

TRANSNET FREIGHT RAIL

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

Registration Number 1990/000900/30

REQUEST FOR QUOTATION [RFQ] No: KBC/37528

[TFR/2022/03/0109/RFS]

**FOR THE PROVISION OF: Nightshift and weekend cleaning and hygiene services for the
Northern Cape Region for a period of 6 months**

FOR DELIVERY TO:	NORTHERN CAPE
ISSUE DATE:	09 May 2022
CLOSING DATE:	24 May 2022
CLOSING TIME:	10:00 AM
E-MAIL CLOSING ADDRESS:	As per instructions on page 2 of the document
VALIDITY DATE:	27 September 2022 (90 Business days)

Project Manager: Norman Papenfus

Tel: 051 408 3224

E-mail: Norman.papenfus@transnet.net

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:	KBC/37528	ISSUE DATE:	09 May 2022	CLOSING DATE:	24 May 2022	CLOSING TIME:	10H00 AM
DESCRIPTION	Nightshift and weekend cleaning and hygiene services for the Northern Cape Region for a period of 6 months						
BID RESPONSE DOCUMENTS SUBMISSION							
<p>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.</p> <p>RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER/RFQ SELECTED.</p> <p>The Transnet e-Tender Submission Portal can be accessed as follows:</p> <ul style="list-style-type: none"> Log on to the Transnet eTenders management platform website (https://www.transnet.net); Click on "TENDERS"; Scroll towards the bottom right hand side of the page; Click on "register on our new eTender Portal"; 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; <p>Submit bid documents by uploading them into the system against each tender selected.</p>							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Liesel Weir			CONTACT PERSON	Norman Papenfus		
TELEPHONE NUMBER	053 838-3202			TELEPHONE NUMBER	051 408 3224		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER			
E-MAIL ADDRESS	Liesel.weir@transnet.net			E-MAIL ADDRESS	Norman.papenfus@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:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		

Respondent's Signature

Date & Company Stamp

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
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	1 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
<p>IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>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.</p>			

PART B TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS
<p>1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>

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: _____

Respondent's Signature

Date & Company Stamp

SECTION 2: NOTICE TO BIDDERS

1 Responses to RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

2 Formal Briefing

A formal briefing session will not be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated in paragraph 3 [*Communication*] below:

3 Communication

- 3.1 Specific queries relating to this RFQ before the closing date of the RFQ should be submitted onto the system and to [Leonie.visagie@transnet.net] before **12:00 pm on 24 May 2022**. In the interest of fairness and transparency Transnet's response to such a query will then be made available to other bidders
- 3.2 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.
- 3.3 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.
- 3.4 Respondents may also, at any time after the closing date of the RFQ, communicate with the Secretariat of the Transnet Acquisition Council on any matter relating to its RFQ response:

Tender Administrator

Name: Liezel Weir Email: Liezel.weir@transnet.net
Telephone: 053 838-3202
and

Secretary of the Acquisition Council

Name: Leonie Visagie Email: Leonie.visagie@transnet.net
Telephone: 053 838-3119

Project Manager

Name: Norman Papenfus Email: Norman.papenfus@transnet.net
Telephone: 051 408-3224

After the closing date of the RFQ, a Bidder may only communicate with the Rail Secretariat of the Transnet Freight Rail Acquisition Council, on any matter relating to its RFQ Proposal.

Name: Leonie Visagie Email: Leonie.visagie@transnet.net
Telephone: 053 838-3119

4 Legal Compliance

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

5 Employment Equity Act

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

6 Changes to Quotations

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

7 Binding Offer

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

8 Disclaimers

8.1 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. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- cancel the quotation process;
- 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;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it;
- to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may

therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.

Respondent's Signature

Date & Company Stamp

9 **Specification/Scope of Work****SPECIFICATIONS****ANNEXURE A****NIGHTSHIFT AND WEEKEND CLEANING & HYGIENE SERVICES AT DE AAR,
POINT ZERO, HOTAZEL, KIMBERLEY (BEACONSFIELD), POSTMASBURG,
SISHEN & WARRENTON****1. SCOPE OF WORK**

The contract covers the **cleaning and hygiene of various buildings daily (Nightshift and Weekends including Public Holidays) in the Northern Cape Region** and other work arising out of or incidental to the above, or required of the contractor for the proper completion of the works in accordance to the true meaning and intent of the contract documents.

2. TO BE SUPPLIED BY THE CONTRACTOR/SERVICE PROVIDER (EQUIPMENT)

Except where otherwise specified, the Contractor/Service provider shall supply all labour, transport, plant equipment, tools, services and cleaning agents, required for the carrying out and completion of the work included in this contract.

Equipment shall include the following:

Two bucket mop caddy with mop wringer

Mops, Brooms, dust pan & brush sets, feather dusters (Long/short), rubber gloves

Colour coded microfiber cloths

Caution/Hazard sign – Wet floors

Maintenance of equipment shall be the responsibility of the Contractor/Service provider and all costs associated with the maintenance of equipment will be for his own account.

The Contractor/Service Provider shall ensure that defective equipment is either be replaced or repaired as the case may require, within 24 hours from the time that such defective equipment is reported by personnel of Transnet Freight Rail – Property Management.

3. ELECTRICITY AND WATER

Water and electricity will be supplied free of charge by Transnet. A continuous supply of water and electricity can however not be guaranteed. The Contractor shall at his own cost arrange for connections and extensions (if necessary) to existing supplies and for the removal of these connections and extensions on completion of the contract.

4. SITE

The Contractor/Service provider must view the site and attend the compulsory site inspection on the day of the site meeting.

5. DURATION OF CONTRACT

The contract period shall not exceed **6 months**. The period commences from the date when approval was granted to the Contractor/Service Provider to proceed with the work and includes all weekends and public holidays.

6. PROGRAME OF WORK

Within 1 week of notification of acceptance of his tender, the Contractor/Service Provider shall submit to the Depot Manager for his approval and acceptance 4 copies of a fully detailed program of work in the form of an acceptable bar chart. The first payment certificate will not be passed for payment until this program has been lodged with the Depot Manager.

