

## **TRANSNET ENGINEERING**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

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

**FOR THE PROVISION OF END USER COMPUTING DEVICES SERVICES FOR TRANSNET ENGINEERING FOR A PERIOD OF 36 MONTHS.**

<b>RFP NUMBER</b>	<b>TE21-KLP-9HI-04120</b>
<b>ISSUE DATE:</b>	<b>20 DECEMBER 2021</b>
<b>CLOSING DATE:</b>	<b>01 FEBRUARY 2022</b>
<b>CLOSING TIME:</b>	<b>10:00 AM</b>
<b>BID VALIDITY PERIOD:</b>	<b>19 OCTOBER 2022</b>

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

- RESPONDENTS WITH A MINIMUM B-BBEE STATUS LEVEL OF 1-3;**
- A RESPONDENT SUBCONTRACTING A MINIMUM OF 30% TO**
  - an EME or QSE which is at least 51% owned by Black People;**
  - an EME or QSE which is at least 51% owned by black people who are youth;**
  - an EME or QSE which is at least 51% owned by black people who are women;**

### **LIST OF POTENTIAL SUB CONTRACTORS**

<b>CSD QUERY REFERENCE NR :</b>	3838 (PORTABLE SERVER SOFTWARE)
	3837 (COMPUTER IMAGING SOFTWARE)
	3836 (COMPUTER EQUIPMENT & ACCESSORIES)

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**RFP FOR THE PROVISION OF  
END USER COMPUTING FOR TRANSNET ENGINEERING  
FOR A PERIOD OF 36 MONTHS**

**SECTION 1: SBD1 FORM**

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET ENGINEERING, A DIVISION TRANSNET SOC LTD</b>							
BID NUMBER:	<b>TE21-KLP-9HI-04120</b>	ISSUE DATE:	<b>20-12-2021</b>	CLOSING DATE:	<b>01-02-2022</b>	CLOSING TIME:	<b>10:00 AM</b>
DESCRIPTION	<b>PROVISION OF END USER COMPUTING AT TRANSNET ENGINEERING</b>						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
<b>160 LYNETTE STREET</b>							
<b>KILNER PARK</b>							
<b>PRETORIA</b>							
<b>0186</b>							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	<b>KGOMOTSO MAHUMA</b>			CONTACT PERSON	<b>N/A</b>		
TELEPHONE NUMBER	<b>012 391 1433</b>			TELEPHONE NUMBER	<b>N/A</b>		
FACSIMILE NUMBER	<b>NOT APPLICABLE</b>			FACSIMILE NUMBER	<b>N/A</b>		
E-MAIL ADDRESS	<b>kgomotso.mahuma@transnet.net</b>			E-MAIL ADDRESS	<b>N/A</b>		
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER:  MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>			
<b>1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW ]
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.</b>			

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER: .....

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

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

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

**SECTION 2 : NOTICE TO BIDDERS****1 INVITATION TO BID**

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

<b>DESCRIPTION</b>	PROVISION OF END USER COMPUTING DEVICES [ <b>the service</b> ]
<b>TENDER ADVERT</b>	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
<b>RFP DOWNLOADING</b>	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> <li>Click on "Tender Opportunities";</li> <li>Select "Advertised Tenders";</li> <li>In the "Department" box, select Transnet SOC Ltd;</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet website at <a href="http://www.transnet.net">www.transnet.net</a> free of charge. To access the Transnet eTender portal, please click <a href="https://www.transnet.net/TenderBulletins/TC/Pages/default.aspx">https://www.transnet.net/TenderBulletins/TC/Pages/default.aspx</a></p> <p>To download RFP and Annexures,</p> <ul style="list-style-type: none"> <li>Scroll towards the bottom right hand side of the page,</li> <li>On the blue window click on 'Transnet SOC Ltd' or Select Operating Division.</li> </ul> <p><b>Transnet will not be held liable for inaccurate tender information that is downloaded from other publishing media.</b></p>
<b>COMMUNICATION</b>	<p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal and Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
<b>ISSUE AND COLLECTION DATE DEADLINE</b>	Bidders are to note that the RFP documents will be available for download from date of issue.
<b>BRIEFING SESSION</b>	<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: <a href="mailto:Kgomo@transnet.net">Kgomo@transnet.net</a></p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Refer to paragraph 2 for details.</p>
<b>CLOSING DATE</b>	<b>10:00 on Tuesday 01 FEBRUARY 2022 South African Time</b>

	Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
<b>BID OPENING</b>	A public opening <b>will not</b> be held for this bid, however Respondents will be provided with a copy of the opening register indicating the names of the Respondents, upon request.
<b>VALIDITY PERIOD</b>	<b>19 OCTOBER 2022</b> Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded. With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 12.12

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

## **2 FORMAL BRIEFING**

A compulsory RFP briefing will be conducted at (Recreation Club at Transnet Engineering, Koedoespoort, Pretoria, corner Lynette Street & Cresswell ) on the **13 JANUARY 2022** for a period of ± 2 hours.  
[Respondents to provide own transportation and accommodation]. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.

- 2.1 *A Certificate of Attendance in the form set out in **Section 10** hereto must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** site meeting and/or RFP briefing.*
- 2.2 Respondents failing to attend the compulsory RFP briefing will be disqualified.

**Respondents are advised to send the names of the person attending the compulsory briefing session to [Kgomotso.mahuma@transnet.net](mailto:Kgomotso.mahuma@transnet.net) with their contact details.**

## **3 PROPOSAL SUBMISSION**

Proposals must be addressed on the cover as follows:

THE SECRETARIAT, TRANSNET ENGINEERING ACQUISITION COUNCIL  
RFP No: TE21-KLP-9HI-04120  
Description: PROVISION OF END USER COMPUTING DEVICES AT TRANSNET ENGINEERING  
Closing date and time: 01 FEBRUARY 2022 AT 10:00AM  
Closing address: THE SECRETARIAT  
TRANSNET ENGINEERING ACQUISITION COUNCIL  
160 LYNETTE STREET  
KILNER PARK  
PRETORIA  
0186



#### **4 RFP INSTRUCTIONS**

- 4.1 The measurements of the "tender slot" are 320mm wide x 50mm high. Bid responses which are larger than the dimensions mentioned must be split into two or more files and clearly marked. **Transnet will not be held responsible if bid documents do not comply with the mentioned dimensions and Respondents experience difficulty in submitting their bids as a result.**
- 4.2 It should also be noted that the above tender box tender box located at 160 Lynette Street, Kilnerpark, Pretoria. The box is accessible to the public from 07:00 am until 16:30 pm every day of the week.
- 4.3 **A duplicate copy of the RFP Proposal MUST be submitted in PDF format using a disk, USB or any form that may enable submission in soft copy, noting that the signed original set will be legally binding.**
- 4.4 Sign one set of original documents [sign OR stamp and date the bottom of each page]. This set will serve as the legal and binding copy.
- 4.5 Both sets of documents are to be submitted to the address specified, and Respondents must ensure that the original and copies (where applicable) are identical in all respects.
- 4.6 A **USB copy of the RFP Proposal** must be submitted. Please provide files in MS Word / Excel format, noting that the signed original set will be legally binding.
- 4.5 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.6 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 13 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

#### **5 JOINT VENTURES OR CONSORTIUMS**

Respondents who would wish to respond to this RFP as a Joint Venture [**JV**] or consortium with B-BBEE entities, must state their intention to do so in their RFP submission. Such Respondents must also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If at the time of the bid submission such a JV or consortium agreement has not been concluded, the partners must submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by Transnet through this RFP process. This written confirmation must clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

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

## **6 PREFERENTIAL PROCUREMENT PREQUALIFICATION CRITERIA**

### **6.1. Subcontracting**

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

- an EME or QSE which is at least 51% owned by Black People;
- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;

A bid that fails to meet this pre-qualifying criteria will be regarded as an unacceptable bid. Refer to Section **12** to complete the required Subcontracting Pre-Qualification Criteria Form

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

Transnet has decided to set a minimum B-BBEE threshold for participation in this RFP process. The minimum B-BBEE threshold in this instance is a B-BBEE Level 1-3, and Respondents who do not have at least this B-BBEE status or higher will be disqualified.

