

TRANSNET CORPORATE CENTRE

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]



REQUEST FOR PROPOSAL [RFP] [SERVICES]

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROCUREMENT MASTER DATA ENABLEMENT SOLUTION FOR A PERIOD OF TWO (2) YEARS.

RFP NUMBER: TCC/2025/01/0001/87482/RFP
ISSUE DATE: 11 February 2025
CLOSING DATE: 04 March 2025
CLOSING TIME: 16:00 PM
BID VALIDITY PERIOD: 180 Business Days from Closing Date

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.

SCHEDULE OF BID DOCUMENTS

Section No	Page
FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROCUREMENT MASTER DATA ENABLEMENT SOLUTION FOR A PERIOD OF TWO (2) YEARS.	3
SECTION 1: SBD1 FORM.....	3
PART A	3
PART B	4
SECTION 2: NOTICE TO BIDDERS	5
1 INVITATION TO BID	5
2 FORMAL BRIEFING	6
3 PROPOSAL SUBMISSION	6
4 RFP INSTRUCTIONS	7
5 JOINT VENTURES OR CONSORTIUMS	7
6 CONFIDENTIALITY	8
7 COMPLIANCE	8
8 EMPLOYMENT EQUITY ACT	8
9 DISCLAIMERS	8
10 LEGAL REVIEW	9
11 SECURITY CLEARANCE	9
12 NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE.....	9
13 TAX COMPLIANCE	10
SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS	11
2. SOLUTION DESCRIPTION.....	11
PROJECT OBJECTIVES AND KEY DELIVERABLES	14
3. GREEN ECONOMY / CARBON FOOTPRINT	15
4. GENERAL SERVICE PROVIDER OBLIGATIONS	15
5. EVALUATION METHODOLOGY	16
SECTION 4: PRICING SCHEDULE.....	25
SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS	57
SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM.....	58
SECTION 7: RFP CLARIFICATION REQUEST FORM.....	63
SECTION 8 : SPECIFIC GOALS POINTS CLAIM FORM	64
SECTION 9: PROTECTION OF PERSONAL INFORMATION	71
SECTION 10: PROTECTION OF PERSONAL INFORMATION (FOR OPERATOR CONTRACT).....	73

RFP ANNEXURES:

- ANNEXURE A MASTER AGREEMENT
- ANNEXURE B TRANSNET’S GENERAL BID CONDITIONS
- ANNEXURE C TRANSNET’S SUPPLIER INTEGRITY PACT
- ANNEXURE D NON-DISCLOSURE AGREEMENT

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROCUREMENT
MASTER DATA ENABLEMENT SOLUTION FOR A PERIOD OF TWO (2) YEARS.**

SECTION 1: SBD1 FORM

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET CORPORATE CENTRE, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	TCC/2025/01/0001/87482/RFP	ISSUE DATE:	11 February 2025	CLOSING DATE:	04 March 2025	CLOSING TIME:	16H00
DESCRIPTION	FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROCUREMENT MASTER DATA ENABLEMENT SOLUTION A PERIOD OF TWO (2) 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	Vongani Hlungwani						
TELEPHONE NUMBER	011 308 4106						
E-MAIL ADDRESS	Vongani.hlungwani@transnet.net						
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE						
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE						
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		

Respondent's Signature

Date & Company Stamp

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]			
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
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
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.			

PART B TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE: _____

Respondent’s Signature

Date & Company Stamp

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**].

DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT THE PROCUREMENT MASTER DATA ENABLEMENT SOLUTION FOR A PERIOD OF TWO (2) YEARS
TENDER ADVERT	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.
RFP DOWNLOADING	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> • Click on "Tender Opportunities"; • Select "Advertised Tenders"; • In the "Department" box, select Transnet SOC Ltd. <p>Once the tender has been 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 https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link/site) free of charge (<i>refer to section 2, paragraph 3 below for detailed steps</i>)</p>
COMMUNICATION	<p>Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form</p> <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>

BRIEFING SESSION	<p>Yes, Compulsory</p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: Vongani.Hlungwani@transnet.net not later than 09:30 on 18 February 2025.</p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p>
CLOSING DATE	<p>16:00 pm on THURSDAY, 27 FEBRUARY 2025</p> <p>Bidders must ensure that bids are uploaded timeously onto the system. Generally, 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>
VALIDITY PERIOD	180 Business Days from Closing Date

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

2 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing will be conducted via Microsoft Teams on the **18 February 2025 at 12H00 for a period of ± 2.5 hours**. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

Respondents failing to attend the compulsory RFP briefing will be disqualified.

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 e-Tenders 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

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.

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) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 8, Clause 4.1 of the specific goals Claim Form.

COMMUNICATION

- 5.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to Vongani Hlungwani before **12:00 pm on 28 February 2025**, 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.

- 5.2 After the closing date of the RFP, a Respondent may only communicate with the **Vongani Hlungwani** at telephone number **011 308 4106**, email Vongani.Hlungwani@transnet.net on any matter relating to its RFP Proposal.
- 5.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 5.4 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.
- 5.5 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.
- 5.6 Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful bidders have a right to request Transnet to furnish individual reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form

6 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.

7 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.

8 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.

9 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:

- 9.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 9.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 9.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 9.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 9.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;

- 9.6 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;
- 9.7 cancel the bid process;
- 9.8 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;
- 9.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 9.10 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;
- 9.11 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;
- 9.12 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods 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 outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender Portal and Transnet website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.

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.

10 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

11 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**. 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.

12 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.

13 TAX COMPLIANCE

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

 **Ethics Helpdesk** (Pty) LTD.
Ethics Management System™

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

				
	<p>AI Voice Bot "Jack" Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.</p>	<p>What's App Speak to an Agent via What's App.</p>	<p>Speak to an Agent Speak to an Agent via the platform with no call or data charge</p>	<p>Telegram Speak to an Agent via Telegram</p>
 0800 003 056	 086 551 4153	 reportit@ethicshelpdesk.com	 *120*0785980808#	

Respondent's Signature

Date & Company Stamp

SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

Transnet seeks to appoint a competent service provider to implement the procurement master data enablement solution for a period of two (2) years

1. Background

Transnet utilises the MDRM8 suite of systems to manage procurement master data across the Transnet Group. This includes material, service, and vendor master data.