The Contractor/Service provider shall notify the Depot Manager in writing as soon as it becomes apparent the progress of any aspect of the work will not confirm to the program of work and shall resubmit, at no additional cost, revised programs which shall be subject to the approval of the Depot Engineer.

Any revision of program by the Contractor/Service provider does not in any way whatsoever relieve the Contractor/Service provider of his obligations to complete the work for each day as specified or justify any revision of the tendered amount.

7. COMPLETION TIME, PENALTY

In the event of the successful tenderer failing to complete all the work as specified in the particular specification (program of work, clause 10.6) every day the contractor shall pay Transnet **R200.00 (Two hundred Rand) for each day an item or service has not been provided**, as penalty, in terms of the Conventional penalties Act of 1962, as amended, for each day the work, as set out in the particular specification, remains incomplete.

8. LABOUR

The sole responsibility for the work as specified in the particular specification shall rest entirely with the Contractor/Service Provider, who shall be required to undertake rectification of any defects, which become apparent within the period as defined above. The Contractor shall make good to the satisfaction of Transnet any defects which may arise during inspection.

9. PAYMENT

When making a claim for payment, the Contractor shall submit an informal claim for the consideration of the Depot Manager. If the total work is not to the satisfaction of Transnet penalties of R200.00 per day will be deducted in terms of the Conventional Penalties Act. Only upon agreement being reached on the amount to be included in the payment certificate, will the Contractor be required to submit a complete and correct VAT invoice. Payment will be effected on or before the end of the calendar month following the calendar in which the work was performed.

Payment unless otherwise agreed between Transnet and the Contractor/Service Provider will occur monthly on the last day of each calendar month.

10. VAT

Rates shall be quoted exclusive of Value Added Tax. Provision is made in the Summary of Prices for the lump-sum addition of Value Added Tax.

11. SUMMARY OF PRICES

Tenderers must complete the Summary of Prices for the work in ink.

12. SAFETY ON WORK SITE (ACT NUMBER 85 OF 1993)

ENVIRONMENT CONSERVATION ACT (ACT NO. 73 OF 1989)

For the purposes of the Occupational health and Safety Act, (Act Number 85 of 1993) and the Environment Conservation Act, (Act No. 73 of 1989) the site is transferred, for the duration of the contract, to the control of the Contractor as if it is his property. As employer, he is in every respect responsible for the compliance with the provisions of these Acts, as well as the application of General Administrative regulation 13 to the employees of Transnet who visit the site.

13. SAFETY FILE

Within 1 week of notification of acceptance of his tender, the Contractor/Service Provider shall submit to the Depot Manager for his approval and acceptance a Safety file containing the following;

Principle Contractors organigram

Company Registration details / CK / Registration document

Letter of good standing

Notification Letter of Construction Work – Department of Labour – **N/A**

Appointments (Letters of appointment and valid certificates (First Aider, Pest Control and She Reps & Site Access)

Appointments (Copies of Contracts – Cleaning, Hygiene & Gardening Staff) UIF Registration

Proof of Induction (Employees and Visitors)

Staff medical Certificates (Medical fitness report for all employees)

Principal of SHEQ Policy

Health and Safety Plan, Integrated Legal Register, Client Specification

Fall Protection Plan (If applicable)

Risk assessment, Method Statements, Safe Operating Procedures

Incidents / Accidents Register and Investigation Reports

Emergency contract information (list)

Business Continuity Plan – Including Emergency Plan

Proof of Coida registration

Written Safe Work Procedures and Job Observations

Documented proof of Daily Toolbox / Safety Talks / DSTI (Minutes of meetings)

Inspection Checklist

All Registers

Welfare Facilities

Electrical Compliance

Mandatory Agreement

Communication Plan

Training Records and Competency Certificates for all employees. (Competency in the use of hazardous chemical substances, cleaning materials and deep cleaning.)

General

MSDS (material safety data sheet) for each chemical on site

Audit and Inspection of all machinery and list of machinery to be used on site

Training Certificates for all employees in competency in the use of hazardous chemical substances, cleaning materials, deep cleaning and certificates for any person handling machinery.

14. SUBSTANCE ABUSE

In terms of Section 23(1) (c) and (d) of the Labour Relations Act (Act 66 of 1995) all personnel may be tested at any time for substance abuse. No person under the influence of alcohol or illegal substances is allowed on Transnet Freight Rail's premises. Being in possession, partaking and offering to others is not allowed.

15. SMOKING POLICY

Transnet Freight Rail has a Smoking Policy – it must be adhered to in all public places, which includes all Transnet Freight Rail's buildings and vehicles.

16. CHEMICAL AND TOXIC SUBSTANCES

The Contractor/Service Provider shall provide chemicals and materials which are not harmful to either persons or the environment.

17. MEDICAL SURVEILLANCE

Employees must be on medical surveillance and records available on safety file.

CONFIDENTIALITY OF TEST RESULTS

- In terms of medical and nursing ethics, confidentiality must be observed for conditions that are not a danger or a threat to Transnet Freight Rail's employees or others, if not disclosed. These conditions are amongst others: Common Cold, Flu, Diarrhoea, etc.
- Certain conditions are, however, of such a nature that it will be imperative for the Occupational Medicine practitioner to disclose information thereof to the employer especially with regard to employees working in safety risk areas (between railway lines, ladders and moving vehicles). These include:
 - Uncontrolled Hypertension;
 - Uncontrolled Epilepsy;
 - Uncontrolled Diabetes Mellitus;
 - Vision Impairment;
 - Serious Heart Conditions;
 - Hearing impairment; etc.

These medical records will be kept confidential.

18. DAMAGE TO PROPERTY AND/OR SERVICES

The contractor shall take adequate precaution against damage to existing assets and injury to persons during the course of the contract. The successful tenderer will be responsible for the repairs and/or the costs incurred in such repairs to any damages caused to Transnet's property by the successful tenderer's staff while carrying out the required work.

