

**TRANSNET FREIGHT RAIL**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

REQUEST FOR INFORMATION [RFI]

INFORMATION IS REQUIRED FROM THE MARKET ON ERGONOMICS SERVICES AT TRANSNET FREIGHT RAIL.

THEREAFTER

TRANSNET MAY DECIDE TO EMBARK ON A SEPARATE "REQUEST FOR PROPOSAL" [RFP] PROCESS WHICH IS GOING TO BE OPEN TO THE MARKET.

RFI NUMBER:	HOAC-HO-37319
ISSUE DATE:	22 SEPTEMBER 2022
CLOSING DATE:	20 OCTOBER 2022
CLOSING TIME:	10:00 AM
BID VALIDITY PERIOD:	(31 JULY 2023) 180 Business Days from Closing Date

Note to the bidders:

Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.

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REQUEST FOR INFORMATION(RFI) IS REQUIRED FROM THE MARKET ON ERGONOMICS SERVICES AT TRANSNET FREIGHT RAIL.

SECTION 1: SBD1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET FREIGHT RAIL, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	HOAC-HO-37319	ISSUE DATE:	22 SEPTEMBER 2022	CLOSING DATE:	20 OCTOBER 2022	CLOSING TIME:	10:00AM
DESCRIPTION	REQUEST FOR INFORMATION(RFI) IS REQUIRED FROM THE MARKET ON ERGONOMICS SERVICES AT TRANSNET FREIGHT RAIL.						
BID RESPONSE DOCUMENTS SUBMISSION							
RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH BID/RFI SELECTED (please refer to section 2, paragraph 4 for a detailed process on how to upload submissions): https://transnetetenders.azurewebsites.net							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	THABELO TSHIDZUMBA			CONTACT PERSON			
TELEPHONE NUMBER	011 584 0558			TELEPHONE NUMBER			
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	Thabelo.tshidzumba@transnet.net			E-MAIL ADDRESS			
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

Respondent's Signature

Date and Company Stamp

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

PART B

TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE: _____

Respondent's Signature

Date and Company Stamp

SECTION 2 : NOTICE TO RESPONDENTS

1 INFORMATION REQUEST

Information is requested from interested persons, companies, close corporations or enterprises [hereinafter referred to as the **Respondent(s)**] to supply the aforementioned information to Transnet.

DESCRIPTION	REQUEST FOR INFORMATION(RFI) IS REQUIRED FROM THE MARKET ON ERGONOMICS SERVICES AT TRANSNET FREIGHT RAIL.
TENDER ADVERT	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
RFI DOWNLOADING	<p>This RFI may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.</p> <p>To download RFI and Annexures:</p> <ul style="list-style-type: none"> Click on "Tender Opportunities"; Select "Advertised Tenders"; In the "Department" box, select Transnet SOC Ltd; <p>Once the tender has been located in the list, click on the 'Tender documents' tab and process to download all uploaded documents.</p> <p>The RFI may also be downloaded from the Transnet Portal at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link) free of charge (<i>refer to section 2, paragraph 4 below for detailed steps</i>)</p>
COMMUNICATION	<p>Any addenda to the RFI 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 RFI.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFI.</p>
BRIEFING SESSION	<p>Non – Compulsory</p> <p>Bidders are required to confirm their attendance and to send their contact (email & contact numbers) details including the number of representatives (where applicable) to the following address: lerato.morailane@transnet.net</p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Non-compulsory briefing session will be on the 04 October 2022 at 11h00am to 12:30pm via Microsoft Teams.</p> <p>Refer to paragraph 2 for details.</p>
CLOSING DATE	<p>10:00 am on Thursday 20 OCTOBER 2022</p> <p>Bidders must ensure that bids are uploaded timeously onto the system.</p> <p>As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable</i></p>

Respondent's Signature

Date and Company Stamp

	<i>for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i>
VALIDITY PERIOD	31 JULY 2023 Business Days from Closing Date.

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

2 FORMAL BRIEFING

A Non-compulsory pre-proposal RFI briefing session will be conducted via Microsoft Teams on the **04 October 2022 at 11h00am – 12:30pm** via Microsoft Teams for a period of ± 1 hour and 30minutes. The briefing session will start punctually and information will not be repeated for the benefit of Respondents joining late.