The main project goal is to implement SAP Master Data Governance (MDG) as the primary master data management solution for Transnet for the Material, Service and Vendor master data domains.

The implementation of SAP MDG as a Master Data Management solution will be incorporated into the SAP S/4 HANA Projects across all ODs and SAP Modernisation Programme.

SAP Master Data Governance to provide a way to enable centralized governance and compliance during creation and change of master data objects with an emphasis on business rules, roles, and workflow process templates. Provides flexibility for configuring workflows and extensible data models, and can also integrate with SAP HANA, SAP Data Services, and SAP Information Steward for additional quality, enrichment, and data remediation.

2. Solution Description

The following is the solution Scope for the Master Data Enablement Solution:

Configuration of Core SAP MDG

- The solution should enable Transnet to customize all the functional processes provided by the solution, including company codes, material groups, base units of measure, material, service and vendor templates, vendor types, material types, service types, field mappings, integration mapping, amongst others.
- The capability for the technology to be supported by a wide range of independent service providers, i.e., maintenance and support for the solution should not be bound to a single service provider or a related group of service providers. The definition of an independent service provider being a company that does not have overlapping ownership and management representation with other similar companies providing the same maintenance and support services.
- Ability to allow Transnet to employ resources with recognised standard industry competencies and skillsets to maintain and manage the solution provided.
- Ability to accommodate a wide customer base and an industry standard maintenance and licensing model.
- Best-in-class document management for documentation attachments to master data objects, including versioning, work flowed approval cycles, and document lifecycle management.
 - Version Management

- Functionality to maintain a detailed version history of documents attached to master data objects. This includes version differences, users log on uploads, timestamps and version numbering.
- Tools to compare different versions of documents to easily identify changes or updates.
- Approval Cycles Workflow
 - Automated approval workflows customised to ensure that documents go through the necessary reviews and approvals before they are attached to master data objects.
 - Functionality to customise workflow approvals based on document type (e.g. BBBEE certificates, affidavits, company registration documents, etc).
 - Role based approvals to ensure that the correct roles have approved documents appropriately.
 - Notifications to ensure that users are notified when a document is awaiting approval.
- Document Lifecycle Management
 - Manage and track the lifecycle of a document from creation to disposal.
 - Maintain audit trails to track who accessed, modified or deleted documents for regulatory compliance.
 - Implement retention policies to ensure documents are kept for the required period based on regulatory or business requirements and are disposed of securely when no longer needed (important for POPIA compliance).
- Master Data Object Integration
 - Ensure that documents can be seamlessly attached to and retrieved from master data objects, maintaining a clear link between the document and the data object it supports.
 - Synchronize metadata between documents and master data objects to maintain consistency and searchability.
- Security
 - Implement access control to ensure only authorized users can view, attach or approve documents.
 - Encryption of documents when not in use.
- Ability to Integrate with Transnet's (future) enterprise architecture, i.e., SAP S/4 Hana.
- Easily accessible and customisable workflow engine for approvals and task management.
- Web based frontend using standard customisable (e.g., Javascript/.NET component, A combination of C# .NET for backend and Angular frontend – or Netweaver/Fiori)
- Functionality to support and manage the SAP Service Master data object.
- Developed integration management component or functionality.
- Support for data lifecycle management.

- Enables the management of master data in SAP S/4 Hana.
- Integration of all master data to a data warehouse for the purpose of analysis
 - Including comparison and matching with associated transactional data.
 - Data quality analysis (e.g. Duplicate detection, data completeness assessment).
 - Performance statistics such as Service Level Agreement (SLA) monitoring.
 - Real-time or near-real-time data synchronization between the source systems and the data warehouse.
 - Support the storage of large volumes of data from diverse sources.
 - Designed to optimize query performance for complex analytical queries.
 - Functionality for monitoring and managing data quality issues.
 - Customizable dashboards for real-time data visualization.
 - Scalable to accommodate increasing data volumes.
 - Tools to monitor and maintain data integrity.
- Integration with other internal solutions.

Enhanced scope requirement in addition to the core SAP MDG implementation

The following solution scope requirements are not part of SAP MDG default offering, and will therefore be implemented by the winning bidder/Service Provider:

- Inclusion of support for the management of eOTD (ECCMA Open Technical Dictionary) concepts and standards
- Provision of an enterprise license to ECCMA, to access and manage emoted concepts and templates.
- An ECCMA Scoping Study of Transnet Master data for materials and services, the customising of the templates provided from the Scoping Study, and the technical implementation and support of those templates.
- Ability to support the use of the eOTD for the definition and management of material and service master templates.
- Support for description generation using eOTD compliant templates.
- Functional support for implementation of POPIA.

Artificial Intelligence (AI) Components/Supplementary elements

- The implementation of AI to assist in the management of data quality.
- Implementation of open and extensible systems to allow for future AI implementations.
 - AI Validation of Documents
 - Content verification to ensure that documents adhere to predefined standards.
 - Anomaly detection to detect anomalies and inconsistencies in documents (e.g. Incorrectly categorized documents or document uploaded is for another legal entity).

- Automated categorization of documents (e.g. Detect what type of document is attached and tag document to allow for easier searching)
- Provision for a data clean-up of existing Transnet Master data during the migration to the new templates, using industry standard data management toolsets, as well as the implementation of these toolsets for future use.
- Automatic clean-up of data using new technologies, e.g., AI tools to, amongst other functions:
 - Automatically identify and propose merging duplicate records within the master data to ensure uniqueness.
 - Algorithms to detect duplications even when data is inconsistently defined and formatted.
 - Detect semantically inconsistent data, i.e. Validate product descriptions.
 - Detect incomplete data which does not conform to defined business rules and standards.
 - Functionality to standardize formatting, for example addresses, ISO units, phone numbers.
 - Detection of potential inconsistently formatted data such as numbers, phone numbers, addresses and other common formats.
 - Auto tagging of information (e.g. Auto proposal of UNSPSC codes for products)
 - Autocompletion of data in common text fields.