## **7 COMMUNICATION**

- 7.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted to [Kgomo~~ts~~o Mahuma] before **12:00 pm on 27 January 2022**, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 7.2 After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual (BPEC chairperson), at telephone number 012 391 1536, email [Yuyisile.dhlamini@transnet.net](mailto:Yuyisile.dhlamini@transnet.net) on any matter relating to its RFP Proposal.
- 7.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 7.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 7.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## **8 CONFIDENTIALITY**

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

## **9 COMPLIANCE**

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

## **10 EMPLOYMENT EQUITY ACT**

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

## **11 DISCLAIMERS**

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

- 11.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 11.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 11.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 11.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 11.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;
- 11.6 split the award of the contract between more than one Supplier/Service provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 11.7 cancel the bid process;
- 11.8 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
- 11.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 11.10 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- 11.11 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- 11.12 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.

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

## **12 LEGAL REVIEW**

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

## **13 SECURITY CLEARANCE**

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

## **14 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE**

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids. Business may not be awarded to a Respondent who has failed to register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD.

***For this purpose, the attached SBD 1 form must be completed and submitted as a mandatory returnable document by the closing date and time of the bid.***

## **15 TAX COMPLIANCE**

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

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

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

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

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

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

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



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



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



**What's App**  
Speak to an Agent via What's App.



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



**Telegram**  
Speak to an Agent via Telegram

 **0800 033 056**  **086 551 4153**  [reportit@ethicshelpdesk.com](mailto:reportit@ethicshelpdesk.com)  **\*120\*0785980808#**

**BIDS BELOW R5MILLION RANDS**

Should a respondent have any material concerns regarding an RFP process, a complaint may be lodged with the Chief Procurement Officer of Transnet Engineering for investigation. An official complained may be lodged at mail address :

[Tendercomplaints.transnetengineering@transnet.net](mailto:Tendercomplaints.transnetengineering@transnet.net)

Respondents are to note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such bidder on a list of restricted bidders.

### **SECTION 3:**

## **BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS**

### **1 BACKGROUND**

The need for the provision of end user computing devices arose from the current Transnet Engineering devices being old and most of them becoming obsolete.

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

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

- 1.1 Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Supplier's economies of scale and streamlined service processes.
- 1.2 Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Supplier(s).
- 1.3 Transnet must receive proactive improvements from the Supplier with respect to supply of Goods and related processes.
- 1.4 Transnet's overall competitive advantage must be strengthened by the chosen Supplier's leading edge technology and service delivery systems.
- 1.5 Transnet end users must be able to rely on the chosen Supplier's personnel for service enquiries, recommendations and substitutions.
- 1.6 Transnet must reduce costs by streamlining its acquisition of Goods, including managed service processes on a Group basis.

### **2 EXECUTIVE OVERVIEW**

Whereas Transnet is seeking a partner(s) to provide solutions for its End User Computing Devices services nationally, it also seeks to improve its current processes for providing these Goods/Services to its end user community throughout its locations.

### **3 SCOPE OF REQUIREMENTS**

#### **1.1 Services Overview**

Annexure A sets forth the roles and responsibilities of the parties for the EUCD Services provided under the Master Agreement. It includes the services and activities required to provide and support end-user computing devices (EUCD) within Transnet Engineering.

These EUCD's will be used by employees within Transnet Engineering to access, create and modify important company data. In Transnet the devices have been largely standardized over the last years. The following groups are necessary for efficient end-user data processing within Transnet Engineering and are included in this standard: All in One Desktop, Graphics Workstation, Standard Laptop, Executive Non-Touch Laptop, Executive Touch Laptops and Mobile Workstation Laptop.

The Services provided and detailed this statement of work include:

Hardware provisioning and support to employees as ordered from time to time

Standard devices on standard terms and conditions

Specialized devices that may be required for specific environments (limited)

Standard devices on special terms and conditions (limited)

Peripherals to these devices

System management tools required for the provisioning, operation and management of the provided devices over their respective life cycles including:

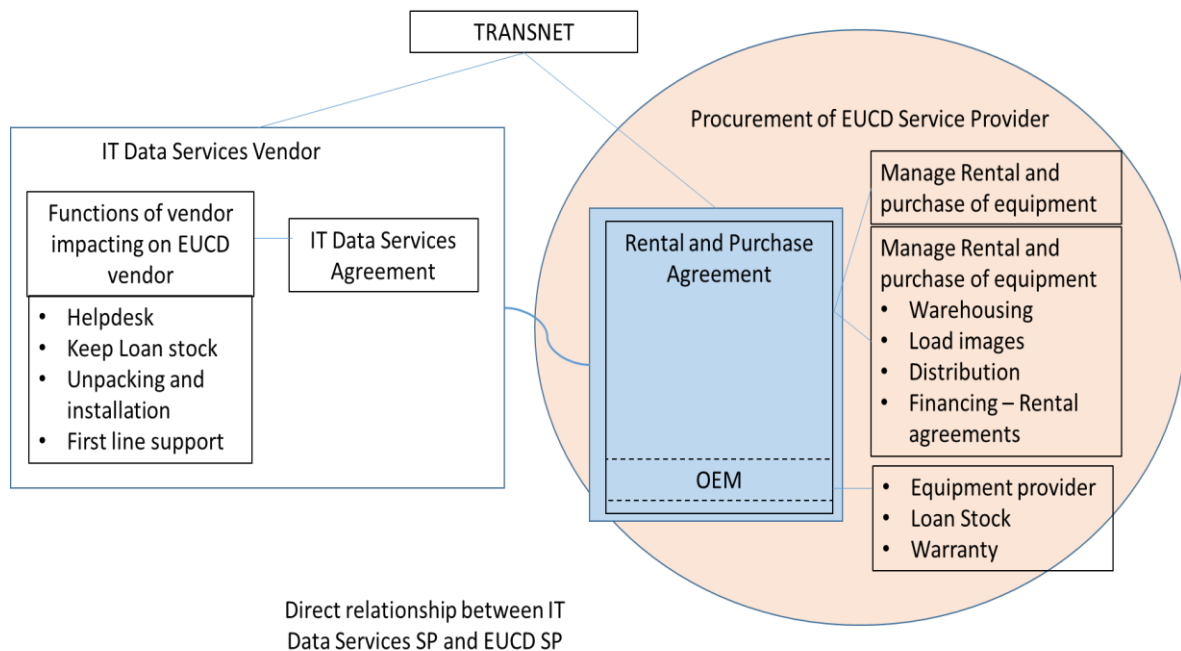
Software imaging

Packaging

Shipment and tracking

Inventory and asset management

Figure 1 below is a representation of the roles and responsibilities between different parties that provide services to the EUCD environment within Transnet Engineering.



**Figure 1: Roles and Responsibilities for EUCD Services**

### 15.1 1.2 Service Objectives

Transnet expects to achieve the objectives below through the Service Provider's provisioning and support of the devices as detailed in this Statement of Work:

- Meeting Transnet business needs for highly available, reliable and secure Services;
- Acquiring Services with availability guarantees backed by Service-Level Requirements;
- Improved employee productivity;
- A standardised EUCD environment;
- Improved asset management and control;
- Improved total cost of ownership;
- Supported business initiatives.
- Relationship Management Continuous Service Improvement Plan Acceptance and Exceptions: Acceptance of the following Service Improvement activities
  - Research Value Improvements and Innovations
  - Improvement Planning and Implementation
  - Programme Initiative Measurement and Benchmarking
  - Track improvements



## **16 2.0 EUCD SERVICE ENVIRONMENT**

### **16.1 2.1 Scope of EUCD to be Supported**

The following sections describe the scope of the EUCD and related services to be supported and/or with which the Service Provider shall comply.

These Appendices are to be maintained by the Service Provider, reviewed with Transnet Engineering, and where applicable updated by the Service Provider on a continuous basis and made available to Transnet after each update.

#### **2.1.1 EUCD**

The Service Provider will be responsible to:

- Source and procure EUCD in accordance with the specification in **Annexure B**; and
- Keep abreast of technology updates and advise Transnet accordingly;
- Manage all Changes through the Change Management Process in accordance with Transnet Engineering's Change Management procedures.

#### **2.1.2 Personnel**

The Service Provider will be responsible for providing appropriately skilled staffing to meet the EUCD Services, roles and responsibilities and Service Levels set forth in this **Annexure C**.

## **17 3.0 BASELINE INFORMATION**

This section provides summary information along with other data which may be pertinent for sizing the solution. These business requirements represent Transnet Engineering's projection of the Service requirements for Day 1 implementation based on a combination of past trends and current anticipated overall business direction over the Term of the Agreement. This information is also reflected in the Pricing Workbook.

### **17.1 3.1 Baseline Projections**

Transnet Engineering's EUCD projected requirements is presented below, based on the current consumptions.

