



## Transnet Pipelines

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

## REQUEST FOR PROPOSAL [RFP] **[SERVICES]**

**FOR THE PROVISION OF SECURITY SERVICES AT KWAZULU-NATAL PROVINCE TO VARIOUS TRANSNET PIPELINES PROPERTIES FOR A PERIOD OF THREE (3) YEARS**

<b>RFP NUMBER</b>	<b>TPL/2022/09/0296/12423/RFP</b>
<b>ISSUE DATE:</b>	<b>22 November 2022</b>
<b>CLOSING DATE:</b>	<b>13 December 2022</b>
<b>CLOSING TIME:</b>	<b>14:00 PM</b>
<b>BID VALIDITY PERIOD:</b>	<b>180 Business Days from Closing Date</b>

### **Note to the bidders:**

*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.*

**PREFERENTIAL PROCUREMENT PREQUALIFICATION CRITERIA - ONLY THE FOLLOWING RESPONDENTS MAY RESPOND TO THIS RFP:**

- a) RESPONDENTS WITH A MINIMUM B-BBEE STATUS LEVEL OF 1-4.;**
- b) A RESPONDENT SUBCONTRACTING A MINIMUM OF 30% TO to QSEs and EMEs that are at least 51% BLACK PEOPLE**

**SCHEDULE OF BID DOCUMENTS**

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Respondent's Signature

Date &amp; Company Stamp

**RFP ANNEXURES:**

ANNEXURE (A) TECHNICAL PRE-QUALIFICATION

ANNEXURE (B) PHYSICAL SITE VISIT EVALUATION DOCUMENT

ANNEXURE (C) CONFIRMATION OF SITE VISIT AND TENDER PRICING SCHEDULE FOR REQUIRED SERVICES

ANNEXURE (D) STANDARD TERMS AND CONDITIONS OF CONTRACT FOR THE PROVISION OF SECURITY SERVICES  
TO TRANSNET

ANNEXURE (E) SCHEDULE FOR PREFERRED / RECOMMENDED CLUSTERING OF REGIONS.

**RFP APPENDICES:**

APPENDIX (i) GENERAL BID CONDITIONS

APPENDIX (ii) SUPPLIER INTEGRITY PACT

APPENDIX (iii) NON- DISCLOSURE AGREEMENT

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Respondent's Signature

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Date & Company Stamp

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET PIPELINES, A DIVISION TRANSNET SOC LTD**

BID NUMBER:	<b>TPL/2022/09/0296/12423/RFP</b>	ISSUE DATE:	<b>22/11/22</b>	CLOSING DATE:	<b>13/12/22</b>	CLOSING TIME:	<b>10H00</b>
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**DESCRIPTION** **PROVISION OF SECURITY SERVICES AT KWAZULU-NATAL PROVINCE TO VARIOUS TRANSNET PIPELINES PROPERTIES FOR A PERIOD OF THREE (3) YEARS**

**BID RESPONSE DOCUMENTS SUBMISSION**

**RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED** (please refer to section 2, paragraph 3 for a detailed process on how to upload submissions):

<https://transnetetenders.azurewebsites.net>

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>Ntombikayise Mashaba</b>	CONTACT PERSON	<b>Ntombikayise Mashaba</b>
TELEPHONE NUMBER	<b>031 361 1394</b>	TELEPHONE NUMBER	<b>031 361 1394</b>
FACSIMILE NUMBER	<b>n/a</b>	FACSIMILE NUMBER	<b>n/a</b>
E-MAIL ADDRESS	<a href="mailto:Ntombikayise.Mashaba2@transnet.net">Ntombikayise.Mashaba2@transnet.net</a>	E-MAIL ADDRESS	<a href="mailto:Ntombikayise.Mashaba2@transnet.net">Ntombikayise.Mashaba2@transnet.net</a>

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

**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
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 FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]**

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES,
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Respondent's Signature

Date & Company Stamp

FOR THE GOODS /SERVICES /WORKS OFFERED?			ANSWER QUESTION AIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>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.</b></p>			

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

\_\_\_\_\_  
Date & Company Stamp

**RFP FOR THE PROVISION OF SECURITY SERVICES AT KWAZULU-NATAL PROVINCE TO VARIOUS  
TRANSNET PIPELINES PROPERTIES FOR A PERIOD OF THREE (3) YEARS**

**SECTION 1: SBD1 FORM**

**PART A  
INVITATION TO BID**

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. TAX COMPLIANCE REQUIREMENTS</b>	
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 BIDDERS****1 INVITATION TO BID**

Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations or enterprises [hereinafter referred to as an **entity, Respondent** or **Bidder**].

<b>DESCRIPTION</b>	<b>PROVISION OF SECURITY SERVICES AT KWAZULU-NATAL PROVINCE TO VARIOUS TRANSNET PIPELINES PROPERTIES FOR A PERIOD OF THREE (3) YEARS [the Services]</b>
<b>TENDER 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>RFP DOWNLOADING</b>	<p>This RFP 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 RFP 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 RFP 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/site) free of charge (<i>refer to section 2, paragraph 3 below for detailed steps</i>)</p>
<b>COMMUNICATION</b>	<p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
<b>BRIEFING SESSION</b>	<p><b>Yes – Compulsory</b></p> <p>Bidders are required to confirm their attendance by 29 November 2022 and to send their contact details including the number of representative to the following address: <a href="mailto:ntombikayise.mashaba2@transnet.net">ntombikayise.mashaba2@transnet.net</a> or <a href="mailto:Ngimphiwe.Mathenjwa@transnet.net">Ngimphiwe.Mathenjwa@transnet.net</a></p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p><b>Refer to paragraph 2 for details.</b></p>
<b>CLOSING DATE</b>	<p><b>14:00 pm on Tuesday 13 December 2022</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system. As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><i>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.</i></p>

<b>VALIDITY PERIOD</b>	<p><b>180 Business Days from Closing Date</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at 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.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 11.12</p>
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Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

## 2 FORMAL BRIEFING

A formal briefing session will be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated in paragraph 6 [*Communication*] below:

A compulsory pre-proposal site meeting and/or RFP briefing will be conducted on a date to be communicated with bidders that have shown interest. Bidders must indicate their interest to tender by 29 November 2022 and a meeting will be arranged accordingly due to restrictions around COVID 9. Meeting invites will only be sent to bidders that have shown interest by sending a confirmation email to [Ngimphiwe.mathenjwa@transnet.net](mailto:Ngimphiwe.mathenjwa@transnet.net) and [Ntombikayise.mashaba2@transnet.net](mailto:Ntombikayise.mashaba2@transnet.net) for attending the tender briefing. **The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.**

[Respondents to provide own transportation and accommodation]. 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 in the form set out in Section 10 hereto must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** site meeting and/or RFP briefing.*
- 2.2 Respondents failing to attend the compulsory RFP briefing will be disqualified.
- 2.3 Respondents are encouraged to bring a copy of the RFP to the RFP briefing.

## 3 PROPOSAL 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 RFP INSTRUCTIONS

- 4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 4.2 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 4.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.4 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 12 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

#### 5 JOINT VENTURES OR CONSORTIUMS

Respondents who would wish to respond to this RFP as a Joint Venture [JV] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium 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 this 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.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) as per the B-BBEE Preferential Procurement Regulations, 2017 preference point scoring.