PROJECT OBJECTIVES AND KEY DELIVERABLES

Gate	Deliverables	Signatory
Initiation & Planning Stage	<ul style="list-style-type: none"> • Business requirements • Business processes • Project Charter • High Level Project plan • Change management strategy • Test Strategy • Detailed Functional Specification document 	<ul style="list-style-type: none"> • Group Procurement • Business Owners and OD representatives • Steercom • Solution Review Board (SRB)
Build and Test Stage	<ul style="list-style-type: none"> • Technical Design Specification • Country Specific Iterative Configuration, enhancements, and modifications • Integration test scripts • User Acceptance Testing (UAT) scripts • Training Plan • UAT Sign-off • Updated benefits realisation plan 	<ul style="list-style-type: none"> • Steercom • PMO • Impacted OD Functional Process Owners • Solution Review Board (SRB)
Final prep/ end of stage	<ul style="list-style-type: none"> • Training material • User Training Report 	<ul style="list-style-type: none"> • Steercom • PMO

 Respondent's Signature

 Date & Company Stamp

Gate	Deliverables	Signatory
	<ul style="list-style-type: none"> • System configuration document • Technical development document • Review business benefits • Pre-deployment document • System handover document 	<ul style="list-style-type: none"> • Impacted OD Functional Process Owners • GICT Functional Teams • Solution Review Board (SRB)

Table 1: Key Deliverables

3. GREEN ECONOMY / CARBON FOOTPRINT

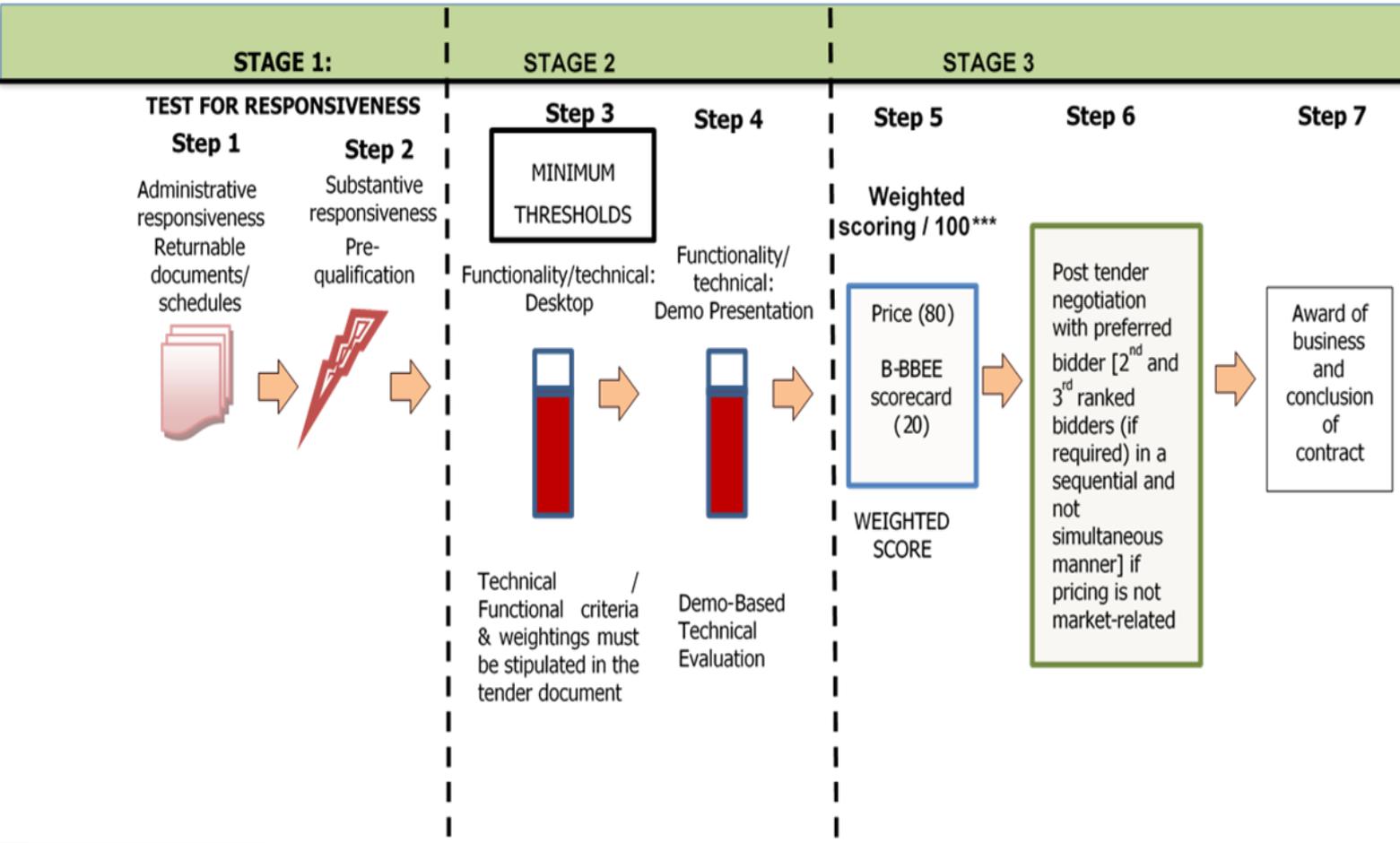
Transnet wishes to have an understanding of your company’s position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity’s policies in this regard.*

4. GENERAL SERVICE PROVIDER OBLIGATIONS

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

5. EVALUATION METHODOLOGY

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



NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

1.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	Section 2 paragraph 3
<ul style="list-style-type: none"> 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