Laptops								
	KLP	KDS	BLM	DBN	UTH	SRX	GMX	Total
<b>Device Category</b>	21%	33%	9%	17%	6%	6%	8%	100%
Standard Laptop	458	720	196	371	131	131	175	2 182
Executive Notebook	4	6	2	3	1	1	1	17
Executive Notebook Touch	4	6	2	3	1	1	2	19
Mobile/WorkHorse Workstation	39	61	17	31	11	11	15	184
	<b>504</b>	<b>793</b>	<b>216</b>	<b>408</b>	<b>144</b>	<b>144</b>	<b>192</b>	<b>2 402</b>
Dektops								
<b>Device Category</b>	2%	27%	12%	23%	9%	9%	18%	100%
Standard Desktop	46	617	274	526	206	206	411	2 286
Micro Form factor desktop	1	16	7	14	5	5	11	60
Thin Client	3	40	18	34	13	13	27	149
	<b>50</b>	<b>674</b>	<b>299</b>	<b>574</b>	<b>225</b>	<b>225</b>	<b>449</b>	<b>2 495</b>
<b>Total</b>	<b>554</b>	<b>1 466</b>	<b>516</b>	<b>982</b>	<b>369</b>	<b>369</b>	<b>641</b>	<b>4 897</b>

**Table 1: EUCD Baseline Projections****18 4.0 EUCD SERVICES REQUIREMENTS****18.1 4.1 Service Descriptions and Roles & Responsibilities**

In addition to the Services, activities, and roles and responsibilities described in the other Annexures, this Annexure A includes:

**(i) 4.1.1 Product Procurement, Management and Planning Services**

- Product Selection
- Product Procurement and Planning
- Periodic and Special Events
- Software Image Configuration Management

**(ii) 4.1.2 Vendor Management and Administration Services**

- Manage back-to-back agreements with third parties

**(iii) 4.1.3 Provisioning Services**

- Order Management
- Asset Tagging
- Delivery Management / Proof of Delivery

**(iv) 4.1.4 Contracts Management Services**

- Contracts Administration
- Schedules and Database Management
- Rental Services / Financing of Devices
- Invoicing and Payment

- Insurance
- Change Management

(v) 4.1.5 Asset Management and Support Services

- In Warrantee Maintenance and Repairs
- Break/Fix Services / Out of Warrantee Repairs
- Incident Management
- Level 2 Technical Support
- Premium Support
- Installs, Moves, Adds, Changes and Disposals ("IMACDs")
- Removals, Returns and Collections
- Level 3 Technical Support

(vi) 4.1.6 Reporting

- Management Information and Portal
- Reporting

**19 TABLE 1. SERVICE DESCRIPTIONS AND ROLES & RESPONSIBILITIES**

Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	
<b>Product Selection</b>	<ul style="list-style-type: none"> <li>• Sources and proposes device models in line with Transnet Engineering standards</li> <li>• Sources and proposes equipment on special requests</li> <li>• Provides demo devices to Transnet Engineering for testing purposes</li> <li>• Enters into back-to-back agreements with suitable OEM's</li> <li>• Tracks OEM product life cycles and keeps Transnet Engineering informed of the product road maps</li> <li>• Proposes alternative device models at end-of-life</li> <li>• Recommends changes and enhancements as products are developed and enhanced</li> <li>• Ensure optimum pricing</li> </ul>	<ul style="list-style-type: none"> <li>• Sets and provides hardware standards for the different groups of devices needed by end users across Transnet Engineering</li> <li>• Provides hardware standards for bespoke devices as may be needed from time to time</li> <li>• Receives demo devices for testing purposes free of charge</li> <li>• Tests demo devices for suitability and durability in the Transnet Engineering environment</li> <li>• Approves devices for procurement</li> </ul>	Included in the fees
<b>Product Procurement and Planning</b>	<ul style="list-style-type: none"> <li>• Manages stock levels and</li> <li>• Manages warehousing/equipment staging in line with forecasting and agreed service levels for standard device models</li> </ul>	<ul style="list-style-type: none"> <li>• Provides quarterly forecasting on standards device models</li> </ul>	Included in the Fees

<b>Software Imaging Configuration Management</b>	<ul style="list-style-type: none"> <li>Provides technical assistance in the definition of the core software image(s) specifications for desktops, laptops and other in scope devices as it relates to the specific OEM requirements</li> <li>Pre-configures all EUCD's with the relevant build core software image(s)</li> <li>Manages images as part in the configuration centre</li> </ul>	<ul style="list-style-type: none"> <li>Defines core software build and deployment requirements and policies</li> <li>Provide all software for the creation of the software images</li> <li>Reviews and where appropriate approves standard core software image specifications</li> <li>Conduct system-level and end-user testing of core software and application Software</li> <li>Approves and signs off core software image(s) for deployment</li> </ul>	Included in the Fees
<b>Data residing on the EUCD</b>	<ul style="list-style-type: none"> <li>Agree to non-disclosure of any information stored on a EUCD which is handed over to the service provider for maintenance, repair, upgrade or disposal</li> <li>Ensuring that the user of an EUCD is aware of the responsibility to safeguard the data on the device before it is handed over to the service provider for maintenance, repair, upgrade or disposal</li> </ul>	<ul style="list-style-type: none"> <li>Backing up data residing on a EUCD before handing over equipment to the service provider for the purpose of maintenance, upgrade, trouble shooting, upgrade or disposal</li> </ul>	
<b>Reallocation of equipment</b>	<ul style="list-style-type: none"> <li>If Transnet engineering requests the reallocation of equipment from one user to another, the service provider will collect the equipment from the deallocated user, reimage the device and deliver to the allocated user</li> </ul>	<ul style="list-style-type: none"> <li>Transnet Engineering will provide the location of the allocated and the deallocated user.</li> <li>The deallocated user will remove and retain all the data from the device</li> <li>The deallocated user will give access to the device on the date and time agreed.</li> </ul>	

<b>Manage back-to-back agreements</b>	<ul style="list-style-type: none"> <li>Enters into back-to-back agreements with approved OEM's</li> <li>Enters into back-to-back agreements with other third parties as is required to provide the required Products and support services (courier services, in and out of warrantee repairs)</li> </ul>	<ul style="list-style-type: none"> <li>Approves the OEM</li> <li>Ensures that third-party services providers conform to the required Transnet standards / approved lists / are non-blacklisted parties</li> </ul>	Included in the Fees
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Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	
	<ul style="list-style-type: none"> <li>Manages these back-to-back agreements to ensure that contracted Service Level requirements are met</li> <li>Enters into agreements with other third parties as may be required to comply with other conditions of the Master Agreement</li> <li>Manages these back-to-back agreements with third parties to e.g. ensure that the required Supplier Development requirements are met</li> </ul>		
<b>Order Management</b>	<ul style="list-style-type: none"> <li>Proposes a suitable order process in line with Transnet Engineering's requirements</li> <li>Implements the order process as agreed</li> <li>Accepts orders from delegated Transnet Engineering employees</li> <li>Places orders on the OEM</li> </ul>	<ul style="list-style-type: none"> <li>Agrees on and approves an order process – formats and standards, time frames</li> <li>Process Transnet business requirements</li> <li>Generate EUCD orders</li> </ul>	Included in the Fees
<b>Order Preparation</b>	<ul style="list-style-type: none"> <li>Prepare devices in line with orders – device specification, software image configuration, peripheral equipment, electrical cables and plus, POD documentation</li> <li>Tags all devices in line with Transnet's asset tagging requirements</li> </ul>	<ul style="list-style-type: none"> <li>Provides the requirements for asset tagging – content, durability</li> </ul>	Included in the Fees

<b>Delivery</b>	<ul style="list-style-type: none"> <li>• Delivers orders to customers in full</li> <li>• Provides Proof of Delivery documents for sign off</li> <li>• Obtains sign off on POD documents from Transnet Engineering employee or nominated alternative contact person (another employee)</li> <li>• Manages return orders</li> <li>• Manages dead on arrival equipment</li> <li>• Delivers replacement equipment in line with SLR</li> </ul>	<ul style="list-style-type: none"> <li>• Provides detailed contact details and delivery address on all orders</li> <li>• Takes acceptance of delivered devices</li> <li>• Signed the proof of delivery (POD) documents as per the agreed format and process</li> <li>• Collates copies of POD's at the relevant ICT head offices</li> <li>• Unpacks and inspects order for compliance (to be done by a qualified technician and not the employee)</li> </ul>	Included in the Fees
<b>Installation and Commissioning</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Arranges installation and commissioning of the equipment in line with Transnet processes</li> </ul>	Not included in the Fees
<b>Contracts Administration</b>	<ul style="list-style-type: none"> <li>• Agrees to the governance for the management and administration of the Services</li> <li>• Adheres to the agreed governance for the management and administration of the Services – documentation, financial processes, change control process, etc</li> <li>• Ensures optimum product pricing</li> <li>• Ensures optimum rates for exchange rate hedging, lending rates</li> <li>• Maintains quality of products</li> <li>• Ensures quality of services</li> </ul>	<ul style="list-style-type: none"> <li>• Provides guidance on governance for management and administration of the Services</li> <li>• Adheres to the agreed governance for the management and administration of the Services – documentation, financial processes, change control process, etc</li> <li>• Chairs required contracted meetings and Steering Committee meetings</li> </ul>	Included in the Fees

Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	

	<ul style="list-style-type: none"> <li>• Attends the required contracted meetings and Steering Committee meetings</li> <li>• Provides a meeting pack as agreed no later than 48 hours prior to commencement of such contract meetings and Steering Committee meetings</li> <li>• Provides secretarial functions for such contracted meetings and Steering Committee meetings – keeps and distributes minutes of such meetings</li> <li>• Ensures attendance of such meetings and Steering Committee meetings by representatives of Service Provider subcontractors, third party suppliers and OEM's as required</li> <li>• Executes corrective and preventative actions for noncompliance and non-performance as identified by either party</li> <li>• Initiates and drives service improvement plans when required</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinates communication and activities required for the successful execution of the contract</li> <li>• Identifies areas of noncompliance and non-performance</li> <li>• Initiates corrective or preventative actions and relevant service improvement plans</li> </ul>	
<b>Schedules and Database Management</b>	<ul style="list-style-type: none"> <li>• Compiles and provides monthly rental schedules as agreed</li> <li>• Keeps a central asset inventory of all procured and rental assets including financial details, specifications, software configuration, asset custodian</li> <li>• Validates the asset inventory data on an ongoing basis</li> <li>• Updates asset inventory for replaced and upgraded devices</li> <li>• Updates asset inventory for contract changes (responsible employee, location)</li> <li>• Tracks demo assets</li> <li>• Tracks loan units</li> <li>• Advises Transnet Engineering three months before rental schedule expiries</li> <li>• Agree with Transnet Engineering actions per rental schedule at expiry</li> </ul>	<ul style="list-style-type: none"> <li>• Provides the Service Provider with relevant delegations of authority per TE Centre</li> <li>• Accepts, verifies and signs rental schedules</li> <li>• Obtains copies of asset inventory and all additions and changes thereto</li> <li>• Ensures safe custody of demo equipment</li> <li>• Confirms relevant actions (return / extend) for all end of term schedules</li> </ul>	Included in the Fees
<b>Rental Services / Financing of Devices</b>	<ul style="list-style-type: none"> <li>• Ensures optimum pricing on all Products</li> <li>• Ensures optimum rates of exchange and hedging rates</li> <li>• Ensures optimum lending rates</li> </ul>	<ul style="list-style-type: none"> <li>• Considers and approves proposals for fee adjustments</li> <li>• Tables and adopts such approvals at the relevant Steering Committees for formal documentation</li> </ul>	Included in the Fees

	<ul style="list-style-type: none"> <li>• Secures own funding and sureties on rental Products</li> </ul>		
<b>Invoicing and Payments</b>	<ul style="list-style-type: none"> <li>• Presents detail of proposed invoices to TE representatives for verification and sign off</li> <li>• Presents monthly accurate invoices and statements as required</li> <li>• Provides supporting documentation as required</li> </ul>	<ul style="list-style-type: none"> <li>• Collates sign offs from TE representatives</li> <li>• Verifies and pays invoices</li> <li>• Recovers from TE's as per agreed sign offs</li> </ul>	Included in the Fees
<b>Insurance</b>	<ul style="list-style-type: none"> <li>• Provides insurance on own activities and equipment up to the point of delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Updates the Risk department on the volume and value of EUCD's</li> </ul>	Excluded from the Fees

Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	
	<ul style="list-style-type: none"> <li>• Provides replacement equipment or settlement amounts for EUCD's stolen, lost or damaged beyond repair</li> <li>• Update rental schedules and asset inventory accordingly</li> <li>• Blacklists stolen and lost EUCD's with the OEM's</li> </ul>	<ul style="list-style-type: none"> <li>• Provides relevant certification to the Service Provider of Transnet's All Risk Insurance</li> <li>• Manages incidents thefts and losses of EUCD's internally</li> <li>• Replaces at its own cost contracted devices or settles the rental agreement</li> <li>• Informs the Service Provider of incidents and thefts</li> <li>• Liaises with line management to recover losses resulting from user damage and negligence in line with Transnet's policies</li> </ul>	



<b>Change Management</b>	<ul style="list-style-type: none"> <li>Submits Change Requests to the relevant Steering Committee for approval for changes to components, device models, end-of-life product replacements or enhancements</li> <li>Provides demo units for testing at the nominated customer sites in Gauteng and Durban</li> <li>Adds the Products to the contract for ordering once approved</li> <li>Ensures availability of Product once approved</li> </ul>	<ul style="list-style-type: none"> <li>Conducts testing on the changed components, models, end-of-life product replacements or enhancements</li> <li>Approves the changed components, models, end-of-life product replacements or enhancements to be added to the contract</li> <li>Safe keeps the demo equipment for testing purposes in a laboratory environment at the Transnet sites until the contract schedule for the last device of the demo type is returned to the Service Provider</li> <li>Returns demo equipment not fit for use to the Service Provider</li> </ul>	Included in Fees
<b>In Warranty Maintenance and Repairs</b>	<ul style="list-style-type: none"> <li>Provides a three year on-site next business day warranty on all EUCD's inclusive of travel costs to all areas in South Africa where Transnet has an office</li> <li>Provides boot stock, parts and labour for the Warranty Period at no additional costs</li> <li>Effects the repair on site regardless of the site location</li> </ul>		Included in Fees
<b>End of life equipment</b>	<ul style="list-style-type: none"> <li>Any equipment older than 3 years is considered end of life.</li> <li>End of life equipment will be removed and replaced with new or refurbished equipment if the refurbished is no older than 3 years from first date of commissioning</li> <li>Data storage components like hard disk drives and SSD may not be recycled and must be destroyed by the service provider</li> <li>Any equipment that has not reached end of life at the time when this contract expires, can be sold to Transnet at a value not exceeding nett book value based on a</li> </ul>	<ul style="list-style-type: none"> <li>Will make the aged equipment available for replacement.</li> <li>Will be responsible for the safekeeping of data on the machine to be replaced.</li> <li>is responsible to reload the data onto the new equipment</li> <li>Is responsible for the removal of sensitive data from the old equipment.</li> <li>Transnet Engineering, at its own discretion, may accept the offer to purchase any equipment that has not reached end of life</li> </ul>	

	3-year straight line depreciation	at the time that the contract ends	
<b>Break/Fix Services / Out of Warrantee Repairs</b>	<ul style="list-style-type: none"> <li>• Completes assessments on damaged EUCD's and provides quotes inclusive of indications of time to repair</li> <li>• Coordinates the repairs with the contracted third parties with minimum impact to Transnet's business</li> <li>• Performs the necessary corrective repairs and verification tests on EUCD sent to the Service Centre and returns repaired devices to the originating End-User location</li> <li>• Co-ordinates with the Help Desk and all other necessary Service</li> </ul>	<ul style="list-style-type: none"> <li>• Approves quotations</li> <li>• Conducts appropriate tests on repaired End-User Devices to ensure the End-User Device is operating appropriately</li> <li>• Provides sign off for Resolved Incident(s)</li> <li>• Ensures that provision is made for loan equipment in agreements with Third Party equipment vendor</li> <li>• Through its IT Data Services Service Provide or internal Field Services Engineers</li> </ul>	<ul style="list-style-type: none"> <li>• Included in Fees for hardware in warranty</li> <li>• Quotation based for out of warrantee hardware and physical damage</li> </ul>

Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	
	<ul style="list-style-type: none"> <li>• Provider, Third-Party and</li> <li>• Transnet support organisations to manage all Level 2 &amp; Level 3 technical support requests to</li> <li>• Resolution and closure</li> </ul>	<ul style="list-style-type: none"> <li>• Troubleshoots, diagnoses and resolves incidents and problems</li> <li>• relating to contracted               <ul style="list-style-type: none"> <li>• EUCD's o</li> </ul> </li> <li>• Arranges for EUCD's to be shipped to the appropriate Service Centre to perform necessary repair</li> <li>• activities to correct problems that cannot be corrected on site</li> <li>• Manages the EUCD loan equipment as appropriate for the duration of time that the               <ul style="list-style-type: none"> <li>• EUCD is being repaired o</li> </ul> </li> <li>• Provides Service</li> <li>• Provider repair technical support for in-scope EUCD's (subsystem level repairs)</li> </ul>	
<b>Incident Management</b>	<ul style="list-style-type: none"> <li>• Agrees that Transnet's IT Data Services Service Provider or internal Field Services Engineers may do diagnostic checks and may execute minor repairs and components replacements</li> <li>• Provides and manages boot stock to Transnet's IT Data Services Service Provider or internal Field Services Engineers</li> <li>• Provides a Service Desk for Transnet's IT Data Services Service Provider or internal Field Services Engineers to log requests and incidents for Level 2 and higher technical support</li> </ul>	<ul style="list-style-type: none"> <li>• Transnet's IT Data Services Service Provider or internal ICT Support provides first line support, do diagnostic checks and executes minor repairs and component replacements</li> <li>• Logs incidents at the Transnet Service Desk</li> <li>• Transnet's IT Data Services Service Provider or internal Field Services Engineers logs requests and incidents for Level 2 and higher technical support at the Service Provider's Service Desk</li> </ul>	Included in the fees
<b>Level 2 Technical Support</b>	<ul style="list-style-type: none"> <li>• Provides full on-site restoration of service within the contracted SLR</li> <li>• Provides loan units where the SLR is at risk or the repair cannot be done on site</li> <li>• Help and direction to first line support staff for known errors and workarounds</li> </ul>	<ul style="list-style-type: none"> <li>• Liaises with the Service Provider to manage turnaround times of incidents and requests</li> </ul>	Included in Fees

<b>Level 3 Technical Support</b>	<ul style="list-style-type: none"> <li>Provides specialist technical assistance in conjunction with the OEM</li> </ul>	<ul style="list-style-type: none"> <li>Liaises with the Service Provider to manage turnaround times of incidents and requests</li> </ul>	
<b>Premium Support</b>	<ul style="list-style-type: none"> <li>Provides a premium support service for Product repairs and restoration as per the contracted SLR</li> <li>Keeps loan stock on hand where meeting SLR's are at risk</li> </ul>	<ul style="list-style-type: none"> <li>Provides the Service Provider with a list of EUCDs requiring premium support</li> </ul>	Included in the Fees

Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	
<b>Installs, Moves, Adds, Changes and Disposals ("IMACDs")</b>	<p><b>Installations</b></p> <p>None</p> <p><b>Upgrades (Changes)</b></p> <p>Allows upgrades to parts of the EUCD's during the currency of the initial rental period but limited to the upgrade options available on the EUCD contracted specifications</p> <ul style="list-style-type: none"> <li>Charges for upgrades by direct payment or in a separate rental agreement with a rental term equal to the remainder of the rental term of the original EUCD</li> <li>Updates the Asset Database</li> </ul> <p><b>Decommissioning</b></p> <ul style="list-style-type: none"> <li>Receives notification of intention to terminate contract</li> </ul> <p><b>Disposal</b></p> <ul style="list-style-type: none"> <li>Guarantees disposal of devices no longer fit for use in an environmentally friendly manner</li> </ul>	<p><b>Installations</b></p> <ul style="list-style-type: none"> <li>Transnet's IT Data Services</li> </ul> <p>Service Provider or internal Field Services Engineers installs and locks down EUCD's</p> <p><b>Upgrades (Changes)</b></p> <ul style="list-style-type: none"> <li>Requests upgrades as approved by the relevant ICT departments</li> </ul> <p><b>Decommissioning</b></p> <ul style="list-style-type: none"> <li>Transnet's IT Data Services</li> </ul> <p>Service Provider or internal Field Services Engineers decommissions and packs / prepares the EUCD's and peripherals for collection</p> <p><b>Disposal</b></p> <ul style="list-style-type: none"> <li>Verifies disposal processes and certifications</li> </ul>	As set out in the price workbook
<b>Removals, Returns and Collections</b>	<ul style="list-style-type: none"> <li>Collects and removes expired EUCD's from the indicated locations or at an earlier date where notice was given of early termination</li> <li>Amends rental agreements with returned EUCD information</li> </ul>	<ul style="list-style-type: none"> <li>Transnet's IT Data Services</li> </ul> <p>Service Provider or internal Field Services Engineers notifies the Service Provides that the EUCD is ready for collections</p> <ul style="list-style-type: none"> <li>Verifies amendments to rental schedules</li> </ul>	Included in Fees

<b>Problem Determination and Resolution</b>	<ul style="list-style-type: none"> <li>Tracks and analyses incidents to determine problem areas with Products and quality</li> <li>Takes corrective or preventative action to minimise device outages</li> <li>Swaps out devices with repeat failures</li> </ul>	<ul style="list-style-type: none"> <li>Assists the service provider in identifying problem areas and defective devices or device components</li> <li>Tests proposed actions where required</li> </ul>	Included in Fees
<b>Loan stock and parts</b>	<ul style="list-style-type: none"> <li>Keeps loan stock at minimum contracted levels (1% of fleet purchased or rented) to be used where devices are removed from Transnet locations for purposes of repairs and service restoration</li> <li>Refreshes the loan stock in line with the specifications of the devices in the fleet</li> <li>Keeps parts (spares) readily available to be used for repairs and/or maintenance. Spares include, but are not limited to hard disks, mouse, screens, keyboards, CD/DVD Rom, power supply and additional laptop power supply. Boot stock can also be provided to Transnet and its Service Provider FSE's at key locations</li> <li>Agrees to keep parts locally in South Africa to meet these obligations</li> </ul>	<ul style="list-style-type: none"> <li>Receives monthly status on loan stock and spares/parts availability and reserves the right to perform audits on the stock levels of both</li> </ul>	Included in Fees
<b>Management Information and Portal</b>	<ul style="list-style-type: none"> <li>Provides an online portal for use by Transnet Engineering</li> <li>Populates the portal with up to date information on               <ul style="list-style-type: none"> <li>Order status information – pending, in configuration centre, outstanding, delayed, in transit, delivered</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Approves portal and content</li> <li>Provides list of employees for access and indicates access levels</li> </ul>	Included in Fees
Service Category and Description	Responsibility		Pricing Guidance
	Service Provider	Transnet Engineering	

Respondent's Signature

Date &amp; Company Stamp

	<ul style="list-style-type: none"> <li>○ Uploads the monthly meeting pack</li> <li>○ Uploads all meeting minutes</li> <li>○ Asset detail</li> <li>○ Schedule detail</li> <li>○ Approved EUCD specifications and upgrade options</li> <li>○ Updates on corrective actions and work arounds, frequently asked questions</li> <li>○ Financials – invoices provided; invoices outstanding</li> <li>○ Information on CSI initiatives, BBEEE and Supplier Development reporting</li> <li>○ Ability to control and limit portal access to Transnet Engineering approved employees</li> </ul>		
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Issue monthly reports on performance areas               <ul style="list-style-type: none"> <li>○ Availability statistics</li> <li>○ Incident Resolution statistics</li> <li>○ Problem Management</li> <li>○ Change Management</li> </ul> </li> <li>• Issues monthly reports on contract financials               <ul style="list-style-type: none"> <li>○ Pricing of Products and upgrade options</li> <li>○ Changes in rates of exchange, hedging and lending rates</li> <li>○ Value of the contract spend per month and contract to date</li> <li>○ Invoicing and Financial Statements</li> </ul> </li> <li>• Change Controls approved and adopted</li> </ul>	<ul style="list-style-type: none"> <li>• Review reports during monthly Service management meetings</li> </ul>	

