



# BRIEFING SESSION

CRAC-JHB-52989

For the supply and delivery of 400 elbow and knee pads to  
Transnet Rail Infrastructure Manager's security department.

# RFQ Description

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**FOR THE SUPPLY AND DELIVERY OF 400 ELBOW AND KNEE PADS TO TRANSNET RAIL INFRASTRUCTURE MANAGER'S SECURITY DEPARTMENT.**

**RFQ NUMBER** : CRAC-JHB-52989

**ISSUE DATE** : 26 MAY 2025

**CLOSING DATE** : 24 JUNE 2025

**CLOSING TIME** : 13H00 PM

**BID VALIDITY PERIOD** : 180 BUSINESS DAYS FROM CLOSING DATE [28 OCTOBER 2025]

# NOTICE TO BIDDER

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## PLEASE NOTE THE FOLLOWING SUBMISSION REQUIREMENTS, BUT NOT LIMITED TO:

- Ensure that you follow the quotation submission, and delivery instructions.
- The Request for Quotation (RFQ) closes at **13H00 PM** on **TUESDAY 24 JUNE 2025**.

### Communication (Section 2, paragraph 3)

Specific queries relating to this RFQ should be submitted onto the system and to [Chantyle Eckhardt at [Chantyle.Eckhardt@transnet.net](mailto:Chantyle.Eckhardt@transnet.net)] before **12:00 pm** on **20 June 2025**.

After the closing date of the RFQ, a Respondent may only communicate with the Divisional Bid Acquisition Council (DBAC) Secretariat, on telephone number 011 584-0821 and email [Prudence.Nkabinde@transnet.net](mailto:Prudence.Nkabinde@transnet.net) on any matter relating to its RFQ Proposal.

- All the returnable documents tabled in [Section 3, pages 11 - 13 and pages 15 - 17 ] must be returned with your Quotation.
- **No alterations, additions or deletions to be made by the respondent to the actual RFQ document.**

# NOTICE TO BIDDER

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- The Bidder must ensure that the **correct contact details** are provided as TFR may need to communicate after the closing date of this RFQ
- Ensure that all the RFQ documents are **signed and stamped**.
- Complete the tender document **clearly** and in **black ink / electronically**.
- If mistakes are made – correct properly / legibly with the full signature of Bidder.
- Submit questions if clarity is required
- No copies of the RFQ document should be distributed
- Validity period – 180 Business days from date of closing
- **Ensure that your submissions are properly indexed and referenced for ease of adjudication (see last section of this presentation).**