1.2 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"> Whether the Bid contains a priced offer as prescribed in the pricing schedule 	<i>Section 4</i>
<ul style="list-style-type: none"> Service provider to submit signed letter confirming Provision of solution with open non-commercial standard owned by Transnet 	<i>Annexure H</i>
<ul style="list-style-type: none"> Bidder to provide a letter, on a company letter head, stating that they and their solution are POPIA Compliant alternatively provide a copy of their privacy policy indicating they are POPIA. 	<i>Annexure I</i>
<ul style="list-style-type: none"> Bidder to submit a SAP competency and specialization certification in SAP MDG (Cloud Private Edition) – Minimum Essential Competency tier OR The bidder must provide a written confirmation verifying that they are the OEM, affirming their ownership and relevant competencies in SAP MDG (Cloud Private Edition) 	<i>Annexure J</i>

Bidder to submit written confirmation that they are the OEM stating its ownership and associated competencies for SAP MDG (Cloud Private Edition)

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

1.3 STEP THREE – Minimum Threshold 80 points for Technical Criteria

Phase 1: Desktop Evaluation

No	Tech Evaluation Criteria	Allocated Points out of 100	Scoring Guide
1.1	<p>Service provider has implemented SAP Master Data Governance (MDG) as the primary master data management solution for the Material, Service and Vendor master data domains, in at least 3 large organisations.</p> <p><i>Three (3) signed & verifiable client reference letters are required as confirmation that work has been completed (Less than 5 years old, on company corporate letter) for large organisations =>10000 employees).</i></p>	10	<p>10=Three (3) signed client reference letters with verifiable address provided where the service provider has implemented SAP Master Data Governance (MDG) as the primary master data management solution in large organisations.</p> <p>6=Two (2) signed client reference letters with verifiable address provided where the service provider has implemented SAP Master Data Governance (MDG) as the primary master data management solution in large organisations.</p> <p>3= One (1) signed client reference letters with verifiable address provided where the service provider has implemented SAP Master Data Governance (MDG) as the primary master data management solution in a large organisation.</p> <p>0= No signed letters provided</p>

1.2	<p>Provide a project implementation report with client details:</p> <p><i>The client details must have company name, contact person, contact number & email address</i></p>	10	<p>1=Date of assignment and completed implementation of the project 1=Problem statement 1=Key project Deliverables 1= Suppliers Project Approach 1=Challenges, Risks, Issues, Lessons Learnt during the project 3=Screenshots of the solution 2=Improvements since completion and implementation of the project</p>
2.1	<p>Service provider has provided a methodology that meets the requirements of the SAP ACTIVATE or Similar (ICT PLP, Prince2 & Agile) methodology for complex projects. This includes the following phases:</p> <ul style="list-style-type: none"> • Discovery phase • Prepare Phase • Explore Phase • Realise Phase • Run Phase 	5	<p>5= The service provider's methodology complies with the SAP ACTIVATE or similar methodology.</p> <p>2= The service provider's methodology varies from the SAP ACTIVATE or similar methodology</p> <p>0= No implementation methodology has not been provided</p>
3.1	<p>Service provider to implement access control to ensure only authorized users can view, attach or approve documents.</p> <p>Service provider to implement encryption of documents when not in use.</p> <p>Service provider to implement security plan to apply encryption techniques to safeguard data both at rest and in transit, reducing the risk of unauthorized access or data leakage.</p>	5	<p>5= Three (3) use cases provided of implemented security plan for SAP MDG.</p> <p>2=Two (2) use cases provided of implemented security plan for SAP MDG.</p> <p>1=One (1) use cases provided of implemented security plan for SAP MDG.</p> <p>0=No use cases provided</p>
4.1	<p>Ability to support the use of the ECCMA Open Technical Dictionary (eOTD) or eOTD Compliant standard for the definition and management of material and service master templates</p> <p>Provision of solution with open standard owned by Transnet.</p>	10	<p>10=Three (3) use cases provided of compliance with eOTD for SAP MDG.</p> <p>6=Two (2) use cases provided of compliance with eOTD for SAP MDG.</p> <p>3=one (1) use case provided of compliance with eOTD for SAP MDG.</p> <p>0=No use cases provided</p>
5.1	<p>Ability to Integrate with Transnet's (future) enterprise architecture, i.e., SAP S/4 Hana and existing SAP ECC environment and procurement system landscape.</p> <p>Solution Architecture Diagram must be provided.</p>	10	<p>10= Architecture diagram Showing integration to SAP ECC & s4 Hana and any other integration including middleware</p> <p>5= Architecture diagram Showing integration with limited integration adaptors</p> <p>0= No diagram provided</p>

6.1	<p>Service provider to provide archiving solution for the implementation of SAP MDG for POPIA</p> <p>To provide use cases for successful archiving Solution implementations for SAP MDG.</p>	5	<p>5= Three (3) use cases provided of successful archiving solution implementations for SAP MDG.</p> <p>3=Two(2) use cases provided of successful archiving solution implementations for SAP MDG.</p> <p>1= One (1) use case provided of successful archiving Solution implementations for SAP MDG.</p> <p>0=No use cases provided</p>
7.1	<p>Service provider has experience in developing solutions that are compatible with cloud Hyperscalers.</p> <p>Service provider to submit 3 use cases where it successfully transitioned solutions workloads from on-premise to cloud hyperscalers.</p>	5	<p>5= Three (3) use cases provided where the Service Provider successfully migrated solution workloads from on-premise to cloud hyperscalers.</p> <p>3= Two (2) use cases provided where the Service Provider successfully migrated solution workloads from on-premise to cloud hyperscalers.</p> <p>1= One (1) use case provided where the Service Provider successfully migrated S/4HANA workloads from on-premise to hyperscalers.</p> <p>0 = No use cases provided.</p>
7.2	<p>Service provider has experience in integrating the solution with on-premise ,cloud and third party applications.</p> <p>Service provider to submit 3 use cases where it successfully integrated solution with on-premise ,cloud and third party applications.</p>	5	<p>4= Three (3) use cases provided where the Service Provider successfully integrated solution with on-premise, cloud and third party applications.</p> <p>3=Two (2) use cases provided where the Service Provider successfully integrated solution with, on-premise cloud and third party</p> <p>1=One (1) use case provided where the Service Provider successfully integrated solution with on-premise, cloud and third party applications.</p> <p>0 = No use cases provided.</p>
8.1	<p>Service provider has extensive skills in project managing SAP MDG projects.</p> <p>Service provider to submit the CV's of at least 2 SAP certified associate project managers with the following certification - Project Manager SAP Activate or similar (ICT PLP, Prince2 & Agile).</p> <p><i>Note: CV's must be specific per technical scope and cannot be repeated for different scope items.</i></p>	5	<p>5= Two (2) CV's provided with Project Manager SAP Activate certification or similar (ICT PLP, Prince2 & Agile).</p> <p>2= One (1) CV provided with Project Manager SAP Activate certification or similar. (ICT PLP, Prince2 & Agile).</p> <p>0=No CV's provided or submitted CV's do not have the required or similar certification. (ICT PLP, Prince2 & Agile).</p>
	Developer	5	5=Two (2) CV's provided with Developer