#### 6 PREFERENTIAL PROCUREMENT PREQUALIFICATION CRITERIA

##### 6.1. Subcontracting

As prequalification criteria to participate in this RFP, Respondents are required to subcontract a minimum of 30% [thirty percent] of the value of the contract to one or more of the following designated groups:

- an EME or QSE which is at least 51% owned by Black People;

A bid that fails to meet this pre-qualifying criteria will be regarded as an unacceptable bid. Refer to Section 11 to complete the required Subcontracting Pre-Qualification Criteria Form

##### 6.2. Minimum B-BBEE level

Transnet has decided to set a minimum B-BBEE threshold for participation in this RFP process. The minimum B-BBEE threshold in this instance is a B-BBEE Level 1-4, and Respondents who do not have at least this B-BBEE status or higher will be disqualified.

#### 7 COMMUNICATION

- 7.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to Ntombikayise Mashaba at [ntombikayise.mashaba2@transnet.net](mailto:ntombikayise.mashaba2@transnet.net) before 12:00 pm on 08

December 2022, substantially in the form set out in Section 8 hereto. 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 RFP, a Respondent may only communicate with Carol Khumalo (BEC chairperson), email: [carol.khumalo@transnet.net](mailto:carol.khumalo@transnet.net) on any matter relating to its RFP 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 RFP between the closing date and the date of the award of the business.
- 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 RFP 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 RFP or the subsequent contract, written approval must be obtained from Transnet.

## 9 COMPLIANCE

The successful Respondent [hereinafter referred to as the **Service provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

## 10 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.

## 11 DISCLAIMERS

Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of Proposals. In particular, please note that Transnet reserves the right to:

- 11.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 11.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 11.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 11.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 11.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;
- 11.6 split the award of the contract 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;
- 11.7 cancel the bid process;
- 11.8 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;

- 11.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 11.10 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 provided for it;
- 11.11 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;
- 11.12 to 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.

Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

## 12 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. A material deviation from the Standard terms or conditions could result in disqualification.

## 13 SECURITY CLEARANCE

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services 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.

## 14 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. Respondents must register on the CSD prior to submitting their bids. 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.

*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.*

## 15 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.

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.

**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**

				
	<p><b>AI Voice Bot "Jack"</b>                      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.</p>	<p><b>What's App</b>                      Speak to an Agent via What's App.</p>	<p><b>Speak to an Agent</b>                      Speak to an Agent via the platform with no call or data charge</p>	<p><b>Telegram</b>                      Speak to an Agent via Telegram</p>
 <b>0800 003 056</b>	 <b>086 551 4153</b>	 <b>reportit@ethicshelpdesk.com</b>	 <b>*120*0785980808#</b>	

## SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

### 16 BACKGROUND

Transnet Pipelines have extended an invitation to service providers for the provision of security services at all our Offices, Stores and workshops, and depots in the five (5) provinces of South Africa (namely, Kwazulu-Natal, the Free State, the Mpumalanga Province, the Gauteng and the North West) as well as Adhoc services for servitudes, facilities, and other similarly related services.

### 2. SCOPE OF WORK

#### **Provide security personnel, as required at TPL Depots and Workshop in KwaZulu-Natal.**

Transnet Pipelines have for an extended period made use of a Security Service provider for the provision of security services at all Sites and Servitudes KwaZulu-Natal Province, South Africa.

It is the intention of this tender to continue outsourcing the security services in this manner.

### 3. EXECUTIVE OVERVIEW

As the service provider to Transnet Pipelines, the selected bidder will share in the mission and business objectives of TPL. These mutual goals will be met by meeting contract requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, TPL and its Supplier(s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow TPL to reach higher levels of quality, service and profitability.

Specifically, TPL seeks to benefit from this partnership in the following ways:

- Service provider must provide TPL with Security Services that is consistent and reliable and will remain at a high level of service levels;
- TPL must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale and streamlined service processes.
- TPL must receive proactive improvements from the Supplier with respect to provision of Services and related processes.
- TPL's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology and service delivery systems.
- TPL's end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.
- A Security Service Level Agreement (SLA) must be signed prior to the security services deployed/contract comes into effect.

In respect of security services provided on the property of Transnet Pipelines, the Contractor shall always comply with the provisions of the National Key Point Act (Critical Infrastructure Protection Act 8 of 2019), Firearm Control Act (Act No. 60 of 2000), Private Security Industry Regulatory Authority Act (Act 56 of 2001) and Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985).

The general duties of security personnel provided by the Contractor in terms of this Act on the property of Transnet Pipelines, inter alia, include the following: no person shall without the permission of an authorised

security personnel member (hereinafter referred to as the authorised officer), enter or enter upon any premises or any vehicle in respect of which a directive has been issued by Transnet Pipelines and for the purpose of the granting of that permission an authorised officer may require of the person concerned that he -

- furnish his name, address and any other relevant information required by the authorised officer;
- produce proof of his identity to the satisfaction of the authorised officer;
- declare whether he has any potentially dangerous object in his possession or custody or under his control;
- declare what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he has in his possession or custody or under his control, and show those contents to him;
- subject himself and anything which he has in his possession or custody or under his control to an examination by an electronic or other apparatus in order to determine the presence of any potentially dangerous object; and
- in the case of premises or a vehicle or a class of premises or vehicles determined by the Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985), be searched by an authorised officer.
- All personnel's will be subjected to breathalyser testing to test for the presence of alcohol

#### **4. REQUIREMENTS**

It is a specific requirement that all guards attend induction training at the Transnet Pipelines depot to which they will be posted prior to being posted. The contractor shall at all times ensure that at least two additional trained guards are available for relief purposes.

#### **5. JOB DESCRIPTIONS: SUPERVISORS (CONTRACTOR'S BRANCH MANAGERS AND INSPECTOR/S)**

Shall be responsible, inter alia, for –

- 5.1 Performing their duties within the parameters of the Criminal Procedure Act, 1977 (Act No.51 of 1977).
- 5.2 Perform their duties within the parameters of the Firearms Control Act, 2000
- 5.3 The conduct and productivity of all security officials under his control;
- 5.4 Ensuring that the security officials comply with the requirements of their job descriptions; and
- 5.5 Carrying out any other instruction(s) given by TRANSNET PIPELINES supervisory personnel.

#### **6. JOB DESCRIPTIONS: SECURITY OFFICIALS (ARMED)**

Shall be required, inter alia, to -

- 6.1 Perform their duties within the parameters of the Criminal Procedure Act, 1977 (Act No.51 of 1977).
- 6.2 Perform their duties within the parameters of the Firearms Control Act, 2000
- 6.3 At pump stations classified as National Key Points perform their duties within the parameters of the National Key Points Act, 1989 (Act No.102 of 1980).

- 6.4 Remain posted at each depot, for the full duration of their shift.
- 6.5 Protect the depot, all personnel (including Contractors, visitors, etc.) and assets.
- 6.6 Patrol the premises using the Guard Monitoring system where installed.
- 6.7 Be on constant lookout for irregularities by being alert, observant and investigative.
- 6.8 Prohibit loitering of undesirables or vagrants on the boundaries of the premises;
- 6.9 Prohibit unauthorised persons from entering the depot premises, prevent and / or combat crime Perpetrated against Transnet Pipelines property and or personnel. (Conduct and carry out Access Control Instructions and procedures as may be determined by Transnet Pipelines from time to time)
- 6.10 Provide trained Guard Dogs as and when required by the Client - these dogs shall only be of a specified breed (i.e., Doberman, Rottweiler, or German shepherd). These dogs shall be free of contagious diseases, certified as such by a registered veterinary surgeon.
- 6.11 Provide trained patrol horses as and when required by the Client – these horses shall be of a quality Breed and shall be equipped with a bridle, saddle, and rifle scabbard. Horses shall be in a fit and healthy condition and free of contagious diseases, certified thereto by a registered veterinary surgeon.