19. SUPERVISION

The Depot Manager will provide overall superintendence of the work and may direct the Contractor/Service Provider in terms of the provisions of the contract. The Contractor shall carry out the directions of the Depot Manager.

The Contractor will be responsible for supervision of his/her employees.

All instructions to the Contractor shall be in writing (site book) and shall be deemed to have been received.

20. SITE BOOK

A site instruction book will be provided by the contractor for the duration of the contract. This book is for the recording of site instructions and all events and conditions which may affect the progress of the work.

All cleaning agents must be recorded in site book and signed off as correct by Transnet representative.

21. MATERIALS

The Contractor/Service Provider shall provide chemicals and materials which are not harmful to either persons or the environment.

Only cleaning agents of the best quality are to be used in the execution of the contract and the work is to be performed in a proper workmanlike manner to the full satisfaction of Transnet.

22. CHEMICAL AND TOXIC SUBSTANCES

The Contractor/Service Provider shall provide chemicals and materials which are not harmful to either persons or the environment.

List includes the following consumables:

Ammoniated cleaner

All-purpose cleaner (for removal of lime and urine deposits on toilet bowls and urinals). Thick highly foaming. External acidic.

General degreaser

Deep cleaning liquid

Dish washing liquid

Furniture polish

General disinfectant

Heavy duty soap

Bleach

Toilet Bowl Cleaner

All-purpose cleaner (for removal of lime and urine deposits on toilet bowls and urinals). Thick highly foaming. External acidic.

No pine gel

Alternative products may be considered provided they are proven safe and desirable.

Such alternative products may be subject to Transnet's prior approval, and samples may be required from short listed bidders when appropriate during the tender process.

All chemicals brought to the site shall be kept in **properly labelled** containers. Each container must be destroyed – punch holes in containers to prevent re-use for other purposes.

Note:

Transnet reserves the right to approve cleaning materials, equipment and chemicals prior to the use thereof.

Transnet reserves the right to request the successful contractor/sub-contractor(s) and their staff to undergo a security vetting process.

Transnet will not be held responsible in any way for damages, losses or theft of equipment of the contractor or injury of employees while on site or during the execution of their duties.

The tendered price must be firm for 3 months.

23. UNIFORM CLOTHING

All employees shall wear uniforms with their Company Logo. Safety shoes/boots and a reflective vest is compulsory. Name tags to be worn on uniforms. Workers must wear protective clothing when working with dangerous equipment such as lawnmowers and edge cutters.

Safe working procedures must be provided with the tender document.

24. CANCELLATION OF CONTRACT

Should the Depot Manager, at any time, be of the opinion that the rate of progress of the work or quality of workmanship are not as specified, he reserves the right to cancel the contract by giving the contract thirty (30) days written notice.

25. AMENDMENTS AND/OR ADDITIONS

Transnet reserves the right to add or withdraw the cleaning of any floor or building at any time. No amendments, variations and/or additions to the contract shall, however, be of any force or effect unless reduced to writing and signed by both parties.

26. SAFETY & SECURITY

The contractor must subject himself/herself to the Safety & Security requirements of Transnet.

All Vehicles or personnel that enters or exits Transnet Freight Rail's premises may be searched.

27. HOUSING OF EMPLOYEES

Accommodation of the Contractor/Service Provider's employees on site will not be permitted and the Contractor/Service Provider shall make his own arrangements.

28. TOILET FACILITIES

Use of existing toilet facilities will be permitted.

29. ESCALATION OF COST

This contract will not be subject to cost escalation.

30. WAGE REGULATING MEASURES

The Contractor/Service provider shall acquaint himself with any relevant wage regulating measure and/or statutory enactment which may be in force or may be contemplated, and which will affect conditions of employment during the progress of the contract, and he shall give effect to the provisions of such wage regulating measure and/or statutory enactment as they come into force.

**CONTRACT MINIMUM WAGE PRICE SCHEDULE AS PUBLISHED IN THE GOVERNMENT GAZETTE
– YEAR ONE**

**CONTRACT MINIMUM WAGE PRICE SCHEDULE AS PUBLISHED IN THE GOVERNMENT GAZETTE –
YEAR TWO**

ITEM	DESCRIPTION	
<i>Basic monthly wage cost (1)</i>	Cleaning sectorial determination	
Hourly Rate (RXX.XX)	40 hours per week	
Daily Rate	8 hours per day	
Weekly Wage Cost	Hourly wage X 40 hours	
Provident fund	5.25% of monthly wage	

Bonus	4.33 weeks for a full 12 months	
UIF	1% of basic monthly wage	
COID	1.6% of basic monthly wage	
NCCA/Union levy fee	1.52% per employee per month	
Training levy	SDL + 1% of wage	
Uniform	R500 per year	
Severance pay	1.92%	
Monthly Labour Cost (per 1 cleaner)	(1+2+3)	
Total monthly labour cost (per total number of cleaners required)	*	
	* = no of cleaners X (1+2+3)	

31. CONTRACT INFORMATION

On acceptance of the contract the contractor must provide the following:-

- Fixed office address
- Office telephone and fax numbers.
- Contractor's representative name and cell number

32. TRADE REFERENCES

References must be provided by contractor of at least five (5) companies where services were successfully rendered with contactable references.

33. GENERAL

All activities between the Contractor/Service Provider's and Transnet's personnel will be co-ordinated through the Manager in charge.

For more information contact Mr. Norman Papenfus at telephone (051) 408-3224

The lowest or only tender will not necessarily be accepted

34. WORK TO BE DONE

This section covers the **cleaning of various buildings in the Northern Cape Region**. The work shall be done in working hour from 18:00 to 06:00 from Mondays to Sundays (including public holidays).