	Service provider to submit the CVs of at least 2 SAP ABAP or equivalent developers		2=One (1) CV's provided with Developer 0=No CV's provided or submitted
	SAP Consultant- Valid SAP MDG Associate Certification Service provider to submit the CVs of at least two certified SAP MDG Associate functional consultants	5	5=Two (2) CV's provided with Valid SAP MDG Certification 2=One (1) CV provided with Valid SAP MDG Certification 0=No CV's provided or submitted
	Solution Architect Service provider to submit the CVs of at least two solution Architects	5	5=Two(2) CV's provided with Solution Architect experience 2=One(1) CV provided with Solution Architect experience 0=No CV's provided or submitted
	SAP Integration Specialist Service provider to submit the CVs of at least two SAP Integration Specialists	5	5=Two (2) CV's provided with Solution Architect experience 2= One(1) CV provided with Solution Architect experience 0=No CV's provided or submitted
8.2	A project schedule is presented that conforms to the requirement of delivering the solution within a period of 6 months.	5	5=A 6-month project schedule has been provided. 2=Project schedule presented is greater than 6 months. 0= No project schedule provided
9.1	The service provider has extensive experience in conducting change management in in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution. Service provider to submit use cases where it successfully conducted change management in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution.	5	5= Three (3) use cases provided where the Service Provider successfully conducted change management in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution. 3= Two (2) use cases provided where the Service Provider successfully conducted change management in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution. 1= One (1) use case provided where the Service Provider successfully conducted change management in the implementation of SAP Master Data Governance (MDG) as

			the primary master data management solution. 0 = No use cases provided.
10.1	<p>The service provider to provide data migration strategy for SAP MDG.</p> <p>Service provider to submit use cases where it successfully developed data migration strategy in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution.</p>	5	<p>5=Three (3) use cases of data migration strategy from previous clients to be provided where the Service Provider successfully conducted data preparation and migration in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution.</p> <p>3=Two (2) use cases of data migration strategy from previous clients to be provided where the Service Provider successfully conducted data preparation and migration in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution.</p> <p>1= One (1) use cases of data migration strategy from previous clients to be provided where the Service Provider successfully conducted data preparation and migration in the implementation of SAP Master Data Governance (MDG) as the primary master data management solution.</p> <p>0 = No data migration strategy provided.</p>
11.1	<p>The service provider has extensive experience in conducting training via eLearning platform for SAP MDG projects.</p> <p>Service provider to submit use cases where it successfully conducted training for SAP MDG projects.</p>	05	<p>5=Three (3) use cases provided where the Service Provider successfully conducted training via eLearning platform for SAP MDG projects.</p> <p>3=Two (2) use cases provided where the Service Provider successfully conducted training for SAP MDG projects.</p> <p>1= One (1) use case provided where the Service Provider successfully conducted training for SAP MDG projects.</p> <p>0 = No use cases provided.</p>

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

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

1.4 **STEP FOUR: Demo Presentation**

System Functionality Requirements		Allocated Points	Possible section maximum score
1	Process Integration		
1.1	Can the solution enable the management of master data in a technical landscape including a combination of SAP S/4 Hana and SAP ECC environments? (Ability to integrate with Transnet's (future) enterprise architecture, i.e. SAP S/4 Hana as well as Transnet's existing SAP ECC environments) The service provider should be able to demonstrate this functionality.	5	20
1.2	Does the solution have the functionality to automate data workflow? (The service provider should be able to demonstrate the data workflow automation)	5	
1.3	Can the solution integrate with any other internal solutions? (The service provider should be able to demonstrate the integration of the solution to SAP and Non-SAP solutions)	5	
1.4	Can you integrate external users into the master data workflow. (The service provider should be able to demonstrate the integration of external users to the workflow.) i.e. vendors/suppliers	5	
2	Classification of services and materials		
2.1	Can the solution adequately address the business requirements, through classification of services and materials (using UNSPSC or equivalent)?	10	50
2.2	Does the solution allow the utilisation of eOTD (ECCMA Open Technical Dictionary) for services and materials master data?	5	
2.3	Can the solution allow the inclusion of support for the management of eOTD concepts and standards?	5	
2.4	Will the solution allow for the customisation of the eOTD templates?	10	
2.5	Can the solution allow the technical implementation and support of those templates? -	5	
2.6	Can the solution support the use of the eOTD or functionally equivalent standard for the definition and management of material and service master templates?	5	
2.7	Can the solution support the description generation using eOTD compliant templates (or functionally equivalent standard)?	5	
2.8	Can the solution allow Data model customization? (Service provider to show the data model customization)	5	
3	Data Management/ Migration		
3.1	Can the system support data clean-up of existing Transnet Master data during the migration to the new templates, using industry standard data management toolsets, as well as the implementation of these toolsets for future use?	5	30
3.2	Can the solution allow the implementation of open and extensible systems to allow for future AI implementations?	5	
3.3	Can the solution allow the implementation of AI to assist in the management of data quality, i.e. automatic data clean up.	5	
3.4	Demonstrate that the solution can integrate to Microsoft azure warehouse functionality?	5	
3.5	Best-in-class document management for documentation attachments to master data objects, including versioning, work flowed approval cycles, AI validation of documents, and document lifecycle management.	5	
3.6	Can the solution implement access control to restrict data access to authorized personnel and roles?	5	
		Total Points	100