**Security Officer Grade C for NKP sites**

- PSIRA Grade C certificate
- National Key Point certificate
- Annual Medicals certificate
- Firearm competency Shotgun
- SAPS police clearance
- Basic first aid and basic fire-fighting certificate

**Security Officer Grade C for Non-NKP sites**

- PSIRA Grade C certificate
- Annual medicals certificate
- SAPS police clearance
- Basic first aid and basic fire-fighting certificate

**Security Supervisor Grade B**

An employee who performs any one or more of the following duties:

- PSIRA Grade B
- National Key Point Certificate
- Firearm Competency Shot Gun, Handgun and Rifle
- Basic First Aid and fire-fighting certificate
- Police clearance
- Driving a motor vehicle in the course of duties
- Performing escort services to Transnet personnel
- Guarding or protecting goods and Transnet assets.
- Who may be called upon to perform any or all of the duties of a security officer?

## 7. SECURITY ACTIVITIES AND RESPONSIBILITIES AT DECLARED NATIONAL KEY POINTS DEPOTS

### 7.1 Requirements

Transnet would like to elicit and evaluate responses from Security Service Providers who have expertise in National Key points which is defined as the supply of graded armed guards that protect sites of National Strategic importance i.e. the Pipelines and associated infrastructure. Potential Service Providers who are able to provide guards which meet the National Key points Legislation will be considered to provide the required services.

Owners of NKP's, who choose to hire Security Guards from a Commercial Security Guard Organisation, are advised to obtain confirmation from the Secretariat that such commercial training establishment is formally registered with the NKP Secretariat.

- a) A Security Guard to be employed as a guard at any NKP must have successfully attended and completed a NKP basic training course.
- b) Security Guards must be trained or have been trained by a National Key Point registered training establishment.
- c) To be legible to work as a Security Guard at a NKP and be security vetted.
- d) Security Guards must be in possession of a valid NKP "certificate of competency" issued by the NKP Secretariat.
- e) In the event that a guard needs to be replaced, the new guard who will be replacing must have all the above requirements

### 7.2 Duties of Security Officer

- a) Control the presence of persons, goods and vehicles and the movement thereof to and from the depots and workshop.
- b) Patrol and guard the security limit.
- c) Prevent the occurrence of incidents and, if an incident has occurred to investigate it and exercise in connection therewith the powers which have been vested in them.
- d) Carry out such other orders issued to him by the owner in respect of the security and loss control of the Key Point.
- e) Conduct Breathalyser testing, COVID-19 scanning and any other practice determined as the business may deem required.

### 7.3 Operations and Tank Farm

- a) Security Guard will patrol the Operations and Tank Farm areas on an hourly basis.

### 7.4 Perimeter Patrols

- b) Security Guard will patrol the perimeter fence on an hourly basis.

### 7.5 Perimeter Patrols General Service Provider Obligations

- a) The Service Provider(s) shall be fully responsible to Transnet Pipelines for the acts and omissions of persons directly or indirectly employed by them.
- b) The Service Provider(s) must comply with the requirements stated in this RFP.

- c) The Service Provider is responsible to ensure that their security officers attend NKP Refresher Training yearly as per NKP Legislation.

**7.6 Conclusion**

- a) The emphasis during the day is focused more on loss control and at night patrolling the area.
- b) There are documents on Site that must be checked and correlated daily which requires constant supervision and controlling of Security Guards.

Security officials shall report all problems encountered during the tour of duty (including shooting incidents), immediately **by radio**, and make or cause to be made entries of such encounters in their occurrence books.

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

WITNESS: 1 \_\_\_\_\_ TENDERER: \_\_\_\_\_

WITNESS: 2 \_\_\_\_\_

**1 GREEN ECONOMY / CARBON FOOTPRINT**

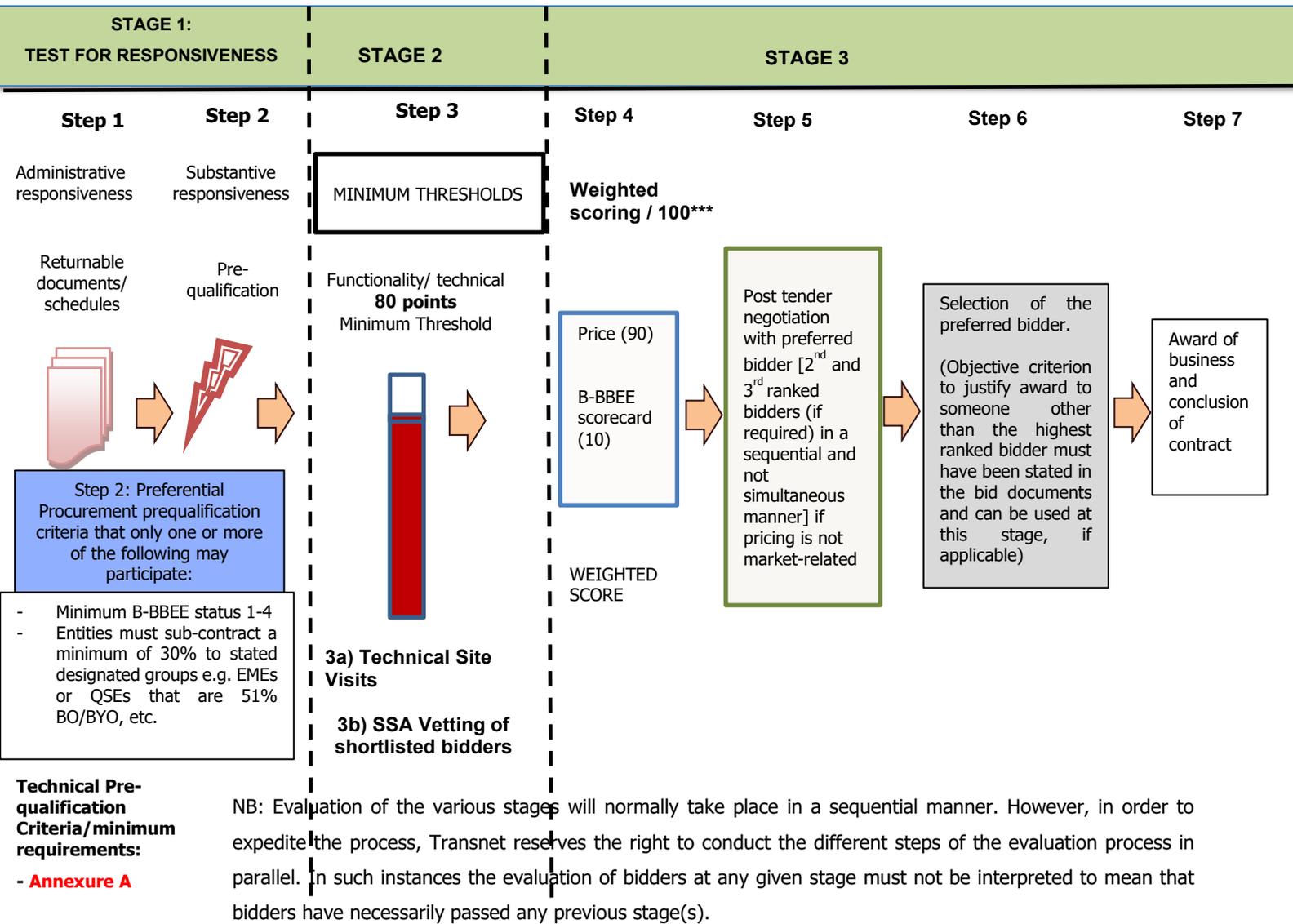
Transnet wishes to have an understanding of your company’s position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity’s policies in this regard.*

**2 GENERAL SERVICE PROVIDER OBLIGATIONS**

- 2.1 The Service provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 2.2 The Service provider(s) must comply with the requirements stated in this RFP.