- 2.1 Bidders are required to confirm their attendance and send their contact details (email & contact numbers) including the number of representatives (where applicable) to the following email address: Lerato.Morailane@transnet.net . This is to ensure that Transnet makes the necessary arrangements for the briefing session.
- 2.2 Bidders are required to send their details by **Monday, 03 October 2022 at 13:00pm**. This is to ensure that any required communication (e.g. participation in the non-compulsory RFI briefing on the Microsoft Teams Platform) reaches the bidders.
- 2.3 Despite the briefing session being non-compulsory, Transnet nevertheless encourages all Respondents to attend. Transnet will not be held responsible if any Respondent who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.

3 RESPONSE SUBMISSION

Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.

a) The Transnet e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website/ Portal (transnetetenders.azurewebsites.net) Please use **Google Chrome** to access Transnet link/site)
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected;

- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net

4 RFI INSTRUCTIONS

- 4.1 All returnable documents listed in the expression of interest [section 5] in this RFI must be returned with your submission.
- 4.2 The person or persons signing the submission must be legally authorised by the respondent to do so.

5 B-BBEE LEVEL

Respondents are required to indicate the B-BBEE status and the categories of their enterprise in the table below:

Enterprise	Annual Turnover	Indicate what is applicable	B-BBEE status	Level
Large	>R50 Million			
QSE	>R10 Million <R50 Million			
EME	<R10 Million			

6 COMMUNICATION

- 6.1 For specific queries relating to this RFI a Clarification Request Form should be submitted onto the system and to [Thabelo Tshidzumba] before **12:00 pm on Friday, 14 October 2022** substantially in the form set out in Section 8. 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.
- 6.2 After the closing date of the RFI a Respondent may only communicate with the Secretariat of the Transnet Acquisition Council, at telephone number 011 584 0821, email prudence.nkabinde@transnet.net on any matter relating to its RFI Proposal.
- 6.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 6.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFI.
- 6.5 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.

7 CONFIDENTIALITY

All information related to this RFI is to be treated with strict confidence. 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 RFI the written approval to divulge such information must be obtained from Transnet.

8 STATUS OF THIS RFI AND SUBSEQUENT PROCESS

- 8.1 This RFI is not an offer to purchase and Transnet is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter.

Respondent's Signature

Date and Company Stamp

8.2 As this is a Request for Information only, no business will be awarded through this process.

9 DISCLAIMERS

9.1 Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that Transnet reserves the right and at its sole and full discretion to:

- (a) utilise any information provided to it in response to this RFI to draft the scope of requirements for inclusion in an RFP;
- (b) take no further action whatsoever, if it so decides;
- (c) withdraw from this process and the provisions of this project at any time;
- (d) select the RFI and RFP participants based on Transnet's criteria;
- (e) change the dates of adjudication and submission;
- (f) not invite RFI respondents for further participation in the RFP process;
- (g) not bind itself to accept any or all of the RFIs;
- (h) increase or decrease the quantities/scope as indicated in the RFI;
- (i) 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;
- (j) request audited financial statements or other documentation for the purposes of a due diligence exercise;
- (k) not accept any changes or purported changes by the Respondent to the bid rates after the closing date;

9.2 Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Respondents must register on the CSD prior to submitting their bids.

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

11 TAX COMPLIANCE

Respondents to this RFI are required to provide proof that they are compliant 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).

The Tax Compliance status requirements are also applicable to foreign Respondents / individuals who wish to respond to this RFI.

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

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

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

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

Respondent's Signature

Date and Company Stamp

SECTION 3: RFI SCOPE OF REQUIREMENTS

1 INTRODUCTION

REQUEST FOR INFORMATION(RFI) IS REQUIRED FROM THE MARKET ON ERGONOMICS SERVICES AT TRANSNET FREIGHT RAIL

2 BACKGROUND

The Ergonomic risk assessments, workload assessments and fatigue risk assessments are conducted within TFR depots in the Train Control Offices, Train Traffic depots, Shunting yards, and Rail Network Infrastructure. Approximately, a total of 328 assessments must be conducted nationally, over a two-year period. The employer is required by law to conduct various Ergonomic Risk Assessments, Workload Assessments and Fatigue Risk Assessments on a two - yearly basis, to ensure that the workplace is safe and is without risks.