#### **4 GREEN ECONOMY / CARBON FOOTPRINT**

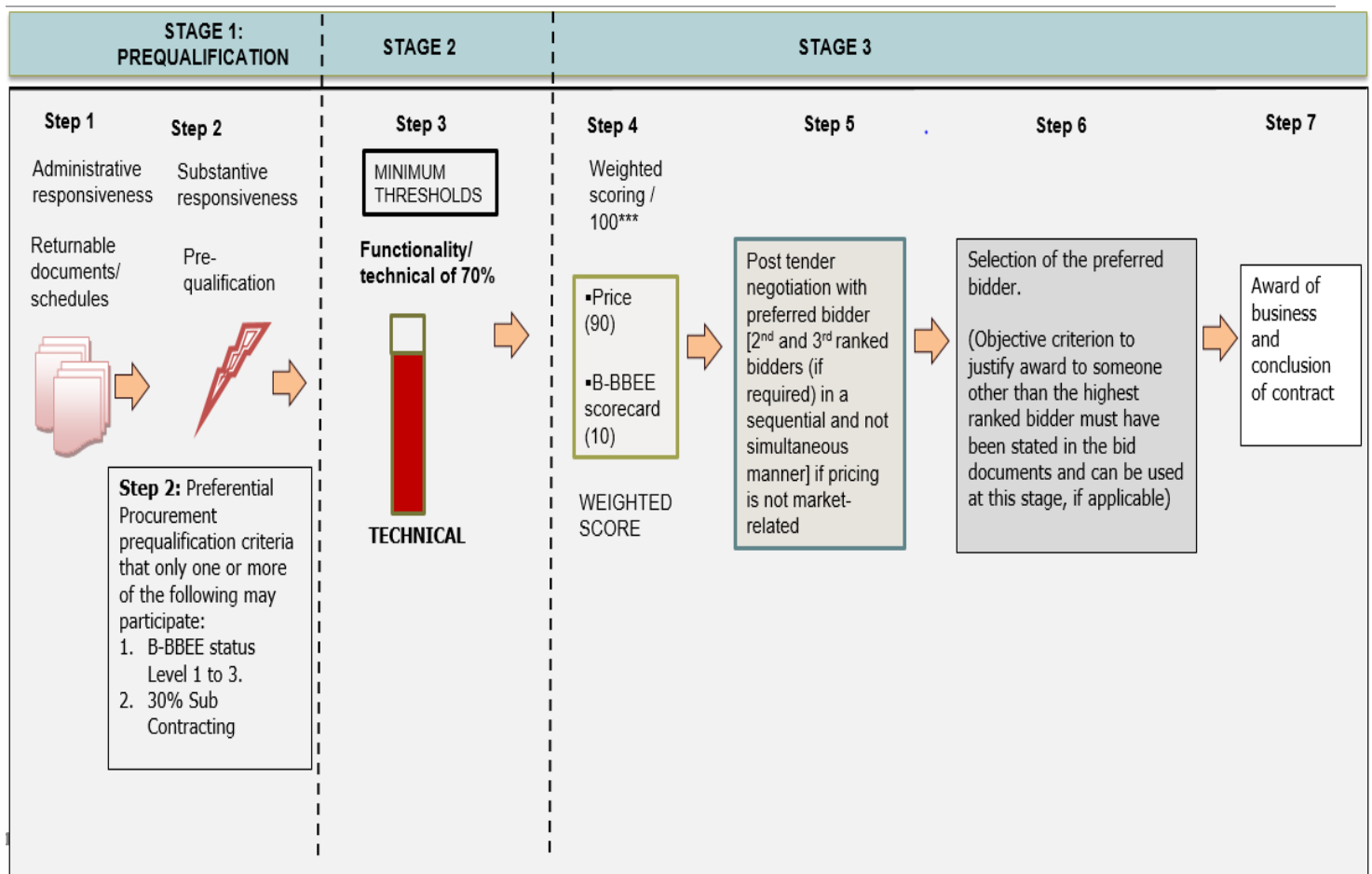
Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

**5 GENERAL SERVICE PROVIDER OBLIGATIONS**

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

**6 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 stages 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).

Respondent's Signature

Date &amp; Company Stamp

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

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>	<i>Section 1 paragraph 3</i>
<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 5</i>
<ul style="list-style-type: none"> <li>Verify the validity of all returnable documents</li> </ul>	<i>Section 5</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>

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

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

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

<b>Check for substantive responsiveness</b>	<b>RFP Reference</b>
<ul style="list-style-type: none"> <li>Whether any general pre-qualification criteria set by Transnet, have been met</li> </ul>	<i>All sections including: Section 2 paragraphs 2.1, 6, 10, General Bid Conditions clause 20</i>
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule</li> </ul>	<i>Section 4</i>
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	<i>All Sections</i>
<ul style="list-style-type: none"> <li>Whether any set prequalification criteria for preferential procurement have been met:               <ul style="list-style-type: none"> <li>Level 1-3</li> <li>30% Sub Contracting</li> </ul> </li> </ul>	<i>Section 2 - Paragraph 6</i>
<ul style="list-style-type: none"> <li>Entity's financial stability</li> </ul>	<i>Section 4 paragraph 9</i>

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



**6.3 STEP THREE: Minimum Threshold 70 points for Technical Criteria**

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

Technical Evaluation Criteria		Points Weightings
<b>BIDDERS EXPERIENCE</b>		
- Bidders Experience	20%	
<b>SERVICES</b>		
- Maintenance and Support	20%	
- Help and Service Desk Support	12%	
<b>PORTAL</b>		
- Functionality (Ordering, Status, etc.)	10%	
- Specifications & Upgrade	12%	
- Knowledge Management	06%	
- Reporting	20%	
<b>Total Weighting:</b>		<b>100</b>
<b>Minimum qualifying score required:</b>		<b>70</b>

Refer to **Annexure F** for a detailed Technical Evaluation criteria

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***

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

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

Evaluation Criteria	RFP Reference
• Commercial offer	<i>Section 4</i>
• Commercial discounts <sup>1</sup> • Price adjustment conditions / factors • Exchange rate exposure	<i>Section 4</i>

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

• Disbursements	
-----------------	--

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

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

Where:

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

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

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

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

Pre-Qualification Thresholds	Minimum Threshold
PPPFA Pre-Qualification	Level 1-3
PPPFA Pre-Qualification (Sub Contracting)	30% to EMEs & / QSEs that are 51% BO/BWO/BYO

Thresholds	Minimum Threshold
Technical / functionality	70

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

6.6 **STEP FIVE: Post Tender Negotiations (if applicable)**

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

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

#### **6.7 STEP SIX: Objective Criteria (if applicable)**

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

- Geographical location;
- all Risks identified during a risk assessment exercise/probity check (which may be conducted by an authorised third party) that would be done to assess all risks, including but not limited to:
  - the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency;
  - a due diligence to assess functional capability and capacity. This could include a site visit;
  - 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
  - Reputational and Brand risks

#### **6.8 STEP SEVEN: Award of business and conclusion of contract**

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

**SECTION 4: PRICING AND DELIVERY SCHEDULE***Respondents are required to complete the table below:*

<b>Item No</b>	<b>Description of Item</b>	<b>TOTAL PRICE OF ITEM [ZAR]</b>
1	Total Price For Year 1	
2	Total Price For Year 2	
3	Total price for year 3	
<b>GRAND TOTAL PRICE FOR 3 YEARS EXCLUDING VAT</b>		
<b>VAT 15% (if applicable)</b>		
<b>GRAND TOTAL PRICE FOR 3 YEARS INCLUSIVE VAT</b>		

Signature(s)

Name(s)

Capacity

**For the** \_\_\_\_\_  
**tenderer:** \_\_\_\_\_  
*(Insert name and address of organisation)*

Name &  
signature of  
witness

Date

*Refer to **Annexure D** for a detailed pricing schedule / workbook**Respondents are to note that Transnet will round off final pricing scores to the nearest 2 (two) decimal places.*

Respondent's Signature

Date &amp; Company Stamp

**Notes to Pricing:**

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
- (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
  - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.

- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.
- e) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.
- f) Prices are to be quoted on a delivered basis to Transnet Engineering.
- g) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- h) Where a Respondent's price(s) includes imported content, the rate of exchange to be used must be the currency's rate published by the South African Reserve Bank on the date of the advertisement of the bid:  
Currency rate of exchange utilised: \_\_\_\_\_
- i) Manufacturing and delivery lead time calculated from date of receipt of purchase order: \_\_\_\_\_ weeks.
- j) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed a period of 12 months, subject thereafter to adjustment (i.e. after the initial period of 12 months), utilizing the following price index/indices/adjustment formula. [Not to be confused with bid validity period Section 2, clause 1]

.....  
.....

<b>YES</b>	
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**1. DISCLOSURE OF CONTRACT INFORMATION****PRICES TENDERED**

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

**JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS**

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

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

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

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

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

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

3						
---	--	--	--	--	--	--

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

## 2. **PRICE REVIEW**

The successful Respondent(s) [the Service provider] will be obliged to submit to an annual price review. Transnet will be benchmarking this price offering(s) against the lowest price received as per a benchmarking exercise. If the Service provider's price(s) is/are found to be higher than the benchmarked price(s), then the Service provider shall match or better such price(s) within 30 [thirty] calendar days, failing which the contract may be terminated at Transnet's discretion or the particular item(s) or service(s) purchased outside the contract.