Respondent's Signature

Date & Company Stamp

Minimum Threshold	80
--------------------------	----

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

1.5 STEP FIVE: Evaluation and Final Weighted Scoring

a) **Price** [Weighted score 80 points]:

Evaluation Criteria	RFP Reference
• Commercial offer	<i>Section 4</i>

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

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

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

b) **Specific Goals** [Weighted score 10 point]

- Specific goals preference points claim form
- Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 8, Clause 4.1 of the specific goals Claim Form.

1.6 SUMMARY: Applicable Thresholds and Final Evaluated Weightings

Thresholds	Minimum Threshold
Technical / functionality	80

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
Specific goals - Scorecard	20
TOTAL SCORE:	100

1.7 STEP SIX: Post Tender Negotiations (if applicable)

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
 - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
 - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.

- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

1.8 **STEP SEVEN: 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:

- 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 commercial relationship with a Domestic Prominent Influential Person (DPIP) or Foreign Prominent Public Official (FPPO) or an entity of which such person or official is the beneficial owner; and
- the tenderer:
- is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
- is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data and

1.9 **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.

SECTION 4: PRICING SCHEDULE

Respondents are required to complete the table below

#	Item Description	Cost Type	Quantity	Year 1 (excl. VAT)	Year 2 (excl. VAT)	Year 3 (excl. VAT)	Year 4 (excl. VAT)	Year 5 (excl. VAT)	Total Cost (excl. VAT)
1	Deployment, Configuration of Core SAP MDG and solution scope requirements that are not part of SAP MDG default offering. Solution Implementation: Technical Software Development as per project plan Change Management work as per project plan Deliverables as per scope of work.	Once Off	1						
2	Subscription/licensing Blocks of 5000 units master data records.	Once off	100						
3	Provision for a data clean-up of existing Transnet Master data during the migration to the new templates, using industry standard data management toolsets, as well as the implementation of these toolsets for future use.	Once off	1						
4	Annual Maintenance and Support Costs <i>(if not included in the subscription/licensing costs) for users</i>	Annual	1						
TOTAL COST (excl. VAT)									
Vat.									
TOTAL COST (incl. VAT)									

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-

Respondent's Signature

Date & Company Stamp

- (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) **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.**

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), as required per National Treasury Instruction Note 01 of 2015/2016.

JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

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

DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)

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

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

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

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.

Is the Respondent (Complete with a "Yes" or "No")						
A DPIIP/FPPO		Closely Related to a DPIIP/FPPO		Closely Associated to a DPIIP/FPPO		
List all known business interests, in which a DPIIP/FPPO may have a direct/indirect interest or significant participation or involvement.						
No	Name of Entity / Business	Role in the Entity / Business (Nature of interest/ Participation)	Shareholding %	Registration Number	Status (Mark the applicable option with an X)	
					Active	Non-Active
1						
2						
3						

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

2. 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:

2.1 Quality and specification of Services delivered:

2.2 Continuity of supply:

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

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 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) Master Agreement (which may be subject to amendment at Transnet’s discretion if applicable);
- (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.

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

 Respondent’s Signature

 Date & Company Stamp

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 [**Service provider**] will be informed of the acceptance of its Proposal. Transnet will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal. Any unsuccessful bidder has a right to request reasons for the bid not to be successful and Transnet has a duty to provide those reasons on receipt of the request from the bidder.

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:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
SECTION 4: Pricing and Delivery Schedule	
ANNEXURE H: Service provider to submit signed letter confirming Provision of solution with open non-commercial standard owned by Transnet	
ANNEXURE I: Bidder to provide a letter, on a company letter head, stating that they and their solution are POPIA alternatively provide a copy of their privacy policy indicating they are POPIA.	
ANNEXURE J: Bidder to submit a SAP competency and specialization certification in SAP MDG (Cloud Private Edition) – Minimum Essential Competency tier OR The bidder must provide a written confirmation verifying that they are the OEM, affirming their ownership and relevant competencies in SAP MDG (Cloud Private Edition)	

Respondent’s Signature

Date & Company Stamp

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:

<u>RETURNABLE DOCUMENTS USED FOR SCORING</u>	SUBMITTED [Yes or No]
ANNEXURE F: Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn-Affidavit as per DTIC guidelines)	
ANNEXURE K: Three (3) signed & verifiable client reference letters are required as confirmation that work has been completed (Less than 5 years old, on company corporate letter) for large organisations =>10000 employees).	
ANNEXURE L: A project implementation report. The client details must have company name, contact person, contact number & email address	
ANNEXURE M: Service provider has provided a methodology that meets the requirements of the SAP ACTIVATE or Similar	
ANNEXURE N: Security Plan	
ANNEXURE O: Compliance with eOTD for SAP MDG.	
ANNEXURE P: Solution Architecture Diagram	
ANNEXURE Q: Archiving	
ANNEXURE R: Service Provider successfully migrated S/4HANA workloads from on-premise to hyperscalers.	
ANNEXURE S: Service Provider successfully integrated solution with on-premise, cloud and third party applications.	
ANNEXURE T: CV Project Manager SAP Activate or similar	
ANNEXURE U: CV Developer	
ANNEXURE V: CV SAP Consultant	
ANNEXURE W: CV Solution Architect	
ANNEXURE X: CV SAP Integration Specialist	
ANNEXURE Y: Project Schedule	
ANNEXURE Z: Data Migration Strategy	
ANNEXURE AA: Training	

c) Essential Returnable Documents:

