



## REQUEST FOR PROPOSAL

### RFP NUMBER iCLM PE 554/TPT

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**

Transnet Port Terminals, [a division of Transnet (SOC) Ltd] invites all interested parties to respond to the abovementioned RFP. The RFP documents may be accessed on and after **Monday, 21 November 2022**, from the eTender Publication Portal via the following link [www.etenders.gov.za](http://www.etenders.gov.za) and the Transnet website [www.transnet.net](http://www.transnet.net), free of charge. Alternatively, they may be collected from the Supply Chain Department, First Floor, NRE Garage, Green Street, Port of Port Elizabeth during the office hours of 08h30 to 16h00 on weekdays. **RFP documents will only be available until 16h00 on 28 November 2022 at the office.**

For enquiries regarding collection of the RFP, please contact Mr. Mandlenkosi Mjoli on 041 507 1580 or [Mandlenkosi.mjoli@transnet.net](mailto:Mandlenkosi.mjoli@transnet.net).

**Please note:** These documents will be available free of charge on [www.etenders.gov.za](http://www.etenders.gov.za) and [www.transnet.net](http://www.transnet.net) and if collected from TPT they will be available free of charge and all copies will be controlled and registered.

**A compulsory RFP briefing Session will be held, on 29 November 2022 at 10h00. Details of the briefing session are contained in the RFP documents.**

**This RFP shall close punctually at 10h00 on Tuesday the 13 December 2022. 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, [www.transnet.net](http://www.transnet.net)**

Telephone, e-mail, facsimile and late bids will not be considered. Bids may only be submitted on the bid documentation that is issued.

Preference will be given to Respondents based on their B-BBEE status.

Transnet fully subscribes to Government's New Growth Path PPPFA objectives and as such has decided to set a pre-qualification criterion that only respondents falling in the following categories may respond to this RFP:

- EME's with a B-BBEE status level 1.

**All Suppliers who wish to do business with Transnet must be registered in the Central Supplier Database (CSD) which can be accessed online via [www.csd.gov.za](http://www.csd.gov.za)**

**Transnet urges Clients, Suppliers and Service Providers to report any acts of fraud and/or instances of corruption to Transnet's TIP-OFFS ANONYMOUS on 0800 003 056 or [Transnet@tip-offs.com](mailto:Transnet@tip-offs.com).**



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## **Transnet Port Terminals**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

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

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

**RFP NUMBER:** iCLM PE 554/TPT

**ISSUE DATE:** 21 November 2022

**COMPULSORY BRIEFING & SITE MEETING:** 29 November 2022 at  
10h00

**CLOSING DATE:** 13 December 2022

**CLOSING TIME:** 10h00

**BID VALIDITY PERIOD:** 180 Business Days from Closing Date

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

**Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.**

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

- **EME's with a B-BBEE status level 1.**

**SCHEDULE OF BID DOCUMENTS**

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ANNEXURE F : TRANSNET'S SUPPLIER INTEGRITY PACT

**RFP FOR THE PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

**SECTION 1: SBD1 FORM**

**PART A**

**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET PORT TERMINALS, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	iCLM PE 554/TPT	ISSUE DATE:	21 November 2022	CLOSING DATE:	13 December 2022	CLOSING TIME:	10h00
DESCRIPTION	PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.						
BID RESPONSE DOCUMENTS SUBMISSION							
RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED (please refer to section 2, paragraph 3 for a detailed process on how to upload submissions): <a href="https://www.transnet.net">https://www.transnet.net</a>							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Mandlenkosi Mjoli			CONTACT PERSON	Mandlenkosi Mjoli		
TELEPHONE NUMBER	041 507 1580			TELEPHONE NUMBER	041 507 1580		
FACSIMILE NUMBER				FACSIMILE NUMBER			
E-MAIL ADDRESS	<a href="mailto:Mandlenkosi.mjoli@transnet.net">Mandlenkosi.mjoli@transnet.net</a>			E-MAIL ADDRESS	<a href="mailto:Mandlenkosi.mjoli@transnet.net">Mandlenkosi.mjoli@transnet.net</a>		
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: <input type="checkbox"/>	<input type="checkbox"/>	OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA <input type="checkbox"/> <input type="checkbox"/>		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes                      No		B-BBEE STATUS LEVELSWORN AFFIDAVIT		[TICK APPLICABLE BOX] Yes                      No		