➤ **Offices, Boardrooms, Foyers, Workshop, Locker Rooms, etc.**

Refuse, Waste paper Bins and Ashtrays – empty, clean and wipe	Twice a day
Vinyl Tile / Sheet floors – sweep daily, mop and polish with machine	Daily.
Other floors – sweep and mop	Daily
Carpets – vacuum	Daily
Telephones – wipe with a damp cloth	Daily

Doors – Clean and wipe	Twice a day
Furniture – dust and polish	Daily
Walls – dust/wipe	Daily
Water Bottles – replenish with fresh water when necessary	Daily
Wall tiles – wipe with antiseptic detergent	Daily
Wash hand basin and taps – wipe with antiseptic detergent	Four times a day
Doors (Glass)	Four times a day

➤ **Kitchens**

Refuse bin – empty, clean and wipe with antiseptic detergent.	Twice a day
Vinyl tile / sheet floors – sweep daily, mop and polish	Daily.
Other Floors – sweep and mop	Daily
Walls – dust/wipe	Daily
Wall tiles – wipe/wash with antiseptic detergent	Twice a week
Doors – clean and wipe	Four times daily
Kitchen cupboards – clean surfaces daily and inside monthly.	Four times daily
Kitchen tables – clean	Four times daily
Cutlery & Dishes – wash as required	Daily
Clean stoves / Microwave ovens	Four times daily

➤ **Toilets and showers**

<u>Refuse bin</u> – empty, clean and wipe with antiseptic detergent.	Twice a day
<u>Vinyl floors</u> – mop daily with antiseptic detergent and polish weekly.	Daily
<u>Other Floors</u> – mop daily with antiseptic detergent	Daily
<u>Wall</u> – dust/wipe	Daily
<u>Wall tiles</u> – wipe (wash) with antiseptic detergent.	Daily
<u>Windowsills, skirting-boards</u> – wipe with a damp cloth	Daily
<u>Seat and pan</u> – wipe or scrub with antiseptic detergent.	Twice a day
<u>Urinals</u> – scrub with special chemicals.	Daily
<u>Shower Floors</u> – scrub with special chemicals daily	Daily
<u>Hand basins and taps</u> – wipe daily with antiseptic detergent.	Four times daily
<u>Chrome pipes</u> – clean and wipe.	Daily
<u>Mirrors</u> – wipe and clean.	Daily
<u>Doors</u> – clean and wipe.	Daily
<u>Toilet paper</u> – fill when necessary	Daily
<u>Lockers/Cupboards (Steel)</u> – dust/wipe	Daily

SCHEDULES AS ABOVE WILL APPLY FOR DAY AND NIGHT SHIFT**➤ Refuse Removal**

- a. Clean refuse bins/Waste Bins **Kimberley, Postmasburg**. Remove plastic bags and place in Municipal waste bin in designated area. All other areas – the removal of waste must be undertaken once a week to the local Municipal waste Dump.

➤ General

- a. **Operations Building only** – Clean waste bins twice daily as offices/cabins are manned 24/7.
- b. **Operations Building only** - Clean toilet seat & pan and urinal twice daily – used 24/7.
- c. Great care must be taken to assure that brushes and equipment are cleaned to avoid cross-contamination.
- d. Cloths, mops and pads must be laundered after use and dried as necessary.
- e. No dirty or foul smelling equipment shall be used.
- f. Spot clean painted interior walls, glass surfaces daily.
- g. The Contractor/Service Provider will supply all equipment and cleaning agents.
- h. Deep cleaning of toilets and showers once a month and submit proof.
- i. Cleaners must report blocked/leaking toilets, wash hand basins and leaking taps.
- j. The Contractor/Service Provider shall include for the proper completion of the work as described and shall allow for all cost incurred.
- k. The Contractor/Service Provider will be responsible for his own measurements.
- l. Contract specifications are to be read in conjunction with the minutes. The Contractor/Service Provider's attention is drawn to the possibility of items being required varying from those on the specification. The cost of the requirements in the minutes is to be allowed for in the tender price.
- m. The Contractor/Service provider will be responsible for obtaining the minutes of said meeting before specified closing date.
- n. Once the contract is awarded the buildings must be thoroughly cleaned and thereafter cleaned and maintained as per contract specifications.
- o. If certain items specified to be done in above-mentioned areas do not exist in such area, such items can be ignored.

NB: Staff working at Erts Depot (Sishen) and Point Zero to be transported to work site as no pedestrians allowed in mine area. Distance between Depots ±25km.

---ooOoo---

ANNEXURE A**Specification and Criteria guideline****SCS – guide 01C****100 % Compliance to specification requirements
(Mandatory Returnable Document)**

This document must be returned with your RFQ. Failure to submit this document with your tender will lead to your bid being disqualified.

The bidder must indicate its compliance / non-compliance to the requirements and substantiate its response.

The bidders must provide/attach all the required supporting documents where they are required and failure to do so may result in disqualification or the bidder not receiving full allocated points.

Specification requirement	Comply	Not comply	Remarks
1.1. Compliance to statutory labour requirements. The service provider must, during the course of the contract period, comply with all labour statutory requirements e.g. UIF, COIDA, etc.			
1.2. Compliance to Occupational Health and Safety. The appointed service provider must comply with all OHS Act requirements relevant to the contract services offered.			
1.3. Public Liability The appointed service provider will be required to take out sufficient cover of an amount not less than R2 million to protect Transnet from such claims. The service provide must provide proof of cover within 30 days of appointment			
1.4. Site File. The appointed service provider must compile and provide a Transnet specific Site File which will include all Statutory and Management information/documents such as: <ul style="list-style-type: none"> • OHS Policy and Procedures; • Safe works Procedures; • Risk Assessments Procedures; • Insurance documents/details; • Department of Labour documents e.g. COIDA, UIF and etc. The service provider will be required to provide a comprehensive site file within 30 days after appointment. The service provider will be required to conduct a site assessment and to update, if required, any of its standard procedures as listed above, to suit any Transnet specific site requirements.			
1.5. Equipment and Consumables. The appointed service provider shall provide all the necessary resources and tools (i.e. proper working equipment, and biodegradable chemical products) to render the quarterly deep carpet cleaning service.			
1.6. Uniform & Personnel Protective Equipment (PPE) The appointed service provider shall ensure provision of adequate PPE that is compliant to all regulatory requirements relating to the service. Shall ensure that all its personnel wear acceptable uniform and general personnel appearance befits that of a corporate environment			