## 3. **"AS AND WHEN REQUIRED" CONTRACTS**

- 3.1 Purchase orders will be placed on the Service provider(s) from time to time as and when Goods/Services are required.
- 3.2 Transnet reserves the right to place purchase orders until the last day of the contract for deliveries to be effected, within the delivery period / lead time specified, beyond the expiry date of the contract under the same terms and conditions as agreed upon.
- 3.3 Delivery requirements may be stipulated in purchase orders and scheduled deliveries may be called for. However, delivery periods and maximum monthly rates of delivery offered by the Respondents will be used as guidelines in establishing lead times and monthly delivery requirements with the Supplier.
- 3.4 Where scheduled deliveries are required, the delivery period(s) specified must be strictly complied with, unless otherwise requested by Transnet. Material supplied earlier than specified may not be paid for or may be returned by Transnet, with the Supplier being held liable for all expenses so incurred, e.g. handling and transport charges.
- 3.5 If the delivery period offered by the Respondents is subject to a maximum monthly production capacity, full particulars must be indicated in Section 4 [*Pricing and Delivery Schedule*]
- 3.6 The Respondent must state hereunder its annual holiday closedown period [if applicable] and whether this period has been included in the delivery lead time offered:  
  
\_\_\_\_\_

- 3.7 Respondents are required to indicate below the action that the Respondent proposes to take to ensure continuity of supply during non-working days or holidays.  
  
\_\_\_\_\_

## 4. **RETURN OF SURPLUS GOODS**

Respondents are required to indicate whether they have a return policy in place (if so attach a copy):

<b>YES</b>		<b>NO</b>	
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Respondents are required to indicate a reasonable timeframe during which Transnet may return any surplus goods: \_\_\_\_\_

**5. MANUFACTURERS THE RESPONDENTS MUST STATE HEREUNDER THE ACTUAL MANUFACTURER(S) OF THE GOODS TENDERED FOR:**

5.1 Local Manufacturer(s):

RFP ITEM NO.	NAME	BUSINESS ADDRESS

5.2 Foreign Manufacturer(s):

RFP ITEM NO.	NAME	BUSINESS ADDRESS

**6. INSPECTION DETAILS**

The Respondents must state the actual name(s) and address/addresses of the suppliers of the Goods for inspection purposes only:

6.1 Local Manufacturer(s)

RFP ITEM NO.	NAME	BUSINESS ADDRESS

6.2 Foreign Manufacturer(s):

RFP ITEM NO.	NAME	BUSINESS ADDRESS

**7. IMPORTED CONTENT**

The Respondents must state hereunder the value and percentage of the imported content as well as the country of origin in respect of each item tendered for:

RFP ITEM NO / DESCRIPTION.	VALUE	% COST	COUNTRY OF ORIGIN

Note: Where more than one country is applicable to one item, the Respondents must furnish this information separately.



**8. EXCHANGE AND REMITTANCE**

The attention of the Respondents is directed to clause 17 *[Exchange and Remittance]* of the General Bid Conditions. If Transnet is requested by the Respondent to effect payment overseas direct to the Respondent's principal or supplier/service provider, which is not a registered South African Company please complete the details below, using the rate of exchange published by the South African Reserve Bank 7 [seven] calendar days before the closing date of this RFP:

8.1 ZAR 1.00 [South African currency] being equal to \_\_\_\_\_ *[foreign currency]*

8.2 \_\_\_\_\_ % in relation to tendered price(s) to be remitted overseas by Transnet

8.3 \_\_\_\_\_ [Name of country to which payment is to be made]

8.4 Beneficiary details:

Name [Account holder] \_\_\_\_\_

Bank [Name and branch code] \_\_\_\_\_

Swift code \_\_\_\_\_

Country \_\_\_\_\_

8.5 \_\_\_\_\_ [Applicable base date of Exchange Rate used]

Respondents are advised that should a contract be awarded for deliveries on an "as and when required" basis, any future remittance(s) to overseas principals/service providers, as instructed above, will be based on an agreed rate of exchange related to the contractual price of the Goods/Services at that time.

Respondents should note that Transnet would prefer to receive fixed price offers expressed in South African Rand [ZAR].

**9. EXPORT CREDIT AGENCY SUPPORTED FINANCE**

In order to finance its payment obligations under a future contract where foreign transactions are involved, Transnet may consider raising debt financing [an **ECA Facility**] from one or more banks or financial institutions, with the benefit of export credit agency [**ECA**] credit support to be provided by an ECA.

Under such circumstances the successful Respondent will agree to undertake:

- a) to provide [and/or cause the Parent/OEM to provide, as applicable] to Transnet and the banks and financial institutions that may participate in the ECA Facility all such assistance as an importer of Goods and/or Services, which are eligible for ECA credit supported finance by an ECA, is generally required to provide for the purposes of obtaining ECA support;
- b) not to do or [as Supplier of the relevant eligible Goods or services] omit to do anything, which may adversely affect Transnet's prospects of qualifying for or, once obtained, maintaining ECA credit support by an ECA in respect of an ECA Facility.

All cost, expenses, charges and liabilities incurred by Transnet in establishing an ECA Facility with credit support from an Export Credit Agency, may be for the account of Transnet.

**10. NATIONAL RAILWAY SAFETY REGULATOR ACT**

In compliance with the National Railway Safety Regulator Act, 16 of 2002, the successful Respondent [**the Supplier**] shall ensure that the Goods to be supplied to Transnet, under the terms and conditions of a contract between the parties, comply fully with the specifications as set out in Annexure A [*Specifications and Drawings*] of this RFP, and shall also adhere to railway safety requirements and/or regulations [as applicable]. Permission for the engagement of a subcontractor by the Supplier, as applicable, both initially and during the course of a contract, shall be subject to a review of the capability of the proposed subcontractor to comply with the specified railway safety requirements and/or regulations. The Supplier and/or its subcontractor shall grant Transnet access, during the term of the contract, to review any safety-related activities, including the coordination of such activities across all parts of the organisation.

**Accepted:**

<b>YES</b>	
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<b>NO</b>	
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**11. SERVICE LEVELS**

11.1 An experienced national account representative(s) is required to work with Transnet's procurement department. [No sales representatives are needed for individual department or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.

11.2 Transnet will have quarterly reviews with the Supplier/Service provider's account representative on an on-going basis.

11.3 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.

11.4 The Service provider guarantees that it will achieve a 95% [ninety-five per cent] service level on the following measures:

- a) Random checks on compliance with quality/quantity/specifications
- b) On-time delivery

If the Service provider does not achieve this level as an average over each quarter, Transnet will receive a 1.5% [one and a half per cent] rebate on quarterly sales payable in the next quarter

11.5 The Service provider must provide a telephone number for customer service calls.

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

**Acceptance of Service Levels:**

<b>YES</b>	
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<b>NO</b>	
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**12. TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES**

Respondents shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with Transnet in its continuous improvement initiatives to reduce the total cost of ownership [**TCO**], which will reduce the overall cost of

transportation Goods/Services and related logistics provided by Transnet's operating divisions within South Africa to the ultimate benefit of all end-users.

**Accepted:**

<b>YES</b>	
------------	--

<b>NO</b>	
-----------	--

If "yes", please specify details in paragraph 6.2 below.

- 12.1 Respondents must briefly describe their commitment to TCO and continuous improvement initiatives and give examples of specific areas and strategies where cost reduction initiatives can be introduced. Specific areas and proposed potential savings percentages should be included. Additional information can be appended to the Respondent's Proposal if there is insufficient space available below.

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### **13. 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:

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

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**13.2 Continuity of supply:**

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

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**13.4 Compliance with the National Railway Safety Regulator Act, 16 of 2002:**

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

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

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

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

Name \_\_\_\_\_

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

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

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

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

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

*[name of entity, company, close corporation or partnership] of [full address]*

\_\_\_\_\_

carrying on business trading/operating as

\_\_\_\_\_

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

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

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

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

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

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

- (i) 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.