Respondent's Signature

Date & Company Stamp

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]**

<b>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 ]
--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.**

## PART B

### TERMS AND CONDITIONS FOR BIDDING

**1. TAX COMPLIANCE REQUIREMENTS**

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

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

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

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

**RFP FOR THE PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

**SECTION 2: NOTICE TO BIDDERS**

**1 INVITATION TO BID**

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

<b>DESCRIPTION</b>	<b>Provision of Office, Mess and Ablution facilities Cleaning Services at the Port of Port Elizabeth and Ngqura Container Terminal for a period of three (3) years, for Transnet SOC Ltd (registration no. 1990/000900/30) operating at Transnet Port Terminals (hereinafter referred to as "TPT") (3) years. [the Services]</b>
<b>TENDER ADVERT</b>	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
<b>RFP DOWNLOADING</b>	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> <li>Click on "Tender Opportunities";</li> <li>Select "Advertised Tenders";</li> <li>In the "Department" box, select Transnet SOC Ltd.</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet 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="#">here</a> (refer to section 2, paragraph 3 below for detailed steps)</p>
<b>COMMUNICATION</b>	<p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
<b>BRIEFING SESSION</b>	<p>Yes – Compulsory, 29 November 2022 at 10h00</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:Mandlenkosi.mjoli@transnet.net">Mandlenkosi.mjoli@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>	<p><b>10h00 on Tuesday 13 December 2022</b></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><b>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. Please do not</b></p>

	<b>wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</b>
<b>VALIDITY PERIOD</b>	<b>180 Business Days from Closing Date</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 10.12

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

## 2 FORMAL BRIEFING

A compulsory pre-proposal RFP briefing/site meeting will be conducted at the Canteen, NRE Garage, Green Street, Port of Port Elizabeth on the **29<sup>th</sup> of November 2022**, at 10h00 for a period of ± two (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.

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** RFP briefing and/or site meeting.

- 2.1 Respondents failing to attend the compulsory RFP briefing will be disqualified.
- 2.2 Respondents are encouraged to bring a copy of the RFP to the RFP briefing/site meeting.

## 3 PROPOSAL SUBMISSION

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

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

- Log on to the Transnet eTenders management platform website (<https://www.transnet.net>);
- Click on "TENDERS";
- Scroll towards the bottom right hand side of the page;
- On the blue window click on "register on our new eTender Portal";
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net)

#### 4 RFP INSTRUCTIONS

- 4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 4.2 All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 4.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.4 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 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.

#### 6 PREFERENTIAL PROCUREMENT PREQUALIFICATION CRITERIA

##### 6.1 Exempted Micro Enterprises & Qualifying Small Enterprises

Transnet has set a prequalification criterion that only Exempted Micro Enterprises (EMEs) may participate in this RFP process. A bid that fails to meet this pre-qualifying criteria will be regarded as an unacceptable bid.

##### 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, and Respondents who do not have at least this B-BBEE status will be disqualified.

#### 7 COMMUNICATION

- 7.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted onto the system and to [Mandlenkosi.mjoli@transnet.net](mailto:Mandlenkosi.mjoli@transnet.net) before **12h00 on 06 December 2022**, substantially in the form

set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.

- 7.2 After the closing date of the RFP, a Respondent may only communicate with 041 507 2092, email Mandlenkosi.mjoli@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 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 Services which are reflected in the scope of this RFP;
- 11.6 split the award of the contract between more than one 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 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 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 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:**

---

Respondent's Signature

---

Date & Company Stamp

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS**

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

**1 BACKGROUND**

Transnet Port Terminals operating at the Ngqura Container Terminal and Port of Port Elizabeth, has two world class canteen facilities, serving about  $\pm$  600 employees in PE and  $\pm$  800 employees at NCT.

To this end, TPT would like to outsource the management of the canteen to a suitable provider.

**2 EXECUTIVE OVERVIEW**

Whereas Transnet is seeking a partner(s) to provide solutions for its Canteen and Catering Services, it also seeks to improve its current processes for providing these Services to its end user community throughout its locations.