 Respondent's Signature

 Date & Company Stamp

	The bidder should ensure that employees are easily identified by providing name tags depicting company logo and name for their staff members (i.e. branded name tags).			
1.7.	<p>Management & Staff Requirements</p> <p>The service provider will be expected to provide all resources pertaining to the rendering of the service; this includes management, supervisory and operational staff. The service provider must comply to the following responsibilities, but not limited to:</p> <ul style="list-style-type: none"> • The monitoring of service to be conducted in accordance to contract and SLA requirements; • The service provider must attend quarterly management meetings to discuss all contract related issues. 			
1.8.	<p>Adherence to Quality Standards.</p> <p>The service provider will be expected to maintain good quality standards and ensure value to Transnet. The service provider must adhere to the following:</p> <ul style="list-style-type: none"> • Use only SABS approved equipment; • Use only biodegradable chemicals/detergents which are SABS approved; and • Allocate trained staff to perform the service <p>The service provider must submit together with their bid response a Materials Safety Data Sheet (MSDS) for all hazardous and non –hazardous chemical(s) the supplier proposes to use.</p>			

10 Legal review

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business.

9. SECURITY CLEARANCE

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of CONFIDENTIAL/ SECRET/TOP SECRET. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

10. National Treasury's Central Supplier Database

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Transnet is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11. Tax Compliance

Respondents must be compliant when submitting a proposal to Transnet and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) and Value Added Tax Act, 1991 (Act No. 89 of 1991).

It is a condition of this bid that the tax matters of the successful Respondents be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the Respondents tax obligations.

The Tax Compliance status requirements are also applicable to foreign Respondents/ individuals who wish to submit bids.

It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database and their tax compliance status will be verified through the Central Supplier Database.

FOR THIS PURPOSE, THE ATTACHED SBD 1 FORM MUST BE COMPLETED AND SUBMITTED AS A MANDATORY RETURNABLE DOCUMENT BY THE CLOSING DATE AND TIME OF THE BID.

**Ethics Helpdesk** (Pty) LTD.
ETHICS MANAGEMENT SYSTEM™

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

**Complete a Form**
Complete a form with all the details, with no data charge.

**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 033 056**

 **086 551 4153**

 reportit@ethicshelpdesk.com

 ***120*0785980808#**

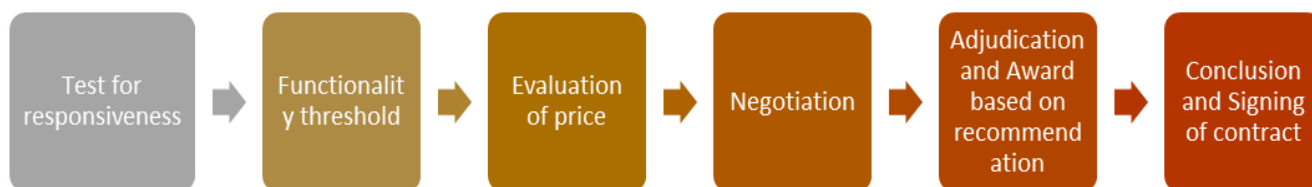
Respondent's Signature_____
Date & Company Stamp

SECTION 3

EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS

1 Evaluation Criteria

Transnet will utilise the following methodology and criteria in selecting a preferred Supplier/Service provider:



1.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFQ Reference
• Whether the Bid has been lodged on time	
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Section 3</i>
• Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>

The test for administrative responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further pre-qualification

1.2 STEP TWO: Test for Substantive Responsiveness to RFQ

The test for substantive responsiveness to this RFQ will include the following:

Check for substantive responsiveness	RFQ Reference
• Whether the Bid contains a priced offer	<i>Section 4 - Quotation Form</i>
• Whether the Bid materially complies with the scope and/or specification given	<i>All Sections</i>
• Whether any other legislative prequalification criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> – SBD1 Form must be completed in full and submitted 	<i>Section 1 & Section 2</i>

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation

1.3 STEP THREE: Technical/Functionality Criteria**1.3.1 Phase One:**

Check for technical compliance	RFQ Reference
<ul style="list-style-type: none"> Whether any Technical criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> Fully/duly completed Annexure A – Clause-by-Clause Compliance schedule 	<i>Annexure B - Clause-by-Clause Compliance schedule</i>

The test for technical compliance [Phase One] must be passed for a Respondent's Proposal to progress to Phase Two for further Technical/Functionality evaluations

1.3.2 Phase Two: Minimum Threshold 70% for Technical Criteria

The test for the Technical and Functional threshold will include the following:

Technical Criteria	% Weightings	Scoring guideline (0 to 5)
Previous Experience	50%	0 – No experience in this field of work / No proof provided 1 – One (1) year experience in this field of work 2 – Two (2) years' experience in this field of work 3 – Three (3) years' experience in this field of work 4 – Four (4) years' experience in this field of work 5 – Five (5) and more years' experience in this field of work
Availability of Equipment and Other Resources	50%	0 - No information provided/attached 1 – Less than 40% of equipment is available as per requirement in RFQ 2 – Between 40% and 60% of equipment is available as per requirement in RFQ 3 - Between 61% and 80% of equipment is available as per requirement in RFQ 4 - Between 81% and 99% of equipment is available as per requirement in RFQ 5 - 100% of equipment is available as per requirement in RFQ
Total Weighting:	100%	

Respondents are to note that Transnet will round off final technical scores to the nearest 2 (two) decimal places for the purposes of determining whether the technical threshold has been met.

The minimum threshold for technical/functionality [Step Three] must be met or exceeded for a Respondent's Proposal to progress to Step Four for final evaluation

1.4 STEP FOUR: Evaluation and Final Weighted Scoring**a) Price Criteria** [Weighted score 80 points]:

Evaluation Criteria	RFQ Reference
<ul style="list-style-type: none"> Commercial offer 	<i>Section 4</i>

To determine a preferred bidder, bidders' prices will be ranked from the highest to the lowest acceptable price offered and Transnet will award business to the highest acceptable Bid (highest ranked bid) unless objective criteria justify the award to another bidder.