# RFQ SECTIONS & ANNEXURES

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## **RFQ SECTIONS:**

**SECTION 1: SBD1 FORM**

**SECTION 2: NOTICE TO BIDDERS**

**SECTION 3: EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS**

**SECTION 4: QUOTATION FORM**

**SECTION 5: RFQ DECLARATION, CERTIFICATE OF ACQUAINTANCE & BREACH OF LAW FORM**

**SECTION 6: SPECIFIC GOALS POINTS CLAIM FORM**

**SECTION 7: CERTIFICATE OF ATTENDANCE OF NON-COMPULSORY RFQ BRIEFING**

**SECTION 8: PROTECTION OF PERSONAL INFORMATION**

## **RFQ ANNEXURES:**

**ANNEXURE A : DETAILED TECHNICAL SPECIFICATIONS OF ELBOW AND KNEE PADS**

# SCOPE OF WORK

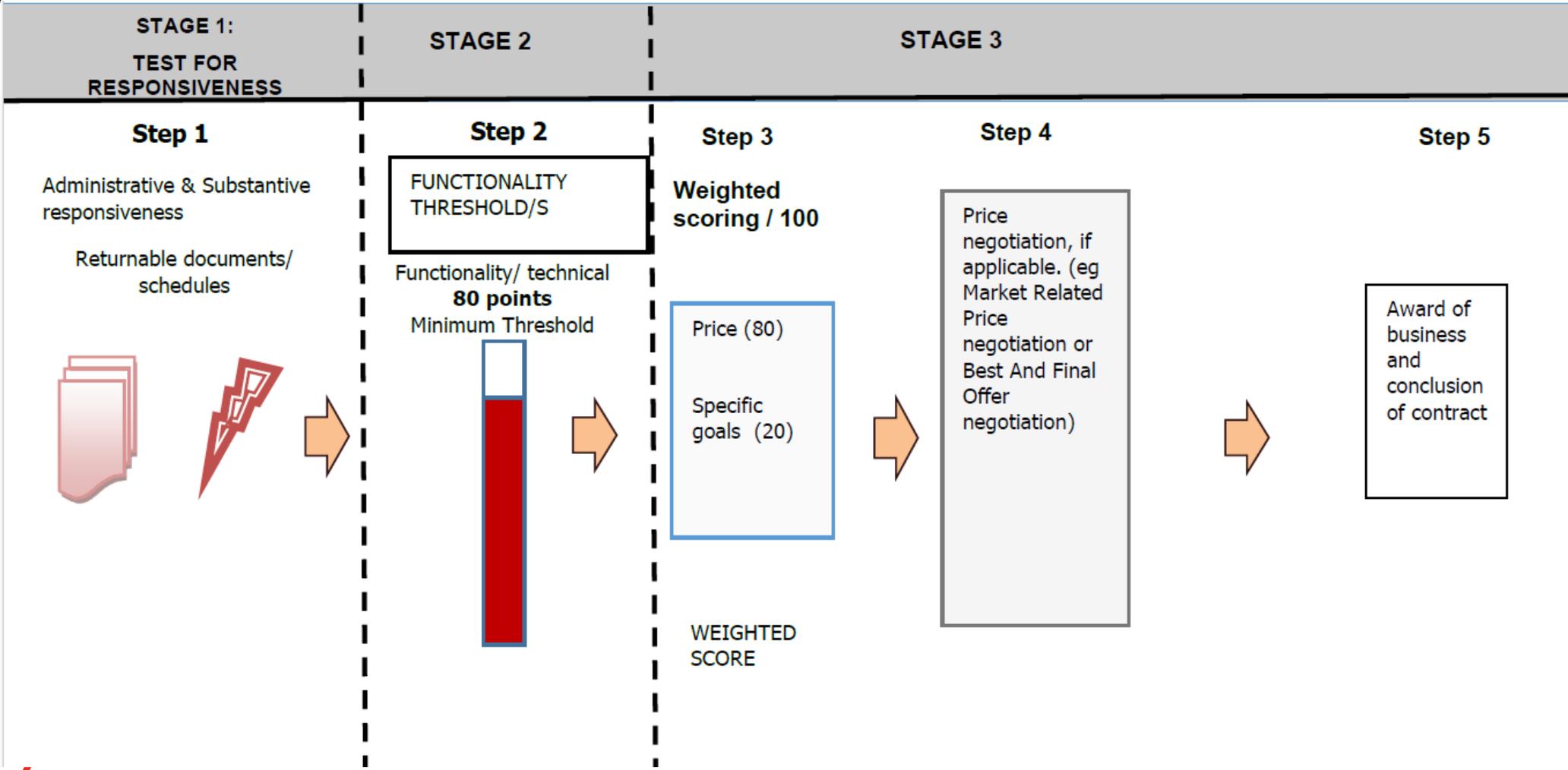
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**Annexure A** will be displayed

# SECTION 4 : QUOTATION FORM

Item No	Description of Goods /Services	Unit of Measure	Quantity	Unit Price (ZAR) Excl. Vat	Total Price (ZAR)
1	Elbow and knee pad set	Each	400		
2	Delivery fees to Gauteng Province	Lot			
3	Sundries				
				<b>Subtotal (Excluding VAT)</b>	
				<b>VAT @ 15%</b>	
				<b>TOTAL (Including VAT)</b>	

# EVALUATION METHODOLOGY



# Evaluations – STEP 1

## 1.1 STEP ONE: Test for Administrative and Substantive Responsiveness

The test for administrative and Substantive responsiveness will include the following:

Administrative & Substantive responsiveness check	RFQ Reference
<ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>	
<ul style="list-style-type: none"> <li>Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time</li> </ul>	<i>Section 3</i>
<ul style="list-style-type: none"> <li>Verify the validity of all returnable documents</li> </ul>	<i>Section 3</i>
<ul style="list-style-type: none"> <li>Verify if the Bid document has been duly signed by the authorised respondent</li> </ul>	<i>All sections</i>
<ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria set by Transnet, have been met</li> </ul>	<i>All sections</i>
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer</li> </ul>	<i>Section 4 - Quotation Form</i>
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	<i>All Sections</i>

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

# Evaluations- STEP 2

EVALUATION CRITERIA OF SUPPLY AND DELIVERY OF 400 ELBOW AND KNEE PAD SETS TO A TRANSNET RAIL INFRASTRUCTURE MANAGER (TRIM) FACILITY IN GAUTENG PROVINCE FOR A PERIOD OF TWO (02) MONTHS.		
Technical Evaluation Criteria (80% Threshold)	100%	
1. Compliance to the specifications	50%	
	Proof	
The bidder submitted 3 reference letters, or 3 contract award letters, or 3 Purchase Orders from previous customers. A combination of the required documents will be accepted. Each proof must be submitted with a completion certificate. The information submitted is subject to verification.	3	50%
The bidder submitted 2 reference letters, or 2 contract award letters, or 2 Purchase Orders from previous customers. A combination of the required documents will be accepted. Each proof must be submitted with a completion certificate. The information submitted is subject to verification.	2	25%
The bidder submitted 1 reference letter, or 1 contract award letter, or 1 Purchase Order from previous customers. A combination of the required documents will be accepted. Each proof must be submitted with a completion certificate. The information submitted is subject to verification.	1	13%
No submission or the document submitted are not accompanied by the completion certificates.	0	0%