The selected Service provider(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 Service provider(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:

- 2.1** Transnet must receive reduced cost of acquisition and improved service benefits resulting from the Service provider's economies of scale and streamlined service processes.
- 2.2** Transnet must achieve appropriate availability that meets user needs while reducing costs for both Transnet and the chosen Service provider(s).
- 2.3** Transnet must receive proactive improvements from the Service provider with respect to supply/provision of Services and related processes.
- 2.4** Transnet's overall competitive advantage must be strengthened by the chosen Service provider's leading edge technology and service delivery systems.
- 2.5** Transnet end users must be able to rely on the chosen Service provider's personnel for service enquiries, recommendations and substitutions.
- 2.6** Transnet must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

**3 SCOPE OF REQUIREMENTS**

Scope of work attached as **Annexure A**.

**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.

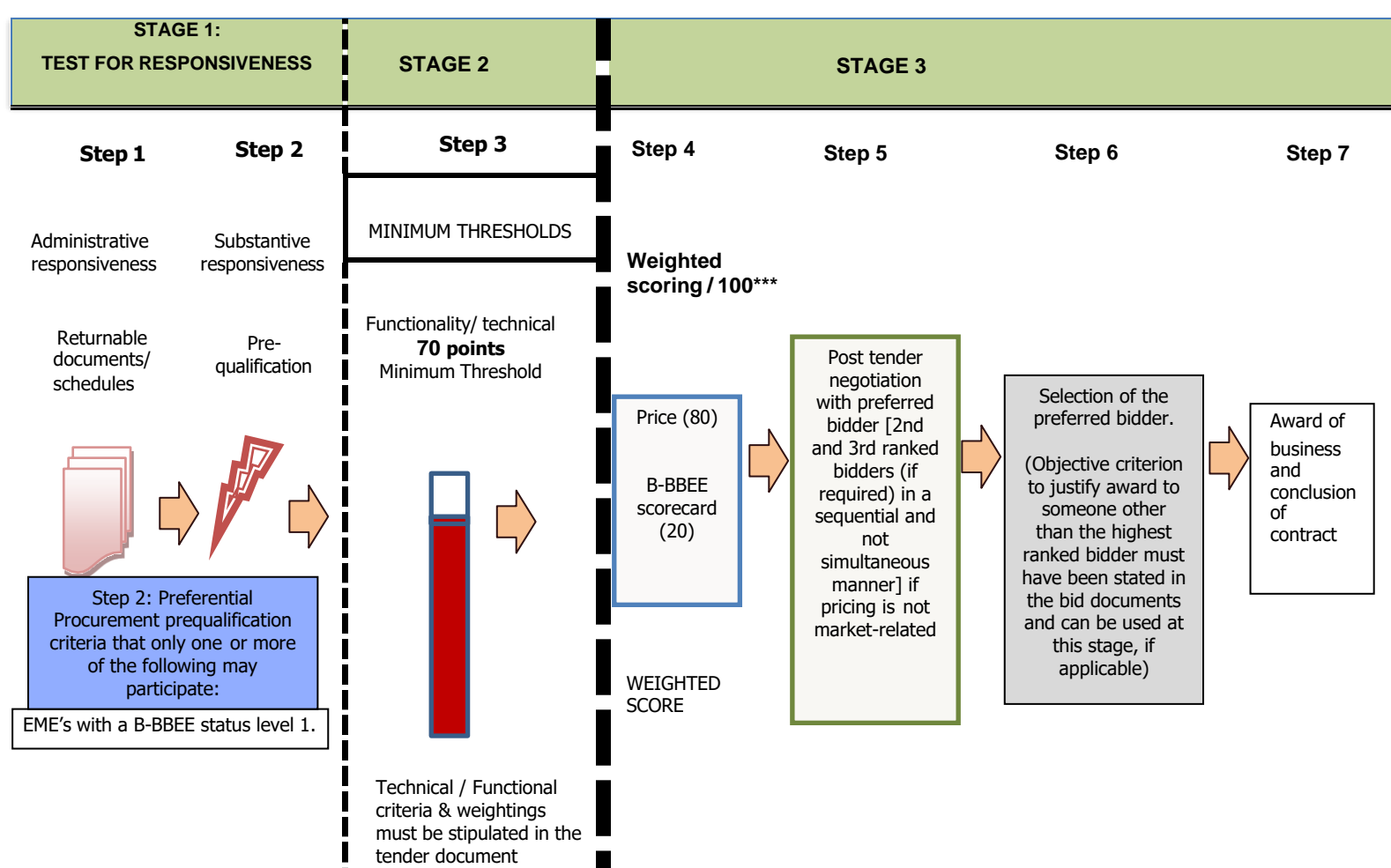
**5 GENERAL SERVICE PROVIDER OBLIGATIONS**