**3 EVALUATION METHODOLOGY**

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



**3.1 STEP ONE: Test for Administrative Responsiveness**

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
• Whether the Bid has been lodged on time	Section 1 paragraph 3
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	Section 5
• Verify the validity of all returnable documents	Section 5
• Verify if the Bid document has been duly signed by the authorised respondent	All sections

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

**3.2 STEP TWO: Test for Substantive Responsiveness to RFP**

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

Check for substantive responsiveness	RFP Reference
<ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria set by Transnet, have been met</li> </ul>	<i>All sections including: Section 2 paragraphs, 2.2, 6, 11.2, General Bid Conditions clause 20</i>
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule</li> </ul>	<i>Section 4</i>
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	<i>All Sections</i>
<ul style="list-style-type: none"> <li>Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> <li>Bidder must have a valid PSIRA certificate and accreditation as a security provider in terms of section 20 Of the Private Security Industry Regulation Act. ("New Certificate" in line with industry circular issued by PSIRA on 10 March 2015)</li> <li>Valid Proof of Security Service Provider Owner(s) Registration with Private Security Industry Regulatory Authority (PSIRA).</li> <li>Valid Letter of Good Standing with Private Security Industry Regulatory Authority (PSIRA).</li> <li>Proof of Registration with the National Key Points Secretariat or an Acknowledgement of Receipt (AOR) from the National Key Points Secretariat.</li> <li>Valid Proof of two way radios programed to service providers frequency or Valid Signed MOU from third party (i.e with ICASA).</li> </ul> </li> </ul>	<i>Section 3 – Scope of Work Annexure A</i>
<ul style="list-style-type: none"> <li>Whether any set prequalification criteria for preferential procurement have been met: <ul style="list-style-type: none"> <li>B-BBEE level 1-4</li> <li>Subcontracting a minimum of 30% to QSEs and EMEs that are at least 51% Black People</li> </ul> </li> </ul>	<i>Section 2 - Paragraph 6</i>

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

**3.3 STEP THREE: Minimum Threshold 80% for Technical Criteria**

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

Technical Evaluation Criteria	% Weightings	RFP Reference
<ul style="list-style-type: none"> <li><b>Infrastructure – General</b></li> </ul>	10	Annexure B

Technical Evaluation Criteria	% Weightings	RFP Reference
<ul style="list-style-type: none"> <li>○ Administrative</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Infrastructure - Operations</b> <ul style="list-style-type: none"> <li>○ Motorised vehicles</li> <li>○ Operational Control Room</li> </ul> </li> </ul>	35	Annexure B
<ul style="list-style-type: none"> <li>● <b>Training Capability</b></li> </ul>	10	Annexure B
<ul style="list-style-type: none"> <li>● <b>Occupational Health and Safety</b></li> </ul>	5	Annexure B
<ul style="list-style-type: none"> <li>● <b>Human Resources</b></li> </ul>	10	Annexure B
<ul style="list-style-type: none"> <li>● <b>Uniform and Safety equipment</b></li> </ul>	5	Annexure B
<ul style="list-style-type: none"> <li>● <b>Firearms and FCA Compliance</b></li> </ul>	25	Annexure B
<b>Total Weighting:</b>	<b>100%</b>	
<b>Minimum qualifying score required:</b>	<b>80</b>	

*A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to Annexure B.*

*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***

**3.4 STEP FOUR: Evaluation and Final Weighted Scoring**

a) **Price Criteria** [Weighted score 90 points]:

Evaluation Criteria	RFP Reference
<ul style="list-style-type: none"> <li>● Commercial offer</li> </ul>	<i>Section 4</i>
<ul style="list-style-type: none"> <li>● Commercial discounts<sup>1</sup></li> </ul>	<i>Section 4</i>

Transnet will utilise the following formula in its evaluation of Price:

<sup>1</sup> Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected

$$PS = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

- Ps* = Score for the Bid under consideration
- Pt* = Price of Bid under consideration
- Pmin* = Price of lowest acceptable Bid

b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 10 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.

3.5 **SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical Site Visits	80

Evaluation Criteria	Final Weighted Scores
Price	90
B-BBEE - Scorecard	10
<b>TOTAL SCORE:</b>	<b>100</b>

3.6 **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).

3.7 **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 (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:

- the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
- a due diligence to assess functional capability and capacity. This could include a site visit;

**3.8 STEP SEVEN: Award of business and conclusion of contract**

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

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Respondent's Signature

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Date & Company Stamp

**SECTION 4: PRICING AND DELIVERY SCHEDULE**

*Respondents are required to complete the table below:*

**FORM OF OFFER AND ACCEPTANCE**

**FORM OF OFFER AND ACCEPTANCE**

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The offered total of the Prices inclusive of VAT is	
(in words)	

For

Signed at \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

As witnesses:

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

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

\_\_\_\_\_

who warrants that she is duly authorized thereto

CAPACITY :

\_\_\_\_\_

NAME :

\_\_\_\_\_

For **Transnet Pipelines**

Signed at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

As witnesses:

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

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

\_\_\_\_\_

who warrants that she is duly authorized thereto

CAPACITY :

\_\_\_\_\_

NAME :

\_\_\_\_\_

\_\_\_\_\_  
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 RFP;
  - (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 RFP;
  - (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 RFP.
- If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.
- b) 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 pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 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.
- f) Prices must be fixed and firmed for the first year of the contract period and subject to escalation on the second and third year based on the sectoral determination by the Minister of Labour for the Private Security Industry (PSIRA) annual illustrative contract priced structure shall determine the necessary increase in respect of the labour cost.

YES	
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**1. DISCLOSURE OF CONTRACT INFORMATION**

**PRICES TENDERED**

Respondents are to note that, on award of business, Transnet is required to publish the tendered prices of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, ([www.etenders.gov.za](http://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.						
<b>Is the Respondent</b> (Complete with a "Yes" or "No")						
<b>A DPIP/FPPO</b>		<b>Closely Related to a DPIP/FPPO</b>		<b>Closely Associated to a DPIP/FPPO</b>		
<b>List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.</b>						
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.

**2. SERVICE LEVELS**

- 2.1 An experienced account representative(s) is required to work with Transnet's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 2.2 Transnet will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 2.3 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- 2.4 The Service provider must provide a telephone number for customer service calls.

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 Respondent's Signature

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 Date & Company Stamp

2.5 Failure of the Service provider to comply with stated service level requirements will give Transnet the right to cancel the contract in whole, without penalty to Transnet, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.