These assessments are important for the continual improvement of safety performance and betterment of the employees' well-being, and thus ensuring compliance with the following legislation:

- Railway Safety Regulator (RSR), particularly, SANS 3000 4:2011 & Act 16 of 2002; and the
- RSR 00-4-1:2016 and Occupational Health and Safety Act 85 of 1993 (Ergonomics Regulations, 2019).

It is required by law that should there be any deviations from the above-mentioned legislation be identified, management needs to implement controls and preventative measures to mitigate the identified risks. Without the above-mentioned assessments, it becomes impossible to identify current risks and to ensure proactive risk management accordingly.

The onus is on the employer to ensure that the working environment is safe and is without risks to the health of its employees'. In order to accomplish this, TFR decided to go on the market in order to acquire more information on ergonomic risk assessments, workload assessments and fatigue risk assessments. Considering the rapid growth and development in Technology, that there might be other advance ways of conducting these assessments that may exist in the market.

The assessments are to be conducted within TFR depots nationally. TFR consist of depots across the six (6) corridors, namely Container Corridor, Orelane Corridor, Cape Corridor, North Corridor, North-East Corridor, and Central Corridor, and the focus will be on the following stations and/or personnel's:

- Train Control Offices

- Train Traffic operational depots
- Shunting yards
- Rail Network Infrastructure.

3 KEY OBJECTIVES OF THIS RFI PROCESS

The following list of deliverables captures the minimum intent and objectives of the RFI process. Transnet requests all Respondents to assist with the achievement of these objectives by submitting the requested information as indicated below. This will be finalised in the RFP documents following the RFI process:

- The Respondents are to outline in detail, the techniques / tools / equipment that will be used for conducting Ergonomics Risk Assessments, Workload Assessments, and Fatigue Risk Assessments.
- The respondents must provide an Asset register with an explanation for all the assessment tools/equipment that will be utilized during these assessments, whether they own the tools/equipment or leased and the status of calibration for each tool/equipment used.
- Respondents are required to outline how they develop, review, and maintain the techniques/tools / equipment that they use for performing the Ergonomics Risk Assessment, Workload Assessment, and Fatigue Risk Assessment and their sampling strategy.
- Respondents are to provide the required proof of experience for conducting Ergonomics Risk Assessments, Fatigue Risk Assessments, and Workload Assessments in accordance with the approved local and ISO Ergonomics standards.
- To provide and explain in detail, whether are they using industry-specific scientific tools and methodologies; applying a holistic approach when assessing workload including conducting task observations, interviews, task analysis and utilisation of relevant workload assessment tool/s to assess the physical and cognitive demands.
- Provide an illustration of how the scientific interpretation of Ergonomics Risk Assessments, Workload Assessments, and Fatigue Risk Assessments measurement results work.
- The Respondent must provide illustrations on how their data / information is captured for reporting purposes and how they keep records of their data / information.
- To outline the level of competency required of the person/s who will be performing the Ergonomics assessments, adequate experience, knowledge, and the relevant qualifications that are specific to Ergonomics.
- All the Respondents are required to provide a cost breakdown of all their Ergonomic services (Ergonomics Risk Assessments, Workload Assessments, and Fatigue Risk Assessments).

ADDITIONAL INFORMATION

Respondents are also encouraged to include any other relevant information that they deem necessary and might have not been included explicitly in this request. Submissions are not limited to the criteria listed above.

4 TECHNICAL SPECIFICATION

TFR's core business lies in freight logistics solutions designed for customers in industry-based business segments such as mining, agriculture, containerized freight, and heavy and light manufacturing. TFR is a dominant player in the transportation of automotive products, containers, lime and cement, coal, grain, fuel, chemicals, fertilizer, chrome and manganese, granite, and the consolidated sector.

TFR employees' risk of exposure to various ergonomics hazards such as working with heavy equipment/manual handling, repetitive tasks, workload, working extended hours, etc. must be assessed periodically as prescribed and the resultant risks must be managed to as low as reasonably practicable.