**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 steps of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

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

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFP Reference
<ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> </ul>	Section 1 paragraph 3
<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>	Section 5
<ul style="list-style-type: none"> <li>Verify the validity of all returnable documents</li> </ul>	Section 5
<ul style="list-style-type: none"> <li>Verify if the Bid document has been duly signed by the authorised respondent</li> </ul>	All sections

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

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

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

Check for substantive responsiveness	RFP Reference
<ul style="list-style-type: none"> <li>Whether any general and legislation qualification criteria (excluding preferential procurement) set by Transnet, have been met</li> </ul>	All sections including: Section 2 paragraphs, 10.2, General Bid Conditions clause 20
<ul style="list-style-type: none"> <li>Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule</li> </ul>	Section 4
<ul style="list-style-type: none"> <li>Whether the Bid materially complies with the scope and/or specification given</li> </ul>	All Sections
<ul style="list-style-type: none"> <li>Whether any set prequalification criteria for preferential procurement have been met:               <ul style="list-style-type: none"> <li>– <b>EME's with a B-BBEE status level 1.</b></li> </ul> </li> </ul>	Section 2 paragraph 6.1
<ul style="list-style-type: none"> <li>Whether any Technical pre-qualification/eligibility criteria set by Transnet have been met as follows:               <ul style="list-style-type: none"> <li>- Respondents must have a Valid registration certificate with the National Contract Cleaners Association or any recognised Cleaners Association (Returnable schedule 1)</li> <li>- Respondents must have a Valid Letter of Good standing from the Compensation Commissioner (Returnable Schedule 2).</li> </ul> </li> </ul>	Section 3 – Scope of Work Annexure A

**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	Scoring Methodology
<ul style="list-style-type: none"> <li><b>Background Experience</b></li> </ul> <p>Respondent must submit three (3) reference letters from companies that they have provided with a similar service - the reference letters must not be dated older than 3 years. The reference letters must indicate a minimum of one (1) year experience. Refer to RFP Returnable schedule 3</p>	30	<p>3 Reference Letters submitted = 30</p> <p>2 Reference Letters submitted = 20</p> <p>&lt; 2 Reference Letters submitted = 0</p>
<ul style="list-style-type: none"> <li><b>List of Cleaning Chemicals</b></li> </ul> <p>Respondent must submit a list of all chemicals to be used for cleaning (according to the scope of work), together with the Material Safety Data Sheets (MSDS) File. List should cover chemicals for the following areas (but not limited to): ablution facilities; glass &amp; window cleaner; dishwashing liquid; carpet cleaner; tiles, paint &amp; walls; cooker hood &amp; stove; deep cleaning; furniture cleaner (wooden &amp; metal); and general areas &amp; mess room floors. Refer to RFP Returnable schedule 4</p>	20	<p>list of chemicals and MSDS matches criteria 100% = 20</p> <p>list of chemicals and MSDS matches criteria 90% = 18</p> <p>list of chemicals and MSDS matches criteria 80% = 16</p> <p>list of chemicals and MSDS matches criteria 70% = 14</p> <p>list of chemicals and MSDS matches less than 70% of criteria = 0</p>
<ul style="list-style-type: none"> <li><b>Risk Assessments</b></li> </ul> <p>Respondent must submit a generic risk assessment, based on the attached cleaning services scope of work. The risk assessment should, as a minimum, give detail of the following elements: safety; health; environment and quality. Refer to RFP Returnable schedule 5</p>	10	<p>risk assessment covers all 4 elements = 10</p> <p>risk assessment covers 3 of the 4 elements = 7.5</p> <p>risk assessment covers 2 of the 4 elements = 5</p> <p>risk assessment covers less than 2 of the 4 elements or no risk assessment submitted = 0</p>
<ul style="list-style-type: none"> <li><b>Standard Operating Procedures</b></li> </ul> <p>Respondent must submit a hazardous material/chemicals control plan/procedure. The SOP must include, but not limited to, the following: '- ways to mitigate risks pertaining to the task;'- PPE required to the task;'- competency required for the task; and'- equipment required for the task. Refer to RFP Returnable schedule 6</p>	10	<p>10 points = SOP including all elements submitted.</p> <p>5 points = SOP including - ways to mitigate risks pertaining to the task submitted.</p> <p>5 points = SOP including - PPE required to the task submitted.</p> <p>5 points = SOP including competency required for the task submitted.</p> <p>5 points = SOP including - equipment required for the task submitted.</p> <p>0 points = SOP not submitted.</p>
<ul style="list-style-type: none"> <li><b>SHE Plan (Respondent must submit a SHE plan covering the following topics):</b></li> </ul> <p>Waste management. Refer to RFP Returnable schedule 5</p> <p>Management of safety when working at heights. Refer to RFP Returnable schedule 7</p>	<p>5</p> <p>5</p>	<p>Submitted = 5</p> <p>Not Submitted = 0</p> <p>Submitted = 5</p> <p>Not Submitted = 0</p>