**Acceptance of Service Levels:**

<b>YES</b>	
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<b>NO</b>	
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**3. RISK**

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by the Respondent, in relation to:

**3.1 Quality and specification of Goods/Services delivered:**

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**3.2 Continuity of supply:**

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**3.3 Compliance with the Occupational Health and Safety Act, 85 of 1993:**

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

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

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

---



---

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

---



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

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

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

**SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS**

I/We \_\_\_\_\_  
*[name of entity, company, close corporation or partnership]* of *[full address]*

\_\_\_\_\_

\_\_\_\_\_

carrying on business trading/operating as

\_\_\_\_\_

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

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

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated \_\_\_\_\_ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with highest ranked bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply/provide the abovementioned Goods/Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

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

- (i) Standard Terms and Conditions for the Provision of Security Services to TPL Contract
- (ii) General Bid Conditions; and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

I/We accept that unless Transnet should otherwise decide and so inform me/us in the letter of award, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

Should Transnet decide that a formal contract should be signed and so inform me/us in a letter of award [the **Letter of Award**], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with Transnet's Letter of Award, shall constitute a binding contract between Transnet and me/us until the formal contract is signed.

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

\_\_\_\_\_  
Date & Company Stamp

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply/provision of Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Furthermore, I/we agree to a penalty clause/s which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods/Services due to non-performance by ourselves, , etc.

I/we agree that non-compliance with any of the material terms of this RFP, including those mentioned above, will constitute a material breach of contract and provide Transnet with cause for cancellation.

### ADDRESS FOR NOTICES

The law of the Republic of South Africa shall govern any contract created by the acceptance of this RFP. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent hereunder, at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. Foreign Respondents shall, therefore, state hereunder the name of their authorised representative in the Republic of South Africa who has the power of attorney to sign any contract which may have to be entered into in the event of their Proposal being accepted and to act on their behalf in all matters relating to such contract.

Respondent to indicate the details of its *domicilium citandi et executandi* hereunder:

Name of Entity: \_\_\_\_\_

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

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

### NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Supplier/Service provider**] will be informed of the acceptance of its Proposal. Unsuccessful Respondents will be advised in writing of the name of the successful Supplier/Service provider and the reason as to why their Proposals have been unsuccessful, for example, in the category of price, delivery period, quality, B-BBEE status or for any other reason.

### VALIDITY PERIOD

Transnet requires a validity period of 180 Business Days [from closing date] against this RFP, excluding the first day and including the last day.

### 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 RFP 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)

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

\_\_\_\_\_  
Date & Company Stamp

**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 RFP <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:

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
Section 1: SBD1 Form	
SECTION 4 : Pricing and Delivery Schedule	
ANNEXURE A Technical Pre-Qualification	
Valid PSIRA certificate and accreditation as a security provider in terms of section 20 Of the Private Security Industry Regulation Act. ("New Certificate" in line with industry circular issued by PSIRA on 10 March 2015)	
Valid Proof of Security Service provider owner(s) Registration with Private Security Industry Regulatory Authority (PSIRA)	
Valid Letter of good standing with Private Security Industry Regulatory Authority (PSIRA)	
Valid Proof of Registration with the National Key Points Secretariat or an Acknowledgement of Receipt (AOR) from the National Key Points Secretariat	

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
Valid Proof of two way radios programed to service providers frequency or Valid Signed MOU from third party (i.e with ICASA).	
Signed and stamped confirmation of site visit and pricing schedule form for Quagga Depot	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP	
SECTION 10 : Certificate of attendance of compulsory RFP Briefing	
SECTION 11: Subcontracting Prequalification Criteria Form	
Valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s)	

**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:

<b><u>RETURNABLE DOCUMENTS USED FOR SCORING</u></b>	<b>SUBMITTED [Yes or No]</b>
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn Affidavit)	
Annexure B: Site Evaluation Form	

**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:

<b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>	<b>SUBMITTED [Yes or No]</b>
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	
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 9: B-BBEE Preference Claim Form	
Proof of subcontracting arrangement	
SECTION 12: Job-Creation Schedule	
SECTION 14: Protection of Personal Information	

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp

**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 RFP. 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.

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: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE 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 RFP. 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 SOC Ltd 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 for the purpose of calculating tendered prices or any other purpose:**

1	Transnet’s General Bid Conditions
2	Standard Terms and Conditions of Contract For The Provision of Security 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 RFP 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 RFP 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 RFP documents included in the RFP 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 & Company Stamp

**SECTION 7: RFP 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 RFP Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Goods/Services 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 RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;
6. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity 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;
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 the Transnet Group 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 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 RFP; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp

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.

**BIDDER’S DISCLOSURE (SBD4)**

**12 PURPOSE OF THE FORM**

12.1 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.

12.2 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.

**13 Bidder’s declaration**

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>2</sup> in the enterprise, employed by the state?

**YES/NO**

13.1.1. 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

<sup>2</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.


13.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

**YES/NO**

13.2.1. If so, furnish particulars:

.....  
.....

13.3 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**

13.3.1. If so, furnish particulars:

.....  
.....

**14 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:

14.1 I have read and I understand the contents of this disclosure;

14.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

14.3 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>3</sup> will not be construed as collusive bidding.

14.4 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,

<sup>3</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.

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.

14.5 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.

14.6 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.

14.7 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 12, 13 and 14 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.

#### **BREACH OF LAW**

We further hereby certify that *I/we* (the bidding entity and/or any of its directors, members or partners) *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

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

\_\_\_\_\_  
 Date & Company Stamp



**SECTION 9 : B-BBEE PREFERENCE POINTS CLAIM FORM**

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

Transnet will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 Either the 80/20 or 90/10 preference point system will apply

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.4 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>10</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic

Empowerment Act, 2003 (Act No. 53 of 2003);

- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"**
- i) the B-BBEE status level certificate issued by an authorised body or person;
  - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

4.2 The table below indicates the required proof of B-BBEE status depending on the category of enterprises:

Enterprise	B-BBEE Certificate & Sworn Affidavit
<b>Large</b>	Certificate issued by SANAS accredited verification agency
<b>QSE</b>	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI’s website at <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a> .]
<b>EME<sup>4</sup></b>	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.

4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder’s responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 6.1**

6.1 B-BBEE Status Level of Contribution: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

<sup>4</sup> In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE.

**(Tick applicable box)**

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
  - One person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
  - Supplier
  - Professional Service provider
  - Other Service providers, e.g. transporter, etc.
- [ TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;

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

\_\_\_\_\_  
Date & Company Stamp

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
  - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (f) forward the matter for criminal prosecution.

WITNESSES
1. ....
2. ....

.....
SIGNATURE(S) OF BIDDERS(S)
DATE: .....
ADDRESS.....

**SECTION 10: CERTIFICATE OF ATTENDANCE OF COMPULSORY RFP BRIEFING**

It is hereby certified that –

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

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

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

attended the RFP briefing in respect of the proposed Goods/Services to be rendered in terms of this RFP 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 bidder.