TFR is therefore, calling for service providers with the technical skills required, to submit more information on the methods/techniques/equipment for measuring, analyzing and recommending best practice Human Factor Risk management solutions. **Kindly see the detailed requirements in paragraph 3 above (key objectives of this RFI process).**

5 GENERAL RESPONDENT OBLIGATIONS

5.1 The Respondent (s) must comply with the requirements stated in this RFI.

6 CONFIDENTIALITY AND COMPLIANCE

This RFI and information contained herein or provided for purposes thereof, remain the property of Transnet and may not be reproduced, sold or otherwise disposed of. All recipients of this document (whether a RFI is submitted or not) shall treat the details of this document as strictly private and confidential.

Information disclosed in this RFI is given in good faith and only for the purposes of providing sufficient information to the Respondent to enable submission of a well-informed and realistic RFI.

7 UNDERTAKINGS BY RESPONDENT

It will be accepted that the Respondent, on submitting the RFI response, has read, understood and accepted all the terms and conditions of the document. The submission of an RFI by any Respondent shall presume complete acceptance of the terms and conditions of the document. All qualifications and or exceptions should be noted in the RFI Response document.

8 COSTS TO RESPOND TO THE RFI

- 8.1 All Respondents wishing to submit a RFI response must be in possession of this document, the RFI. Transnet will not be responsible for or pay any expense or losses which may be incurred by any Respondent in the preparation and submission of the RFI and the costs of the RFI at all stages of the RFI process. Costs, if any, will be for each Respondent's own account.
- 8.2 Transnet reserves the right to invite certain Respondents to present or otherwise demonstrate their proposed solution as per their RFI, at the Respondent's own cost.

9 AUTHORITY OF SIGNATORY

- 9.1 If the RFI Respondent is a company, a certified copy of the resolution of the Board of Directors (i.e. personally signed by the Chairman or Secretary of the Board) authorising the person who signs this RFI to do so and any other documents and correspondence in connection with this RFI and/or agreement on behalf of the company, must be submitted with their RFI.
- 9.2 If the RFI Respondent is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this RFI to do so and any other documents and correspondence in connection with this RFI and/or agreement on behalf of the partnership, must be submitted with this RFI.
- 9.3 If the RFI Respondent constitutes a "one-man business", certified proof must be submitted that the person signing this RFI and any other documents and correspondence in connection with this RFI and/or agreement is the sole owner of the one-man business.

Failure to comply with this clause may result in rejection of the RFI response.

10 UNDERTAKING BY TRANSNET

In responding to this RFI, Transnet encourages all RFI Respondents to put their best effort into the construction and development of the proposal.

SECTION 4: TRANSNET'S RFI INFORMATION

1 STATISTICS [Information]

Transnet is calling for information from experienced service providers on ergonomics services.

Please note that the aforementioned information is provided merely as an indication of the size and nature of Transnet's current requirements and consequently does not necessarily reflect the extent of the Services to be provided by appointed Service Provider(s) through an award of business at any future date.

2 REQUIREMENTS FOR RFI

Respondents expressing an interest to participate in this RFI stage must provide the full information regarding the below deliverables. Transnet requests all Respondents to assist with the achievement of these objectives by submitting the requested information as indicated below:

- The Respondents are to outline in detail, the techniques / tools / equipment that will be used for conducting Ergonomics Risk Assessments, Workload Assessments, and Fatigue Risk Assessments.
- The respondents must provide an Asset register with an explanation for all the assessment tools/equipment that will be utilized during these assessments, whether they own the tools/equipment or leased and the status of calibration for each tool/equipment used.
- Respondents are required to outline how they develop, review, and maintain the techniques/tools / equipment that they use for performing the Ergonomics Risk Assessment, Workload Assessment, and Fatigue Risk Assessment and their sampling strategy.
- Respondents are to provide the required proof of experience for conducting Ergonomics Risk Assessments, Fatigue Risk Assessments, and Workload Assessments in accordance with the approved local and ISO Ergonomics standards.
- To provide and explain in detail, whether are they using industry-specific scientific tools and methodologies; applying a holistic approach when assessing workload including conducting task observations, interviews, task analysis and utilisation of relevant workload assessment tool/s to assess the physical and cognitive demands.
- Provide an illustration of how the scientific interpretation of Ergonomics Risk Assessments, Workload Assessments, and Fatigue Risk Assessments measurement results work.
- The Respondent must provide illustrations on how their data / information is captured for reporting purposes and how they keep records of their data / information.
- To outline the level of competency required of the person/s who will be performing the Ergonomics assessments, adequate experience, knowledge, and the relevant qualifications that are specific to Ergonomics.
- All the Respondents are required to provide a cost breakdown of all their Ergonomic services (Ergonomics Risk Assessments, Workload Assessments, and Fatigue Risk Assessments).