- b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 20 points]
- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
 - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

1.5 STEP FIVE: Post Tender Negotiations (if applicable)

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

1.6 STEP SIX: Objective Criteria (if applicable)

Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include:

- Geographical location;
- all Risks identified during a risk assessment exercise/probity check that would be done to assess all risks, including but not limited to:
 - a due diligence to assess functional capability and capacity. This could include a site visit; and
 - Reputational and Brand risks

1.7 STEP SEVEN: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Quotation by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

2. Validity Period

Transnet requires a validity period of 90 [Ninety] Business Days from the closing date of this RFQ, excluding the first day and including the last day.

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 and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.

3. Disclosure of contract information

Prices Quoted

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 01 of 2015/2016.

Johannesburg Stock Exchange Debt Listing Requirements

Transnet may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

Domestic Prominent Influential Persons (DPIP) OR Foreign Prominent Public Officials (FPPO)

Transnet is free to procure the services of any person within or outside the Republic of South Africa in accordance with applicable legislation. Transnet shall not conduct or conclude business transactions, with any Respondents without having:

- Considered relevant governance protocols;
- Determined the DPIP or FPPO status of that counterparty; and
- Conducted a risk assessment and due diligence to assess the potential risks that may be posed by the business relationship.

As per the Transnet Domestic Prominent Influential Persons (DPIP) and Foreign Prominent Public Officials (FPPO) and Related Individuals Policy available on Transnet website <https://www.transnet.net/search/pages/results.aspx?k=FPIDP#k=DPIP>, Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section:

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.						
Is the Respondent (Complete with a "Yes" or "No")						
A DPIP/FPPO		Closely Related to a DPIP/FPPO		Closely Associated to a DPIP/FPPO		
List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.						
No	Name of Entity / Business	Role in the Entity / Business (Nature of interest/ Participation)	Shareholding %	Registration Number	Status (Mark the applicable option with an X)	
					Active	Non-Active
1						
2						
3						

Respondents declaring a commercial relationship with a DPIP or FPPO are to note that Transnet is required to annually publish on its website a list of all business contracts entered into with DPIP or FPPO. This list will include successful Respondents, if applicable.

4. Returnable Documents

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ <u>will</u> result in a Respondent's disqualification.</i>
Returnable Documents Used for Scoring	<i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i>
Essential Returnable Documents	<i>Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i>

All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped and dated by the Respondent.

a) Mandatory Returnable Documents

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 1: SBD1 Form	
SECTION 4 : Quotation Form	

b) Returnable Documents Used for Scoring

In addition to the requirements of section (a) above, Respondents are further required to submit with their Proposals the following **Returnable Documents Used for Scoring** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
ANNEXURE B: Clause-by-Clause Compliance schedule	
SECTION 09: Previous Experience	

SECTION 10: Availability of Equipment and Other Resources	
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c) Essential Returnable Documents:

Over and the above the requirements of section (a) and (b) mentioned above, Respondents are further required to submit with their Proposals the following **Essential Returnable Documents** and also to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Valid proof of Respondent's compliance to B-BBEE requirements	
Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate/PIN for each party]	
SECTION 5: Certificate of Acquaintance with RFQ Documents	
SECTION 6: RFQ Declaration and Breach of Law Form	
SECTION 7: SBD 9 - Certificate Of Independent Bid Determination	
SECTION 8: PROTECTION OF PERSONAL INFORMATION	
CSD Registration	
Supplier Declaration Form	

5. CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful 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 any contract emanating from this RFQ. Should the Respondent be awarded the contract [**the Agreement**] and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

SECTION 4
QUOTATION FORM

I/We _____

hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet; and
- any other standard or special conditions embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so inform me/us, this Quotation [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us. I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

Respondent's Signature

Date & Company Stamp

Price Schedule

I/We quote as follows for the goods required, on a "delivered nominated destination" basis, excluding VAT:

CLEANING & HYGINE SERVICES AT VARIOUS BUILDINGS IN THE NORTHERN CAPE			Building Asset no:	Approximate Size in M²		No of Cleaners	Price per month (Excluding VAT)
De Aar	Operations	Station Building offices	02XG003K	752	Daily	2	
De Aar	Operations	Offices yards	Rental	762	Daily		
Hotazel	Operations	Station Building	02AF223K	199	Daily	1	
Hotazel	Operations	Park Homes Showers / Toilets	Rental	12	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point 254	02AB167K	14	Daily	2	
Kimberley (Alex Yard)	Operations & Train Crew	Mess & Ablution 1	02AB169K	80	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point 265	02AB170K	14	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Mess & Ablution 2	02AB171K	26	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Main Building no 1	02AB175K	717	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point 273	02AB177K	14	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point 241	02AB182K	14	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point 237	02AB184K	14	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point (Ronaldsvlei) at 5.9KM	02AN007K	14	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Control Point (Ronaldsvlei) at 6.8KM	02AN008K	14	Daily		
Kimberley (Alex Yard)	Operations & Train Crew	Shunters/Security Cabin at Alex Crossing	02AN009K	26	Daily		
Kimberley (Loco Yard)	Operations & Train Crew	Admin Block 1	02AB257K	105	Daily	5	
Kimberley (Loco Yard)	Operations & Train Crew	Standby Room & Ablution	02AB254K	330	Daily		
Kimberley (Loco Yard)	Operations & Train Crew	Office & Store	02AB223K	14	Daily		

