE

\_\_\_\_\_  
RESPONDENT’S REPRESENTATIVE

DATE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

**NOTE:**

This certificate of attendance must be filled in duplicate, one copy to be kept by Transnet and the other copy to be kept by the Respondent.

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date and Company Stamp

## SECTION 10: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):  
  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:  
  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFI, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFI and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFI, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.
8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFI (physically, through a computer or any other form of electronic communication).

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Respondent’s Signature

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Date and Company Stamp

- 9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
- 10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 11. In submitting any information or documentation requested in this RFI, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFI and further confirming that they are aware of their rights in terms of Section 5 of POPIA

**Respondents are required to provide consent below:**

<b>YES</b>		<b>NO</b>	
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- 12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
- 13. The Respondent declares that the personal information submitted for the purpose of this RFI is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za