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

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
ANNEXURE A MASTER AGREEMENT	
ANNEXURE B TRANSNET'S GENERAL BID CONDITIONS	
ANNEXURE C TRANSNET'S SUPPLIER INTEGRITY PACT	
ANNEXURE D NON-DISCLOSURE AGREEMENT	
ANNEXURE E: TAX COMPLIANCE STATUS AND PIN	
ANNEXURE F: Bidder to attach valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn-Affidavit as per DTIC guidelines)	
ANNEXURE G: 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	
SECTION 5: Proposal Form and List of Returnable documents	
SECTION 8: RFP Declaration and Breach of Law Form	
SECTION 9: B-BBEE Preference Claim Form	
SECTION 10: Protection of Personal Information	
SECTION 11: Protection of Personal Information (Operator)	

 Respondent's Signature

 Date & Company Stamp

Annexure E:
Bidder to attach TAX compliance status and PIN

Respondent's Signature

Date & Company Stamp

ANNEXURE F:

Bidder to attach valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn- Affidavit as per DTIC guidelines)

Respondent's Signature

Date & Company Stamp

Annexure G:

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

Respondent's Signature

Date & Company Stamp

Annexure H:

Signed letter confirming Provision of solution with open non-commercial standard owned by Transnet

Respondent's Signature

Date & Company Stamp

Annexure I:

Signed letter on a company letter head stating that they and their solution are POPIA alternatively provide a copy of their privacy policy indicating they are POPIA

Respondent's Signature

Date & Company Stamp

ANNEXURE J:

Bidder to submit a SAP competency and specialization certification in SAP MDG (Cloud Private Edition) – Minimum Essential Competency tier OR The bidder must provide a written confirmation verifying that they are the OEM, affirming their ownership and relevant competencies in SAP MDG (Cloud Private Edition)

Respondent's Signature

Date & Company Stamp

Annexure K:
Client reference letters

Bidders to provide client reference letters with verifiable address provided where the service provider has implemented SAP Master Data Governance (MDG) as the primary master data management solution in large organisations Reference

NB: Reference letter not complying with the following requirements will NOT be considered for evaluation:

- Reference letter must be on the Company Letter Head with Company name, contact person and details.
- Description of services
- Signed references letter by the client
- Less than 5 years old for large organisations =>10000 employees

NB: Documents/table etc that do not contain the information required above may not be clear for evaluation, and thus lead scoring zero point.

Respondent's Signature

Date & Company Stamp

ANNEXURE L:
Project Implementation Report.

Respondent's Signature

Date & Company Stamp

ANNEXURE M:

Service provider has provided a methodology that meets the requirements of the SAP ACTIVATE or Similar

Respondent's Signature

Date & Company Stamp

ANNEXURE N: Security Plan

Respondent's Signature

Date & Company Stamp

ANNEXURE O:

Compliance with eOTD for SAP MDG.

Respondent's Signature

Date & Company Stamp

ANNEXURE P:
Solution Architecture Diagram

Respondent's Signature

Date & Company Stamp

ANNEXURE Q: Archiving

Respondent's Signature

Date & Company Stamp

ANNEXURE R:

Successful migration of S/4HANA workloads from on-premise to hyperscalers.

Respondent's Signature

Date & Company Stamp

ANNEXURE S:

Successfully integrated solution with on-premise, cloud and third-party applications.

Respondent's Signature

Date & Company Stamp

ANNEXURE T:

Bidder's Resources:

Bidder to provide an organogram of the project team and fill in the CV templet showing capacity and experience of each team member.

Using the format below, provide information on resources proposed to represent the Bidder:

Name and Surname				
Position		Project Manager SAP Activate or similar		
Date of Birth				
Nationality				
NQF Level				
No. of years' experience				
Experience				
Client	Client Contact (Name, Contact Number, Email address)	Scope of Work Description	Scope of Work Value (Incl. VAT)	Scope of Work Duration (From -To)

Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/CV's etc, must ensure that their substitute document/table etc include the same information required in the table.

NB: Documents/table etc that do not contain the information required above may not be clear for evaluation, and thus lead scoring zero point.

Respondent's Signature

Date & Company Stamp

ANNEXURE U:

Bidder's Resources:

Bidder to provide an organogram of the project team and fill in the CV templet showing capacity and experience of each team member.

Using the format below, provide information on resources proposed to represent the Bidder:

Name and Surname				
Position		Developer		
Date of Birth				
Nationality				
NQF Level				
No. of years' experience				
Experience				
Client	Client Contact (Name, Contact Number, Email address)	Scope of Work Description	Scope of Work Value (Incl. VAT)	Scope of Work Duration (From -To)

Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/CV's etc, must ensure that their substitute document/table etc include the same information required in the table.

NB: Documents/table etc that do not contain the information required above may not be clear for evaluation, and thus lead scoring zero point.

 Respondent's Signature

 Date & Company Stamp

ANNEXURE W:

Bidder's Resources:

Bidder to provide an organogram of the project team and fill in the CV templet showing capacity and experience of each team member.

Using the format below, provide information on resources proposed to represent the Bidder:

Name and Surname				
Position		Solution Architect		
Date of Birth				
Nationality				
NQF Level				
No. of years' experience				
Experience				
Client	Client Contact (Name, Contact Number, Email address)	Scope of Work Description	Scope of Work Value (Incl. VAT)	Scope of Work Duration (From -To)

Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/CV's etc, must ensure that their substitute document/table etc include the same information required in the table.

NB: Documents/table etc that do not contain the information required above may not be clear for evaluation, and thus lead scoring zero point.

 Respondent's Signature

 Date & Company Stamp

ANNEXURE X:

Bidder's Resources:

Bidder to provide an organogram of the project team and fill in the CV templet showing capacity and experience of each team member. Using the format below, provide information on resources proposed to represent the Bidder:

Name and Surname				
Position		SAP Integration Specialist		
Date of Birth				
Nationality				
NQF Level				
No. of years' experience				
Experience				
Client	Client Contact (Name, Contact Number, Email address)	Scope of Work Description	Scope of Work Value (Incl. VAT)	Scope of Work Duration (From -To)

Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/CV's etc, must ensure that their substitute document/table etc include the same information required in the table.