Respondent's Signature

Date & Company Stamp

Returnable Document

Kimberley (Old Yard)	Operations & Train Crew	Mess & Ablution 1	02AB232K	51	Daily		
Kimberley (Old Yard)	Operations & Train Crew	Mess & Ablution 2	02AB233K	138	Daily		
Kimberley (Old Yard)	Operations & Train Crew	Mess & Ablution 3	02AB304K	84	Daily		
Kimberley (Old Yard)	Operations & Train Crew	Control Point 252	02AB263K	25	Daily		
Kimberley (Old Yard)	Operations & Train Crew	Control Point 15 (Stock Post)	02AB264K	15	Daily		
Postmasburg	Operations	Control Point 24	02AF098K	15	Daily	5	
Postmasburg	Operations	Mess & Ablution Facilities	02AF122K	85	Daily		
Postmasburg	Operations	Mess & Ablution Facilities	02AF125K	103	Daily		
Postmasburg	Operations	Mess & Ablution Facilities	02AF127K	129	Daily		
Postmasburg	Operations	Offices Operating	02XF001K	389	Daily		
Sishen – Erts Depot	Operations Train Crew	Offices	02BA268S	843	Daily	1	
Sishen – Point Zero	Operations Train Crew	Office TCO	11GN121S	36	Daily	1	
Sishen – Point Zero	Operations Train Crew	Male Ablution	11GN122S	23	Daily		
Sishen – Point Zero	Operations Train Crew	Ladies Toilet	11GN123S	18	Daily		
Sishen – Point Zero	Operations Train Crew	Offices yard Manager	11GN124S	36	Daily		
Sishen – Point Zero	Operations Train Crew	Offices Train Drivers	11GN125S	27	Daily		
Sishen – Point Zero	Operations Train Crew	Conference Room	11GN126S	69	Daily		
Sishen – Point Zero	Operations Train Crew	Office & Store	11GN127S	27	Daily		
Sishen – Point Zero	Operations Train Crew	Office Planner, Payroll, Fitters	11GN128S	36	Daily		
Sishen – Point Zero	Operations Train Crew	Kitchen	11GN129S	18	Daily		
Warrenton	Operations	Station Building	02DD006K	76	Daily	1	
Warrenton	Operations	Operations Building	02AD165K	444	Daily		

Respondent's Signature

Date & Company Stamp

Warrenton	Operations	Ablution Block	02AD170K	84	Daily		
Warrenton	Operations	Park home X 1 for w/talkie chargers	Rental	9	Daily		
Warrenton	Operations	Park homes X 2 for lockers	Rental	28.8	Daily		
Sub total:							
VAT 15%:							
Total:							

Respondent's Signature

Date & Company Stamp

Respondents are to note that Transnet will round off final pricing scores to the nearest 2 (two) decimal places.

Notes to Pricing:

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
- (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
 - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFQ;
 - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFQ.
- If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFQ.
- b) All Prices must be quoted in South African Rand, inclusive of VAT
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.

- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.
- e) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

SECTION 5

CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFQ. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account in calculating tendered prices or any other purpose:

1. Transnet's General Bid Conditions
2. Standard RFQ Terms and Conditions for the supply of Goods or Services to Transnet
3. Transnet's Supplier Integrity Pact
4. Non-disclosure Agreement

Note: Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the Transnet vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ 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 the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, 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 RFQ was unclear but in respect of which he/she failed to obtain clarity.

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFQ documents included in the RFQ as a returnable document, is found not to be true and/ or 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: _____

SECTION 6

RFQ DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: _____

We _____ do hereby certify that:

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFQ Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Quotation [**RFQ**];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and all relevant information relevant to the Supply of the Goods as well as Transnet information and Employees, and have had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. At no stage have we received additional information relating to the subject matter of this RFQ from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFQ documents;
5. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity Pact which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Transnet;
6. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFQ and the requirements requested from Bidders in responding to this RFQ have been conducted in a fair and transparent manner;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of Transnet including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of the Transnet;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Transnet in the past 10 years. I further declare that if they were a former employee or board member of Transnet in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFQ; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

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

ADDRESS:

Indicate nature of relationship with Transnet:

[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet]. Information provided in the declarations may be used by Transnet and/or its affiliates to verify the correctness of the information provided.

11. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet [other than any existing and appropriate business relationship with Transnet] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

DECLARATION OF INTEREST REGARDING PERSONS EMPLOYED BY THE STATE (SBD4)

12. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

13. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

13.1. Full Name of bidder or his or her representative:

13.2. Identity Number:

13.3. Position occupied in the Company (director, trustee, shareholder²):

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

13.4. Company Registration Number:

13.5. Tax Reference Number:

13.6. VAT Registration Number:

13.7. Are you or any person connected with the bidder presently employed by the state?	YES / NO
13.7.1. If so, furnish the following particulars:	
Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:
Any other particulars:
13.8. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	YES / NO
13.8.1. If yes, did you attached proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.	YES / NO
13.8.2. If no, furnish reasons for non-submission of such proof:
13.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	YES / NO
13.9.1. If so, furnish particulars:
13.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	YES / NO
13.10.1. If so, furnish particulars:
13.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	YES / NO
13.11.1. If so, furnish particulars:
13.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	YES / NO
13.12.1. If so, furnish particulars:

Respondent's Signature_____
Date & Company Stamp

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 14 below.

14. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

BREACH OF LAW

15. We further hereby certify that *I/we **have/have not been*** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

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

NATURE OF BREACH:

DATE OF BREACH: _____

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

SIGNED at _____ on this _____ day of _____ 20____

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No of Company/CC _____
Place:	Registration Name of Company/CC _____

SECTION 7**SBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
2. Transnet will take all reasonable steps to prevent abuse of the supply chain management system and to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
3. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4. In order to give effect to the above, the following certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a. has been requested to submit a bid in response to this bid invitation;
 - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. geographical area where product or service will be rendered (market allocation)
 - c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit or not to submit, a bid;

³ 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

- e. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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.
10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SECTION 8

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 RFQ, 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 RFQ 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 RFQ, 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 RFQ (physically, through a computer or any other form of electronic communication).

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 RFQ, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFQ and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES		NO	
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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 RFQ 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/infocreg/>, click on contact us, click on complaints.IR@justice.gov.za

SECTION 9 - Previous Experience: Pre-Qualifying Quality (Functionality) Criteria**Note to tenderers:**

Tenderers are required to List their previous experience for similar work with written references, completion certificates or in execution (company name, contact person and value of work completed or in execution)

Index of documentation attached to this schedule:

.....