# Evaluations – STEP 2

2. Project delivery lead time.	25%		Proof
The bidder submitted a commitment letter to complete the project in Two (02) months or less.	2	25%	<p><b>Project delivery lead time.</b> The bidder MUST submit a commitment letter, confirming their commitment to complete the project in Two (02) months or less.</p> <p>The commitment letter must be on the bidding company's letterhead and signed by a duly authorised person.</p>
The bidder submitted a commitment letter to complete the project in more than Two (02) months but less than Three (03) months.	1	13%	
No submission or the bidder submitted a commitment letter to complete the project in more than Two (02) months.	0	0%	
3. Technical requirements of a proposed solution.	25%		Proof
The proposed solution meets all 04 requirements.	2	25%	<p><b>Technical requirements of a proposed solution.</b> The bidders are required to provide at the time of tendering the Schedules of equipment and materials offered. The solution proposed must meet the 04 requirements below.</p> <ol style="list-style-type: none"> <li>1. Application (Security, tactical, military, Law Enforcement)</li> <li>2. Shock absorbent with padding</li> <li>3. Polymer black</li> <li>4. Velcro strap adjustable to fit all sizes.</li> </ol>
The proposed solution meets Three (03) requirements.	1	13%	
No submission or the solution proposed meets One (1) to Two (2) 04 requirements.	0	0%	

# Evaluations – STEP 3

## 1.3 STEP THREE: Evaluation and Final Weighted Scoring

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

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

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

# Evaluations – SPECIFIC GOALS AND PRICE

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	<b>20</b>
<b>B-BBEE LEVEL 1 OR 2</b> <b>10 POINTS</b>	
<b>50% BLACK YOUTH OWNED ENTITIES</b> <b>5 POINTS</b>	
<b>30% BLACK WOMAN OWNED ENTITIES</b> <b>5 POINTS</b>	
<b>Total points for Price and Specific Goals must not exceed</b>	<b>100</b>

# Evaluations – Mandatory & Returnable documents used for scoring

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 4 : Pricing Schedule	

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
<p>Valid proof of Respondent's compliance to Specific Goal requirements stipulated in Section 6 of this RFQ</p> <p>B-BBEE level 1 or 2                      10 POINTS</p> <p>50% Black Youth Owned Entities                      5 POINTS</p> <p>30% Black Woman Owned Entities                      5 POINTS</p> <p>EVIDENCE: Certified copy of ID Documents of the Owners and B-BBEE Certificate / Sworn-Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline</p>	
<p>Previous experience in executing projects with a similar scope (Supply and delivery). The bidder MUST submit 3 reference letters, or 3 contract award letters, or 3 Purchase Orders from previous customers.</p>	
<p>Project delivery lead time.</p> <p>The bidder MUST submit a commitment letter, confirming their commitment to complete the project in Two (02) months or less.</p>	
<p>Technical requirements of a proposed solution.</p> <p>The bidders are required to provide at the time of tendering the Schedules of equipment and materials offered.</p>	

# Evaluations – Essential Returnable documents

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
SECTION 1: SBD1 Form	
SECTION 5: Certificate of Acquaintance with RFQ Documents	
SECTION 6: RFQ Declaration and Breach of Law Form	
SECTION 8: Protection of Personal Information	
Annexure A : Signed and stamped detailed Technical Specifications of Elbow and Knee Pads	

# PROPOSAL SUBMISSION

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## Section 1, paragraph 3

- Log on to the Transnet eTenders management platform website (<https://www.transnet.net>);
- Click on "TENDERS";
- Scroll towards the bottom right-hand side of the page;
- On the blue window click on "register on our new eTender Portal";
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.

# PROPOSAL SUBMISSION

## eTender Links



- Transnet SOC Ltd Tenders
- Transnet Port Terminals RFQ/Tenders
- Transnet Freight Rail Tenders
- Register on our new eTender Portal
- User Guide

SIGN IN/REGISTER

To register or sign onto the Transnet eTender portal for bid submissions

ADVERTISED TENDERS

To view all Transnet tenders

NB: All Transnet Tenders can also be found on **National Treasury E-Tender portal**

TRANSNET



rail infrastructure  
manager

**THANK YOU**