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date & Company Stamp

**SECTION 11: SUBCONTRACTING PREQUALIFICATION CRITERIA FORM**

b) As a prequalification criterion to participate in this RFP, Respondents are required to subcontract a minimum of 30% [thirty percent] of the value of the contract to one or more of the following designated groups:

- **QSEs and EMEs that are at least 51% BLACK PEOPLE**

**Respondents are to note that Transnet will not round off subcontracting percentage for the purposes of determining whether the subcontracting condition has been met.**

- c) A bid that fails to meet this pre-qualifying criterion will be regarded as an unacceptable bid.
- d) Respondents have the discretion of identifying and selecting suppliers, who are registered on the National Treasury supplier database (CSD) but do not appear on the list provided by Transnet, for purposes of subcontracting.
- e) **Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.**
- f) Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated.
- g) Respondents are responsible for all due diligence on their subcontractors.
- h) Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.
- i) The successful Respondent awarded the contract may only enter into a subcontracting arrangement with Transnet's prior approval.
- j) The contract will be concluded between the successful Respondent and Transnet, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

**Attachments to this form**

**The Respondent is to ensure that the following is completed and attached to this form:**

- Subcontractor's valid proof of B-BBEE status;
- Company Organogram of Subcontractor(s) reflecting current staff complement;
- Each staff members' experience in years;

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Respondent's Signature

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Date & Company Stamp

**d) Name of subcontractor/s and Company Registration number:**

	<b>Subcontractor Legal Name</b>	<b>Company Registration Number</b>	<b>EME/QSE</b>	<b>B-BBEE Level</b>	<b>CSD Number</b>
1					
2					
3					
4					
5					

**e) Work to be subcontracted:**

<b>Subcontractor</b>	<b>Work to be performed by subcontractor</b> (Please specify)	<b>Percentage of contract that will be subcontracted</b>	<b>Firm Experience</b> (No. of Years)	<b>Current Clients</b> (Provide signed reference letters for each client listed)
1				
2				
3				
4				
5				

**Note:**

For the purpose of determining that the pre-qualification criteria has been complied with, Respondents must cumulatively meet the minimum 30% pre-qualification requirement and provide a valid B-BBEE certificate(s) or Sworn Affidavit(s) for the proposed subcontractor(s) listed above. ***Failure to provide a valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s) which makes up the minimum 30% pre-qualification requirement at the Closing Date and time of this RFP will result in a Respondent's disqualification.***

\_\_\_\_\_  
Respondent's Signature\_\_\_\_\_  
Date & Company Stamp

**SECTION 13: JOB-CREATION SCHEDULE**

**(Please ensure that you return this schedule with your bid submission)**

The Government has identified State Owned Enterprises sourcing activities as a key enabler to achieve the National Development Plan (NDP) objective of reducing unemployment from the current baseline of 28% to 6%. In order to give effect to these job creation objectives, Respondents are required to provide the following undertaking of new jobs that will be created (either by them or by their subcontractors) should they be awarded this bid.

Please indicate total number of new jobs that will be created over the term of the contract:

<b>Total number and value of new jobs created</b>	<b>Total number of new jobs</b>	<b>Total rand value of new jobs created</b>

- (a) Of the total number of new jobs created, please indicate the number and value of new jobs to be created for the following designated groups:

	<b>Total number of new jobs</b>	<b>Total rand value of new jobs</b>
Black men		
Black women		
Black Youth		
Black people living in rural or underdeveloped areas or townships		
Black People with Disabilities		

- (b) Of the total number of new jobs created, please indicate the number of skilled, semi-skilled and unskilled new jobs that will be created over the term of the contract:

	<b>Total number of Skilled jobs</b>	<b>Total number of Semi-skilled jobs</b>	<b>Total number of Unskilled jobs</b>
Black men			
Black women			
Black Youth			
Black people living in rural or underdeveloped areas or townships			
Black People with Disabilities			
Other			

- (c) Please indicate the number of new jobs to be created, broken down per quarter over the term of the contract.

<b>Year 1</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				

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Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

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

\_\_\_\_\_  
 Date & Company Stamp

**SECTION14: 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 RFP, 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 RFP 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 RFP, 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 RFP (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

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Respondent's Signature

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Date & Company Stamp

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 RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP 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>	
------------	--	-----------	--

- 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 RFP 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

**SECTION 15: CREDIT CHECK**

I consent to you making enquiries about my credit record with credit reference agencies when assessing this tender or quotation or updating my information in future.

 Yes No

The Transnet shall ensure that all necessary precautions are taken to ensure that all Information received or collected is:

- i. Properly and accurately recorded, maintained, collated, synthesised and/or processed;
- ii. Protected against loss;
- iii. Protected against unauthorised access, use, modification or disclosure;

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Respondent's Signature

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Date & Company Stamp

**SECTION 16: RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	<b>Date</b>	<b>Title or Details</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		

Attach additional pages if more space is required.

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Respondent's Signature

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Date & Company Stamp

**SECTION17: DECLARATION OF UNDERSTANDING – OBLIGATIONS OF SERVICE PROVIDER**

I,

\_\_\_\_\_ (Name) \_\_\_\_\_ (Designation)

\_\_\_\_\_ (Representing)

The service provider to comply with following clauses:

- |          |   |
|----------|---|
| <b>1</b> | <b>Due to vast geographical nature of provinces, service provider must have sub-offices with a 24hr control room be established within the areas proposed by TPL, if the office does not exist it must be established within three months from the date of site handover and failure to established the office within the stipulated period of three months will render the award invalid and shall be terminated. Refer to attached Annexure E Schedule for the preferred / recommended clustering of regions.</b>   |
| <b>2</b> | <b>Attendance of official programmes - Service provider is obligated to attend all the official programmes e.g NKP shooting programmes.</b>   |
| <b>3</b> | <b>Vetting – Service provider’s directors/officials will be subject to vetting by State Security Agency (SSA).</b>  |
| <b>4</b> | <b>Upon the award, the service provider must ensure that 30 shotgun are available for this contract.</b>  |
| <b>5</b> | <b>The security officers provided in terms of this Agreement for the duration of this Agreement, shall be registered with PSIRA and where applicable, with the National Key Points Secretariat as well, in terms of the NKPA and all other applicable laws.<br/>Proof of registration with PSIRA for all the proposed security officers must be provided prior to start date / commencement on site. Upon award the Service provider is required within one calendar month to provide proof of NKP registration with all the Transnet’s sites allocated for this contract and within three calendar months the service provider must also provide proof of registration with the National Key Points Secretariat for all the guards allocated for each site in terms of the NKPA. Failure to provide proof of registration with PSIRA, NKPA and all other applicable laws will render the award invalid and shall be cancelled.</b> |
| <b>6</b> | <b>Depot Manager’s may issue a depot specific instruction to the service provider which can supersede clauses from umbrella agreement.</b>  |

Declare that I have read and understood the contents above and I also declare that I understand my responsibilities in terms of enforcing and implementing the above.

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

\_\_\_\_\_  
Respondent’s Signature

\_\_\_\_\_  
Date & Company Stamp

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Date & Company Stamp

**ANNEXURE A Technical Pre-Qualification**

- Valid PSIRA certificate and accreditation as a security provider in terms of section 20 Of the Private Security Industry Regulation Act. ("New Certificate" in line with industry circular issued by PSIRA on 10 March 2015)
- Valid Proof of Security Service provider owner(s) Registration with Private Security Industry Regulatory Authority (PSIRA)
- Valid Letter of good standing with Private Security Industry Regulatory Authority (PSIRA)
- Valid Proof of Registration with the National Key Points Secretariat or an Acknowledgement of Receipt (AOR) from the National Key Points Secretariat
- Valid Proof of two way radios programed to service providers frequency or Valid Signed MOU from third party (i.e with ICASA).