The table below is for information purposes only to indicate the method of scoring that will be followed to evaluate the programme submitted by the Tenderer:

Scoring will be as follows:

Previous Experience: (Proof to be attached)
0 = No experience in this field of work / No proof provided
1 = 6 months to 1 Years' experience.
2 = 2 to 3 Years' experience.
3 = 4 to 5 Years' experience.
4 = more than 5 years' experience.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Tenderer, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____

SUPPLIER DECLARATION FORM

Supplier Declaration Form							
Important Notice: all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury Central Supplier Database (CSD). This needs to be done via their portal at https://secure.csd.gov.za/ before applying to Transnet.							
CSD Number (MAAA xxxxxx):							
Company Trading Name							
Company Registered Name							
Company Registration No Or ID No If a Sole Proprietor							
Company Income Tax Number							
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt	
	Educational Institution	Specialised Profession	Financial Institution	Joint Venture	Foreign International	Foreign Branch Office	
Did your company previously operate under another name?						Yes	No
If YES state the previous details below:							
Trading Name							
Registered Name							
Company Registration No Or ID No If a Sole Proprietor							
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor	
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt	
	Educational Institution	Specialised Profession	Financial Institution	Joint Venture	Foreign International	Foreign Branch Office	
Your Current Company's VAT Registration Status							
VAT Registration Number							
If Exempted from VAT registration , state reason and submit proof from SARS in confirming the exemption status							
If your business entity is not VAT Registered, please submit a current original sworn affidavit (see example in Appendix I). Your Non VAT Registration must be confirmed annually.							

Company Banking Details		Bank Name			
Universal Branch Code		Bank Account Number			
Company Physical Address				Code	
Company Postal Address				Code	
Company Telephone number					
Company Fax Number					
Company E-Mail Address					
Company Website Address					
Company Contact Person Name					

Respondent's Signature

Date & Company Stamp

Designation	
Telephone	
Email	

Is your company a Labour Broker?	Yes		No	
Main Product / Service Supplied e.g. Stationery / Consulting / Labour etc.				
How many personnel does the business employ?	Full Time		Part Time	
Please Note: Should your business employ more than 2 full time employees who are not connected persons as defined in the Income Tax Act, please submit a sworn affidavit, as per Appendix II.				

Most recent Financial Year's Annual Turnover	<R10Million EME		>R10Million <R50Million QSE		>R50Million Large Enterprise	
--	---------------------------	--	--	--	--	--

Does your company have a valid proof of B-BBEE status?										Yes		No	
Please indicate your Broad Based BEE status (Level 1 to 9)					1	2	3	4	5	6	7	8	9
Majority Race of Ownership													
% Black Ownership		% Black Women Ownership		% Black Disabled person(s) Ownership		% Black Youth Ownership							
% Black Unemployed		% Black People Living in Rural Areas		% Black Military Veterans									
Please Note: Please provide proof of B-BBEE status as per Appendix C and D: <ul style="list-style-type: none"> Large Enterprise and QSEs with less than 51% black ownership need to obtain a B-BBEE certificate and detailed scorecard from an accredited rating agency; EMEs and QSEs with at least 51% black ownership may provide an affidavit using the templates provided in Appendix C and D respectively; Black Disabled person(s) ownership will only be accepted if accompanied with a certified letter signed by a physician on the physician's letterhead confirming the disability; A certified South African identification document will be required for all Black Youth Ownership. 													

Supplier Development Information Required	
EMPOWERING SUPPLIER An Empowering Supplier is a B-BBEE compliant Entity which complies with at least three criteria if it is a large Entity, or one criterion if it is a Qualifying Small Enterprise ("QSE"), as detailed in Statement 400 of the New Codes. In terms of the requirements of an Empowering Supplier, numerous companies found it challenging to meet the target of 25% transformation of raw materials or beneficiation including local manufacturing, particularly so, if these companies imported goods or products from offshore. The matter was further compounded by the requirement for 25% of Cost of Sales, excluding labour cost and depreciation, to be procured from local producers or suppliers.	YES ○ NO ○
FIRST TIME SUPPLIER A supplier that we have not yet Traded within Transnet and will be registered via our database for the 1 st time.	YES ○ NO ○

Respondent's Signature

Date & Company Stamp

SUPPLIER DEVELOPMENT PLAN Supplier Development Plan is a plan that when we as Transnet award a supplier a long-term contract depending on the complexity of the Transaction. We will negotiate supplier development obligations that they must meet throughout the contract duration. e.g. we might request that they (create jobs or do skills development or encourage procurement from designated groups. (BWO, BYO & BDO etc.).	YES <input type="radio"/> NO <input type="radio"/>
DEVELOPMENT PLAN DOCUMENT Agreed plan that will be crafted with the supplier in regards to their development (It could be for ED OR SD in terms of their developmental needs they may require with the company.	YES <input type="radio"/> NO <input type="radio"/> *If Yes- Attach supporting documents
ENTERPRISE DEVELOPMENT BENEFICIARY A supplier that is not yet in our value chain that we are assisting in their developmental area.	YES <input type="radio"/> NO <input type="radio"/>
SUPPLIER DEVELOPMENT BENEFICIARY A supplier that we are already doing business with or transacting with and we are also assisting them in their developmental area e.g. (They might require training or financial assistance etc.)	YES <input type="radio"/> NO <input type="radio"/>
GRADUATION FROM ED TO SD BENEFICIARY When a supplier that we assisted with as an ED beneficiary then is awarded, a business and we start Transacting with.	YES <input type="radio"/> NO <input type="radio"/>
ENTERPRISE DEVELOPMENT RECIPIENT A supplier that isn't in our value chain as yet but we have assisted them with an ED intervention	YES <input type="radio"/> NO <input type="radio"/>

By signing below, I hereby verify that I am duly authorised to sign for and on behalf of firm / organisation and that all information contained herein and attached herewith are true and correct			
Name and Surname		Designation	
Signature		Date	

 Respondent's Signature

 Date & Company Stamp