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

I/We accept that unless Transnet should otherwise decide and so inform me/us in the letter of award/intent, 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 intent [the **Letter of Intent**], this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence] together with Transnet's Letter of Intent, 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 Goods/Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

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

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

#### **ADDRESS FOR NOTICES**

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

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

Name of Entity:

\_\_\_\_\_

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

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

\_\_\_\_\_

#### **NOTIFICATION OF AWARD OF RFP**

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

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

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

**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)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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	<b><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></b>
Returnable Documents Used for Scoring	<b><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></b>
Essential Returnable Documents	<b><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></b>

**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:

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

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

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
Section 1: SBD1 Form	
SECTION 4 : Pricing and Delivery Schedule (Pricing Workbook)	
ANNEXURE B : SPECIFICATION (SIGNED OR STAMPED ALL PAGES)	
ANNEXURE G : Customer Reference Questionnaire	
ANNEXURE H : Financial Guarantee Commitment Declaration	
SECTION 12: Subcontracting Prequalification Criteria Form	
Valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s) (In a case of Joint Venture, a Joint Venture certificate is required)	
SECTION 10 : Certificate of attendance of compulsory RFP Briefing	

**b) Returnable Documents Used for Scoring**

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

<b><u>RETURNABLE DOCUMENTS USED FOR SCORING</u></b>	<b>SUBMITTED [Yes or No]</b>
As Per the Evaluation Criteria requirements.	

**c) Essential Returnable Documents:**

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

<b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>	<b>SUBMITTED [Yes or No]</b>
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Audited Financial Statements (2019, 2020 And 2021)	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 9 : B-BBEE Preference Claim Form	
SECTION 10 : Certificate of attendance of compulsory RFP Briefing	
SECTION 11 : SBD 9 - Certificate Of Independent Bid Determination	
Proof of subcontracting arrangement	
SECTION 13: Job-Creation Schedule	
SECTION 14: Protection of Personal Information	

**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:**

1	Transnet's General Bid Conditions
2	Master Agreement and SLA attached
3	Transnet's Supplier Integrity Pact
4	Non-disclosure Agreement
5	Specifications and drawings attached to this RFP

**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: \_\_\_\_\_

**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

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

they **were/were not** involved in the bid preparation or had access to the information related to this RFP;  
and

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

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

ADDRESS:

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Indicate nature of relationship with Transnet:

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

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

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

12. Any legal person, including persons employed by the state<sup>2</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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<sup>2</sup> "State" means –

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

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

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

13.2. Identity Number: .....

13.3. Position occupied in the Company (director, trustee, shareholder<sup>3</sup>): .....

13.4. Company Registration Number: .....

13.5. Tax Reference Number: .....

13.6. VAT Registration Number: .....

13.7. Are you or any person connected with the bidder presently employed by the state?	<b>YES / NO</b>
13.7.1. If so, furnish the following particulars:	
Name of person / director / trustee / shareholder/ member:	.....
Name of state institution at which you or the person connected to the bidder is employed :	.....
Position occupied in the state institution:	.....
Any other particulars:	.....
13.8. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	<b>YES / NO</b>
13.8.1. If yes, did you attached proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.	<b>YES / NO</b>
13.8.2. If no, furnish reasons for non-submission of such proof:	.....
13.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	<b>YES / NO</b>
13.9.1. If so, furnish particulars:	.....
13.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	<b>YES / NO</b>
13.10.1. If so, furnish particulars:	.....

<sup>3</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

13.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	<b>YES / NO</b>
13.11.1. If so, furnish particulars:	.....
13.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	<b>YES / NO</b>
13.12.1. If so, furnish particulars:	.....

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

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

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

#### BREACH OF LAW

15. We further hereby certify that *I/we* (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  _____	AS WITNESS:
duly authorised hereto	
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No of Company/CC
Place:	Registration Name of Company/CC

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



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

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 The value of this bid is estimated to **exceed** R50 000 000 (all applicable taxes included) and therefore the 90/10 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; and
- (b) B-BBEE Status Level of Contribution.

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

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

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

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

**2. DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic



Empowerment Act;

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

### **3. POINTS AWARDED FOR PRICE**

#### **3.1 THE 90/10 PREFERENCE POINT SYSTEMS**

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

90/10

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

Where

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

$$P_s = 90 \left( 1 + \frac{P_t - P_{\max}}{P_{\max}} \right)$$

Where:

$P_s$  = Points scored for the price of Bid under consideration  
 $P_t$  = Price of Bid under consideration  
 $P_{\max}$  = Price of highest acceptable Bid

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

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

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

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

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

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

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

- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

## **5. BID DECLARATION**

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

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

- 6.1 B-BBEE Status Level of Contribution: . = .....(maximum of 10 points)
- (Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## **7. SUB-CONTRACTING**

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

(***Tick applicable box***)

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

- 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		NO	
-----	--	----	--

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

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

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

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

**8.4 TYPE OF COMPANY/ FIRM**

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

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

**8.6 COMPANY CLASSIFICATION**

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

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

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

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

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

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

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

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

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

It is hereby certified that –

1. \_\_\_\_\_ (*Name Of Company representative*)

Representative(s) of \_\_\_\_\_ [*name of entity*]  
attended the RFP briefing in respect of the proposed Goods/Services to be rendered in terms of this RFP on  
\_\_\_\_\_ 2021

\_\_\_\_\_  
TRANSNET'S REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
RESPONDENT'S REPRESENTATIVE SIGNATURE

DATE \_\_\_\_\_

DATE \_\_\_\_\_

CONTACT DETAILS \_\_\_\_\_

EMAIL \_\_\_\_\_

**SECTION 11: SBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION**

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a. has been requested to submit a bid in response to this bid invitation;
  - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>5</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;

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<sup>5</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



- b. geographical area where product or service will be rendered (market allocation)
  - c. methods, factors or formulas used to calculate prices;
  - d. the intention or decision to submit or not to submit, a bid;
  - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SECTION 12: SUBCONTRACTING PREQUALIFICATION CRITERIA FORM**

- a) As a prequalification criterion to participate in this RFP, Respondents are required to subcontract a minimum of 30% [thirty percent] of the value of the contract to one or more of the following designated groups:
- an EME or QSE which is at least 51% owned by Black People;
  - an EME or QSE which is at least 51% owned by black people who are youth;
  - an EME or QSE which is at least 51% owned by black people who are women;

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

- b) A bid that fails to meet this pre-qualifying criterion will be regarded as an unacceptable bid.
- c) For a list of potential subcontractors, Respondents may refer to the National Treasury Central Database website and conduct a subcontractor search using the procurement reference number: **TE21-KLP-9HI-04120**. The list must be accessed as follows:
- Log on to the CSD website (<https://secure.csd.gov.za/>);
  - Click on Search and select Subcontractor Search;
  - Enter the Procurement reference number **TE21-KLP-9HI-04120** and
  - Click on "Run Search".
- d) Respondents have the discretion of identifying and selecting suppliers, who are registered on the National Treasury supplier database (CSD) but do not appear on the list provided by Transnet, for purposes of subcontracting.
- e) **Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.**
- f) Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated.
- g) Respondents are responsible for all due diligence on their subcontractors.
- h) Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.
- i) The successful Respondent awarded the contract may only enter into a subcontracting arrangement with Transnet's prior approval.
- j) The contract will be concluded between the successful Respondent and Transnet, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

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

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

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

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

**e) Work to be subcontracted:**

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

**Note:**

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

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

**SECTION 13: JOB-CREATION SCHEDULE****(Please ensure that you return this schedule with your bid submission)**

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

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

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

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

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

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

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

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

(e) **Insert additional tables for each year of the contract period:**

<b>Year 1</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

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

**SECTION 14: SBD 5**

This document must be signed and submitted together with your bid

**THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME****INTRODUCTION**

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIPP requirements. NIPP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

**1. PILLARS OF THE PROGRAMME**

- 1.1 The NIPP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$5 million or other currency equivalent to US\$5 million will have a NIP obligation. This threshold of US\$5 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$5 million.
  - or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$5 million.
  - or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$5 million.
  - or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$5 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIPP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIPP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

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

## **2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with their bid documentation at the closing date and time of the bid.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIPP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid number;
  - Description of the goods or services;
  - Date on which the contract was awarded;
  - Name, address and contact details of the contractor;
  - Value of the contract; and
  - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4. PROCESS TO SATISFY THE NIPP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIPP obligation;
  - b. the contractor and the DTI will sign the NIPP obligation agreement;
  - c. the contractor will submit a performance guarantee to the DTI;
  - d. the contractor will submit a business concept for consideration and approval by the DTI;
  - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;

- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIPP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....	Closing date: .....
Name of bidder.....	
Postal address .....	
.....	
Signature.....	Name (in print).....
Date.....	

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Respondent's Signature

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Date & Company Stamp



**SECTION 15: PROTECTION OF PERSONAL INFORMATION**

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

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

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

<b>YES</b>		<b>NO</b>	
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12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this 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 16: PROTECTION OF PERSONAL INFORMATION**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No. 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.

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 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:**

<b>YES</b>		<b>NO</b>	
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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/infoereg/>, click on contact us, click on complaints.IR@justice.gov.za