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Respondent's Signature

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Date & Company Stamp

**Annexure B – Site Evaluation Form****Guidelines for the completion of evaluation document**

- Be fair and objective in your evaluation.
- Complete in full - neat and tidy, as this becomes an official document for future record.
- Be transparent and share observations with the company representatives.
- Do not give a copy of the completed document to the company.
- You are a guest at the company, act accordingly.
- Transnet representative must initial all pages.

**Bidders are required to provide Transnet representative with proof or evidence for each and every section of this site evaluation, Please take note that no time will be granted to collect documents from other sites or departments.**

**Successful service providers will be re-evaluated at least once a year without prior notice.**

<b>Legend</b>	<b>N – No</b>	<b>Y- Yes</b>
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**Balanced Score Card**

	<i>Score Max</i>	<i>Score %</i>	<i>Score achieved</i>	<i>Weight</i>	<i>Weight %</i>
<b>Infrastructure - General</b>	<b>10</b>			<b>10</b>	
<i>Infrastructure – Administrative</i>	<i>10</i>				
<b>Infrastructure – Operations</b>	<b>40</b>			<b>35</b>	
<i>Motorised vehicles</i>	<i>15</i>				
<i>Operational Control Room</i>	<i>25</i>				
<b>Training Capability</b>	<b>10</b>			<b>10</b>	
<b>Occupational Health and Safety</b>	<b>10</b>			<b>5</b>	
<b>Human Resources</b>	<b>35</b>			<b>10</b>	
<b>Uniform and Safety Equipment</b>	<b>10</b>			<b>5</b>	
<b>Firearms and FCA Compliance</b>	<b>25</b>			<b>25</b>	
<b>Total (Firearms required)</b>	<b>140</b>			<b>100</b>	

Respondent's Signature

Date &amp; Company Stamp

**Methodology**

Example: Company XYZ scores 8 out of a possible 10 points.  
 Calculate %:  $8/10 \times 100 = 80\%$   
 Multiply 80 by 5% to obtain the weighted score achieved = 4  
 Add all weighted scores achieved to obtain total weight score

(FCA = Firearms Control Act 60 of 2000, as amended, including the regulations in terms of the FCA)

**NB: (This is for information only and will not contribute to points achieved)**

<b>Organisational Structure and Capability</b>	
Management structure of company (Company Organisational structure)	
Regional operational structure of company	(organogram)
Total number of employees in region (including support staff)	
Total number of management in region	
Total number of supervisors in region	
Total number of guards in region	
Annual personnel turnover (%)	
<b>Current geographical proximity of service provider's office in relation to the Transnet site/s</b>	
Within 10 km radius from majority of sites	
Within 50 km radius from majority of sites	
Within 100 km radius from majority of sites	
Within 200 km radius from majority of sites	

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

\_\_\_\_\_  
Date & Company Stamp

<b>Offices and Administration</b>		<b>Score</b>		<b>Remarks</b>
Meeting room/area		N (0)	Y (2)	
Offices General – do offices exist?		N (0)	Y (4)	
Filing Systems – do hardcopy and/or electronic filing systems exist?		N (0)	Y (1)	
Do you have Operational mobile phones (Contract) for Ops Managers and Supervisors		N (0)	Y (3)	
<b>Score obtained (max 10)</b>				
<b>Motorised vehicles</b>		<b>Score</b>		<b>Remarks</b>
Type & Number	LDV	N (0)	Y (2)	
Present proof of Roadworthy certificates for LDV's		N (0)	Y (1)	
Present proof of License for LDV's		N (0)	Y (2)	
Is there branding on the vehicles?		N (0)	Y (1)	
Maintenance schedule – present for all vehicles		N (0)	Y (1)	
Documented proof of weekly Vehicle inspections		N (0)	Y (1)	
Contingency / Replacement vehicles		N (0)	Y (1)	
Do you have a VHF / UHF Radio Mobile (Vehicle) unit		N (0)	Y (1)	
<b>Score obtained (max 10)</b>				
<b>Operational Control Room</b>		<b>Score</b>		<b>Remarks</b>
Geographical maps – are there maps on the wall of the regional service area		N (0)	Y (1)	
Emergency telephone numbers – list of local emergency services telephone numbers displayed in the Control Room		N (0)	Y (2)	
Are there serviced and valid certificates for Firefighting equipment available in control room		N (0)	Y (2)	
Is the Control Room manned 24 hours a day – Provide proof (e.g., shift roster)		N (0)	Y (2)	
Training / Competence of Ops Room Controller – Provide proof in the form of certificates or other evidence of competency of Control Room Operator/s		N (0)	Y (2)	
Is there an Occurrence Book in control room?		N (0)	Y (1)	
Is there Controlled Access to the Control Room		N (0)	Y (2)	
Contingency planning – provide proof of existing emergency plans		N (0)	Y (1)	
Do you have a GPS vehicle tracking system for real time vehicle monitoring		N (0)	Y (1)	
Guard Monitoring System		N (0)	Y (2)	
Present evidence of real time vehicle tracking system in Operation		N (0)	Y (1)	
Do you have a Landline phone (PSTN)		N (0)	Y (1)	
Do you have a Dedicated Fax line / E-Mail		N (0)	Y (1)	
Emergency / Hotline		N (0)	Y (1)	
Do you have an ADSL / 3G / HSDPA / Internet		N (0)	Y (1)	

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Do you have a VHF / UHF Radio base station unit	N (0)	Y (1)	
Do you have a VHF / UHF Radio Portable (Handheld) unit	N (0)	Y (1)	
Radio frequencies – provide proof or agreement	N (0)	Y (2)	
<b>Score obtained (max 25)</b>			
<b>Training Capability</b>	<b>Score</b>		<b>Remarks</b>
Annual training plan – do you have an annual training programme for all employees, Management and supervisors	N (0)	Y (2)	
Specialised training (NKP, Tactical, 4x4 driving training)	N (0)	Y (2)	
Proof of The Safety and Security Sector Education and Training Authority (SASSETA)	N (0)	Y (2)	
Proof of Private Security Industry Regulatory Authority (PSIRA) Training Accreditation	N (0)	Y (2)	
SAPS Accreditation (in-house/external firearms training)	N (0)	Y (1)	
SABS Accreditation (in-house/external shooting range)/ Signed Memorandum of Understanding with a third party.	N (0)	Y (1)	
<b>Score obtained (max 10)</b>			
<b><i>(Should external training facilities be used, attach Memorandum of Agreement)</i></b>			