Respondent's Signature

Date and Company Stamp

ADDITIONAL INFORMATION

Respondents are also encouraged to include any other relevant information that they deem necessary and might have not been included explicitly in this request. Submissions are not limited to the criteria listed above.

3 FINANCIAL REQUIREMENTS FOR FUTURE AWARD OF BUSINESS

In the event of a RFP following this RFI process, it will be a condition precedent prior to the award of business in terms of that RFP that the successful Respondent demonstrates its ability to fund Transnet's requirements.

4 EVALUATION

There will be no evaluations, at this stage. However, respondents are highly advised to adhere to the request details as detailed in the request documentation.

RETURNABLE DOCUMENTS

*Respondents must submit with their responses to this RFI, **as a minimum requirement**, all the returnable documents indicated below with a [√]. All Sections must be signed and dated by the Respondent.*

Minimum Requirements - Returnable Documents	Submitted [√]
SECTION 1: SBD1 FORM	
SECTION 2: Notice to Respondents	
SECTION 3: RFI Scope of Requirements (Technical Submission)	
SECTION 4: Transnet's RFI Information (Technical Submission)	
Valid proof of Respondent's compliance to B-BBEE requirements (Valid B-BBEE certificate or Sworn Affidavit) stipulated in Section 7 of this RFI	
SECTION 5: Certificate Of Acquaintance with RFI, Terms & Conditions & Applicable Documents	
SECTION 7: SBD 4 - Bidder's Disclosure	
SECTION 8: Certificate of attendance of non-compulsory RFI Briefing Meeting	
SECTION 9: Protection of Personal Information	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The 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 this RFI process.

 Respondent's Signature

 Date and Company Stamp

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 and Company Stamp

SECTION 5: CERTIFICATE OF ACQUAINTANCE WITH RFI, TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing these RFI documents, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFI including those contained in any printed form stated to form part hereof including but not limited to the documents stated below. Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition.

1 Specifications and drawings attached to this RFI

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in this RFI 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 RFI 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 RFI documents included in the RFI as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date and Company Stamp

SECTION 6: RFI CLARIFICATION REQUEST FORM

RFI No: HOAC-HO-37319

Deadline for RFI clarification submissions: Before **12:00 pm on 14 October 2022**

TO: Transnet SOC Ltd

ATTENTION: Thabelo Tshidzumba

EMAIL [Thabelo.tshidzumba@transnet.net]

DATE:

FROM:

RFI Clarification No *[to be inserted by Transnet]*

REQUEST FOR RFI CLARIFICATION:

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SECTION 7: SBD 4 - BIDDER'S DISCLOSURE**1 PURPOSE OF THE FORM**

1.1 Any person (natural or juristic) responding to this RFI must do so inline with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the respondent to make this declaration in respect of the details required hereunder.

2 Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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

YES/NO

2.2.1. If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

interest in any other related enterprise?

YES/NO

2.3.1. If so, furnish particulars:

.....

.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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.
- 3.4 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.5 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

Respondent's Signature

Date and Company Stamp

SECTION 8: CERTIFICATE OF ATTENDANCE OF NON-COMPULSORY RFI BRIEFING

It is hereby certified that –

1. _____

2. _____

Representative(s) of _____ *[name of entity]*

attended the RFI briefing in respect of the proposed Services to be rendered in terms of this RFI on
_____ 20____

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

EMAIL _____

NOTE:

This certificate of attendance must be filled in duplicate, one copy to be kept by Transnet and the other copy to be kept by the Respondent.

Respondent's Signature

Date and Company Stamp

SECTION 9: 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 RFI, 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 RFI 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 RFI, 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

Respondent's Signature

Date and Company Stamp

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

Respondents are required to provide consent below:

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

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Respondent's Signature

Date and Company Stamp