Management of employee exposure to Hazardous Biological Agents (procedure). Refer to RFP Returnable schedule 7	5	Submitted = 5 Not Submitted = 0
Management of issuing of PPE (Personal Protective Equipment). Refer to RFP Returnable schedule 7	5	Submitted = 5 Not Submitted = 0
Written safe working procedures pertaining to cleaning services. Refer to RFP Returnable schedule 7	5	Submitted = 5 Not Submitted = 0
Management of injuries on duty procedure. Refer to RFP Returnable schedule 7	5	Submitted = 5 Not Submitted = 0
<b>Total Weighting:</b>	<b>100</b>	
<b>Technical Evaluation Criteria</b>	<b>Points Weightings</b>	<b>Scoring Methodology</b>
<b>Minimum qualifying score required:</b>	<b>70</b>	

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

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

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

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

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

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

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

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 20 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**

Thresholds	Minimum Threshold
Technical / functionality	70

Evaluation Criteria	Final Weighted Scores
Price	80
B-BBEE - Scorecard	20
<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).
- Over and above the negotiating of prices with the preferred bidder to get a market-related price, Transnet may engage preferred bidder(s) to negotiate reduced rates before or after the award of business to achieve cost effectiveness in all its contracts.

**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:

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

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS**

**SECTION 4: PRICING AND DELIVERY SCHEDULE**

Respondents are required to complete the Pricing Schedule attached as **Annexure B**.

Respondents are to note that Transnet will round off final pricing scores to the nearest 2 (two) decimal places.

**Notes to Pricing:**

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
  - (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
  - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.
- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule 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 the Port of Port Elizabeth and Ngqura Container Terminal.
- 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.

**1. DISCLOSURE OF CONTRACT INFORMATION**

**PRICES TENDERED**

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

**JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS**

Transnet may also be required to disclose information relating to the subsequent contract i.e. the name of the company, 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. "AS AND WHEN REQUIRED" CONTRACTS**

- 2.1** Purchase orders will be placed on the Service provider(s) from time to time as and when Services are required.
- 2.2** 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.
- 2.3** Delivery requirements may be stipulated in purchase orders. 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.

**2.4** 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:

\_\_\_\_\_

**2.5** 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.

\_\_\_\_\_

### **3. SERVICE LEVELS**

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

**3.2** Transnet will have monthly reviews with the Service provider's account representative on an on-going basis.

**3.3** 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.

**3.4** 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
- c) HACCP programme implemented and maintained at site
- d) Maintenance of the Municipal Health Certificate (R918)
- e) A new menu on display on Monday morning (jointly agreed to by the Service Provider and TPT)
- f) Canteen personnel wearing clean protective clothing and uniform with name tags
- g) Queue (waiting) time per person <5 minutes
- h) Salads, condiments, drinks, accompaniments and non-consumables replenished on a timely basis
- i) Timeous delivery of Catering (Provide special meals and catering to TPT)
- j) Daily inspection conducted and report on defects that could be detrimental to health and safety of TPT employees.
- k) Submit accurate invoice(s) with clear item details and supporting documentation. Provide monthly statement to reflect all payments made and outstanding
- l) Initiate and maintain a customer feedback questionnaire/programme
- m) Submit an operational report on the canteen and catering service timeously and accurate data
- n) Submit and maintain valid Insurance Certificate

If the Service provider does not achieve this level as an average over each quarter, Transnet will receive a 5% [five per cent] rebate on quarterly sales payable in the next quarter

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

- 3.6** 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>		<b>NO</b>	
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**4. TOTAL COST OF OWNERSHIP AND CONTINUOUS IMPROVEMENT INITIATIVES**

- 4.1** 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 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>	
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If "yes", please specify details in paragraph 6.2 below.