NB: Documents/table etc that do not contain the information required above may not be clear for evaluation, and thus lead scoring zero point

Respondent's Signature

Date & Company Stamp

ANNEXURE Y: Project Schedule

Respondent's Signature

Date & Company Stamp

ANNEXURE Z: Data Migration Strategy

Respondent's Signature

Date & Company Stamp

ANNEXURE AA: Training

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: _____

 Respondent's Signature

 Date & Company Stamp

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:

•	Transnet’s General Bid Conditions
•	Master Agreement attached
•	Transnet’s Supplier Integrity Pact
•	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

Respondent's Signature_____
Date & Company Stamp

10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

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

ADDRESS:

Indicate nature of relationship with Transnet:

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

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

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 interest¹ 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

¹ 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 consortium² 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

² 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.

used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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.

Respondent's Signature

Date & Company Stamp

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 8 : SPECIFIC GOALS 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 specific goals Contribution. Transnet will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

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 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contribution; and
- (c) Any other specific goal determined in Transnet preferential procurement policy.

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

	POINTS
PRICE	80
Specific Goal	20
<ul style="list-style-type: none"> • Black Owned EME's and QSE's • B-BBEE Level of contributor (1&2) 	10
	10
Total points for Price and Specific Goals must not exceed	100

1.5 Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points 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

Respondent's Signature

Date & Company Stamp

Empowerment Act;

- (d) **"Ownership"** means 51% black ownership
- (e) **"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;
- (f) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"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);
- (h) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (i) **"Price"** includes all applicable taxes less all unconditional discounts.
- (j) **"Proof of B-BBEE Status Level of Contributor"**
- i) the B-BBBEE 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.
- (k) **"QSE"** means a Qualifying Small 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);
- (l) **"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.
- (m) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, the following preference points must be awarded to a bidder who provides the relevant required evidence for claiming points

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor (1-2)	10
Black Owned EME's and QSE's	10

4. EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS

4.1 In terms of Transnet Preferential Procurement Policy (TPPP) and Procurement Manuals, preference points must be awarded to a bidder for providing evidence in accordance with the table below:

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline

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
Large	Certificate issued by SANAS accredited verification agency
QSE	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 www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME³	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 Transnet or 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 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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 any of the following enterprises:

Designated Group: An EME or QSE which is at last 51% owned by:	EME <input type="checkbox"/>	QSE <input type="checkbox"/>
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
 Y Partnership/Joint Venture / Consortium

 Respondent's Signature

 Date & Company Stamp

- Y One person business/sole propriety
 - Y Close corporation
 - Y Company
 - Y (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

8.6 COMPANY CLASSIFICATION

- Y Manufacturer
 - Y Supplier
 - Y Professional Service provider
 - Y 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;
- 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 or any other matter required in terms of the Preferential Procurement Regulations, 2022 which will affect or has affected the evaluation of a bid 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p>

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 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.

Respondent's Signature

Date & Company Stamp

- 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:

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

- 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 9: PROTECTION OF PERSONAL INFORMATION

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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).
22. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent

must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

23. 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.
24. 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:

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

25. 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.
26. 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/infocreg/>, click on contact us, click on complaints.IR@justice.gov.za

SECTION 10: PROTECTION OF PERSONAL INFORMATION (For Operator Contract)

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No. 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. The Operator will process all information by the Transnet 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 of Transnet and the information of a third party that will be processed pursuant to this Agreement, the Operator is (Respondent) and the Data subject is "Transnet". Operator will process personal information only with the knowledge and authorisation of Transnet and will treat personal information and the information of a third party 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 Agreement and the Operator is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In terms of this Agreement, the Operator acknowledges that it will obtain and have access to personal information of Transnet and the information of a third party and agrees that it shall only process the information disclosed by Transnet in terms of this Agreement and only for the purposes as detailed in this Agreement and in accordance with any applicable law.
6. Should there be a need for the Operator to process the personal information and the information of a third party in a way that is not agreed to in this Agreement, the Operator must request consent from Transnet to the processing of its personal information or and the information of a third party in a manner other than that it was collected for, which consent cannot be unreasonably withheld.
7. Furthermore, the Operator will not otherwise modify, amend or alter any personal information and the information of a third party submitted by Transnet or disclose or permit the disclosure of any personal information and the information of a third party to any third party without prior written consent from Transnet.
8. The Operator 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 the services offered to Transnet in terms of this Agreement (physically, through a computer or any other form of electronic communication).
9. The Operator shall notify Transnet in writing of any unauthorised access to personal information and the information of a third party, 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 Operator must inform Transnet of the breach as soon as it has occurred to allow Transnet to take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and the information of a third party and to restore the integrity of the affected personal information as quickly as is possible.

Respondent's Signature

Date & Company Stamp

10. Transnet may, in writing, request the Operator to confirm and/or make available any personal information and the information of a third party in its possession in relation to Transnet and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA.
11. Transnet may further request that the Operator correct, delete, destroy, withdraw consent or object to the processing of any personal information and the information of a third party relating to the Transnet or a third party in the Operator’s s possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
12. In signing this addendum that is in terms of the POPIA, the Operator hereby agrees that it has adequate measures in place to provide protection of the personal information and the information of a third party given to it by Transnet in line with the 8 conditions of the POPIA and that it will provide to Transnet satisfactory evidence of these measures whenever called upon to do so by Transnet.

The Operator is required to provide confirmation that all measures in terms of the POPIA are in place when processing personal information and the information of a third party received from Transnet:

YES	NO

13. Further, the Operator acknowledges that it will be held liable by Transnet should it fail to process personal information in line with the requirements of the POPIA. The Operator will be subject to 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 Transnet submitted to it.

Signature of Respondent’s authorised representative: _____

14. 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