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 Respondent's Signature

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 Date & Company Stamp

<b>Occupational Health and Safety Act</b>			
<b>Administration</b>	<b>Score</b>		<b>Remarks</b>
OHS Act prominently displayed	N (0)	Y (1)	
Signed Safety Policy	N (0)	Y (1)	
SHEQ Reps trained and Register of Reps in the region	N (0)	Y (1)	
Previous Risk Assessments of sites	N (0)	Y (1)	
<b>OHS Act Incident Investigation &amp; Recording</b>	<b>Score</b>		<b>Remarks</b>
Investigation of incidences, findings, recommendations and recordings	N (0)	Y (1)	
Actions implemented and follow ups	N (0)	Y (1)	
Valid Certificate of Trained medical first aider responder in the region and first aid box	N (0)	Y (1)	
<b>OHS Act Training</b>	<b>Score</b>		<b>Remarks</b>
Evidence of company-specific Induction training to all new employees	N (0)	Y (2)	
Training register of Induction Training Sessions	N (0)	Y (1)	
<b>Score obtained (max 10)</b>			
<b>Human Resources</b>			
<b>Remuneration Advice / Payslip</b>	<b>Score</b>		<b>Remarks</b>
Issuing of Payslip	N (0)	Y (1)	
Payment date / frequency	N (0)	Y (1)	
Time and attendance Registers	N (0)	Y (1)	
<b>Personnel file / Employee Records</b>	<b>Score</b>		<b>Remarks</b>
SAPS Criminal record clearance certificate	N (0)	Y (1)	
Valid PSIRA registration certificate	N (0)	Y (2)	
National Key Point (NKP) Training Certificate	N (0)	Y (1)	
Proof of Medical clearance	N (0)	Y (1)	
Employment Contract	N (0)	Y (1)	
RSA Citizenship	N (0)	Y (1)	
Criminal record verification	N (0)	Y (3)	
Age group	N (0)	Y (1)	
Gender ratio	N (0)	Y (1)	
Educational level	N (0)	Y (1)	
Language proficiency (English mandatory)	N (0)	Y (1)	
PSIRA qualifications	N (0)	Y (2)	
Minimum relevant experience	N (0)	Y (1)	
Vehicle driver's license (Supervisors and escort guards)	N (0)	Y (1)	
Medical status	N (0)	Y (1)	
Physical fitness	N (0)	Y (1)	
Firearm competency certificates	N (0)	Y (1)	
Job description /Post Description	N (0)	Y (1)	

Respondent's Signature

Date &amp; Company Stamp

<b>BCEA – Sectorial Determination 6 Compliance</b>	<b>Score</b>		<b>Remarks</b>
Sick Leave	N (0)	Y (1)	
Annual Leave	N (0)	Y (1)	
Family Responsibility Leave	N (0)	Y (1)	
Maternity Leave	N (0)	Y (1)	
Study Leave	N (0)	Y (1)	
Annual Bonus	N (0)	Y (1)	
Performance / Incentive Bonus	N (0)	Y (1)	
Medical Aid / contribution	N (0)	Y (1)	
Working hours – daily, weekly, monthly	N (0)	Y (1)	
Meal intervals	N (0)	Y (1)	
Provident Fund	N (0)	Y (1)	

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

\_\_\_\_\_  
 Date & Company Stamp

<b>HR Policies and procedures</b>	<b>Score</b>		<b>Remarks</b>
Recruitment and selection	N (0)	Y (1)	
Terms and conditions of employment	N (0)	Y (1)	
HIV /AIDS, Disability, Sexual Harassment	N (0)	Y (1)	
Disciplinary Code (Policy, Procedures, Guideline)	N (0)	Y (1)	
<b>Score obtained (max 40)</b>			
<b>Uniform and Safety Equipment</b>			
	<b>Score</b>		<b>Remarks</b>
Full Uniform – Shirt, blouse, Pants, Trouser, Skirt, Belt, Boots, Safety Boots (Half-boot with Steel Toe), Hardhat etc. (SABS Flame-retardant with no reflectors)	N (0)	Y (2)	
Company insignia – clearly visible	N (0)	Y (1)	
Cold weather jacket, jersey, Raincoat.	N (0)	Y (1)	
Annual issue of the above	N (0)	Y (1)	
Payment by security officer of above	N (1)	Y (0)	
Identity card, Baton, Pocket book and pen	N (0)	Y (1)	
Whistle	N (0)	Y (1)	
Handcuffs and Keys	N (0)	Y (1)	
Flashlight (Flameproof)	N (0)	Y (1)	
<b>Score obtained (max 10)</b>			
<b>Firearms and FCA Compliance</b>			
	<b>Score</b>		<b>Remarks</b>
SAPS CFR list of company firearms	N (0)	Y (5)	
Responsible person	N (0)	Y (2)	
Security officers issued with firearms in possession of competency certificates	N (0)	Y (5)	
Total number of company firearms	Pistol		
	Shotgun		

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 Respondent's Signature

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 Date & Company Stamp

Number of company firearms currently utilised	Pistol		
	Shotgun		
Available firearms for this tender	Pistol		
	Shotgun		
Certification of serviceability by qualified and accredited gunsmith (attach proof)	N (0)	Y (2)	
Internal Inspection and maintenance intervals	N (0)	Y (2)	
<b>On site</b> Wall mounted or Armoury Storage facilities for firearms (SABS approved safe) – attach SAPS inspection report	N (0)	Y (2)	
Correct and complete completion of firearm register	N (0)	Y (2)	
Firearm permits and control system	N (0)	Y (1)	
Holsters for handguns / slings for shotguns	N (0)	Y (1)	
Bullet proof vests – SABS approved, protection level 2	N (0)	Y (1)	
Ammunition register and control documentation	N (0)	Y (1)	
Bi-annual firearm training – theory & practical	N (0)	Y (1)	
<b>Score obtained (max 25) –Mandatory score 20/25</b>			

**Infrastructure - Operations**

**General / Additional Comments**

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**Evaluation Team**

NAME	SIGNATURE
1	
2	
3	
4	
5	
6	

*NB: All pages in this document to be initialled by the Technical Evaluation Team.*

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

\_\_\_\_\_  
 Date & Company Stamp

**ANNEXURE E****RFP FOR THE PROVISION OF SECURITY SERVICES AT KWAZULU NATAL PROVINCE TO VARIOUS TRANSNET PIPELINES PROPERTIES FOR A PERIOD OF THREE (3) YEARS****SCHEDULE FOR CLUSTERING REGIONS - TPL SOUTHERN REGION**

<b>CLUSTER 1</b>	
<b>DEPOT</b>	<b>SERVICE PROVIDER'S CONTROL ROOM</b>
DURBAN	CONTROL ROOM TO BE SITUATED ANYWHERE AROUND DURBAN
ISLAND VIEW (TM 1)	
BAYHEAD	
NTWINI (PS1)	
UMNGENI	
PINETOWN WORKSHOP	
PINETOWN (NOC)	
HILLCREST	

<b>CLUSTER 2</b>	
<b>DEPOT</b>	<b>SERVICE PROVIDER'S CONTROL ROOM</b>
DUZI	CONTROL ROOM TO BE SITUATED ANYWHERE AROUND PIETERMARITZBURG
HILLTOP (PS3)	
HOWICK	
MOOIRIVER	

<b>CLUSTER 3</b>	
<b>DEPOT</b>	<b>SERVICE PROVIDER'S CONTROL ROOM</b>
LADYSMITH (OPS)	CONTROL ROOM TO BE SITUATED ANYWHERE AROUND LADYSMITH
LADYSMITH WORKSHOP	
VAN REENEN	
MNAMBITHI (PS 5)	

<b>CLUSTER 4</b>	
<b>DEPOT</b>	<b>SERVICE PROVIDER'S CONTROL ROOM</b>
FORTMISTAKE	CONTROL ROOM TO BE SITUATED ANYWHERE AROUND NEWCASTLE
NEWCASTLE	
QUAGGA	
VOLKSRUST	
INGOGO SITE	

<b>CLUSTER 5</b>	
<b>DEPOT</b>	<b>SERVICE PROVIDER'S CONTROL ROOM</b>
SCHEEPERSNEK	CONTROL ROOM TO BE SITUATED ANYWHERE AROUND EMPANGENI OR VRYHEID
MAHLABATHINI	
EMPANGENI	

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Respondent's Signature

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Date & Company Stamp