- 4.2** 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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**5. 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:

**5.1 Quality and specification of Services delivered:**


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**5.2 Continuity of supply:**


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


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SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

**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 Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

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

- (i) Master Agreement (which may be subject to amendment at Transnet's discretion if applicable);
- (ii) General Bid Conditions; and
- (iii) any other standard or special conditions mentioned and/or embodied in this Request for Proposal.

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

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

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

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

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the provision of Services within 4 [four] 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 Services due to non-performance by ourselves, , etc.

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

### ADDRESS FOR NOTICES

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

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

Name of Entity:

\_\_\_\_\_

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

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

\_\_\_\_\_

### NOTIFICATION OF AWARD OF RFP

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

### VALIDITY PERIOD

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

### NAME(S) AND ADDRESS / ADDRESSES OF DIRECTOR(S) OR MEMBER(S)

The Respondent must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [**C.C.**] on whose behalf the RFP is submitted.

(i) Registration number of company / C.C. \_\_\_\_\_

(ii) Registered name of company / C.C. \_\_\_\_\_

(iii) Full name(s) of director/member(s)	Address/Addresses	ID Number(s)
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\_\_\_\_\_  
Respondent's Signature

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

**RETURNABLE DOCUMENTS**

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

Mandatory Returnable Documents	<b>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.</b>
Returnable Documents Used for Scoring	<b>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.</b>
Essential Returnable Documents	<b>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.</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:

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
Section 1: SBD1 Form	
SECTION 4: Pricing and Delivery Schedule	
ANNEXURE B – Pricing Schedule	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP (Valid B-BBEE certificate or Sworn Affidavit)	
Valid registration certificate with the National Contract Cleaners Association or any recognised Cleaners Association. Returnable schedule 1	
Valid Letter of Good standing from the Compensation Commissioner. Returnable schedule 2	

**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>
<ul style="list-style-type: none"> <li><b>Background Experience</b></li> </ul> <p>Respondent must submit three (3) reference letters from companies that they have provided with a similar service - the reference letters must not be dated older than 3 years. The reference letters must indicate a minimum of one (1) year experience. Refer to RFP Returnable schedule 3</p>	
<ul style="list-style-type: none"> <li><b>List of Cleaning Chemicals</b></li> </ul> <p>Respondent must submit a list of all chemicals to be used for cleaning (according to the scope of work), together with the Material Safety Data Sheets (MSDS) File. List should cover chemicals for the following areas (but not limited to): ablution facilities; glass &amp; window cleaner; dishwashing liquid; carpet cleaner; tiles, paint &amp; walls; cooker hood &amp; stove; deep cleaning; furniture cleaner (wooden &amp; metal); and general areas &amp; mess room floors. Refer to RFP Returnable schedule 4</p>	
<ul style="list-style-type: none"> <li><b>Risk Assessments</b></li> </ul> <p>Respondent must submit a generic risk assessment, based on the attached cleaning services scope of work. The risk assessment should, as a minimum, give detail of the following elements: safety; health; environment and quality. Refer to RFP Returnable schedule 5</p>	
<ul style="list-style-type: none"> <li><b>Standard Operating Procedures</b></li> </ul> <p>Respondent must submit a hazardous material/chemicals control plan/procedure. The SOP must include, but not limited to, the following: '- ways to mitigate risks pertaining to the task;'- PPE required to the task;'- competency required for the task; and'- equipment required for the task. Refer to RFP Returnable schedule 6</p>	
<ul style="list-style-type: none"> <li><b>SHE Plan (Respondent must submit a SHE plan covering the following topics):</b></li> </ul> <p>Waste management. Refer to RFP Returnable schedule 7</p> <p>Management of safety when working at heights. Refer to RFP Returnable schedule 7</p> <p>Management of employee exposure to Hazardous Biological Agents (procedure). Refer to RFP Returnable schedule 7</p> <p>Management of issuing of PPE (Personal Protective Equipment). Refer to RFP Returnable schedule 7</p> <p>Written safe working procedures pertaining to cleaning services. Refer to RFP Returnable schedule 7</p> <p>Management of injuries on duty procedure. Refer to RFP Returnable schedule 7</p>	

**c) Essential Returnable Documents:**

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

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
<ul style="list-style-type: none"> <li><b>Equipment</b></li> </ul> <p>The Respondent must confirm that they have the minimum equipment required to carry out the required cleaning services. Refer to RFP Returnable schedule 8</p>	
<ul style="list-style-type: none"> <li><b>SHEQ Management</b></li> </ul> <p>Respondent must submit a SHE organogram with names of designated individuals. Refer to RFP Returnable schedule 9</p>	
<ul style="list-style-type: none"> <li><b>Staff Complement Confirmation</b></li> </ul> <p>The Respondent is required to provide confirmation that they will have sufficient human capital to meet the requirements stated in the Scope of Work. The complete list of employees will be submitted within one (1) week of the successful Respondent receiving the signed letter of award from TPT. Refer to RFP Returnable schedule 10</p>	
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: Protection of Personal Information	
CSD registration	
Certified copies of Directors IDs	
<p>Tax Clearance Certificate or electronic access PIN obtained from SARS's new Tax Compliance Status (TCS) system [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate/PIN for each party]</p>	

Respondent's Signature

Date &amp; Company Stamp

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

The successful Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of any contract emanating from this RFP. Should the Respondent be awarded the contract [**the Agreement**] and fail to present Transnet with such renewals as and when they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement immediately without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

**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

**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 \_\_\_\_\_ 2022

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

**RFP FOR THE PROVISION OF CONVEYOR BELT SPLICING SERVICES AT THE PORT ELIZABETH MULTI-PURPOSE TERMINAL FOR TRANSNET SOC LIMITED (REGISTRATION NUMBER 1990/000900/30) OPERATING AS TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") FOR A PERIOD OF THREE (3) YEARS.**

**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 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.

#### **BIDDER'S DISCLOSURE (SBD4)**

### **12 PURPOSE OF THE FORM**

12.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

12.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **13 Bidder's declaration**

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

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

Full Name	Identity Number	Name of State institution

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

**YES/NO**

13.2.1. If so, furnish particulars:

.....  
 .....

13.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

**YES/NO**

13.3.1. If so, furnish particulars:

.....  
 .....

## **14 DECLARATION**

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

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

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

14.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

<sup>2</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.

- 14.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 14.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 14.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 14.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 12, 13 and 14 ABOVE IS CORRECT.

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

#### **BREACH OF LAW**

We further hereby certify that I/we (the bidding entity and/or any of its directors, members or partners) **have/have not been** [delete as applicable] found guilty during the preceding 5 [five] years of a serious breach of law, including but not limited to a breach of the Competition Act, 89 of 1998, by a court of law, tribunal or other administrative body. The type of breach that the Respondent is required to disclose excludes relatively minor offences or misdemeanours, e.g. traffic offences. This includes the imposition of an administrative fine or penalty.

Where found guilty of such a serious breach, please disclose:

NATURE OF BREACH:

---

DATE OF BREACH: \_\_\_\_\_

Furthermore, I/we acknowledge that Transnet SOC Ltd reserves the right to exclude any Respondent from the bidding process, should that person or entity have been found guilty of a serious breach of law, tribunal or regulatory obligation.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Registration No of Company/CC
Place:	Registration Name of Company/CC

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

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

## SECTION 8: RFP CLARIFICATION REQUEST FORM

RFP deadline for questions / RFP Clarifications: Before 12h00 on 06 December 2022

RFP Clarification No [to be inserted by Transnet] .....

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Date &amp; Company Stamp

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

**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.**

**1. GENERAL CONDITIONS**

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

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

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

1.3 Preference points for this bid shall be awarded for:

- (a) Price; 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>80</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>20</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 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);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = \left( \frac{P_t - P_{\min}}{P_{\min}} \right)^{80/20}$$

Where

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

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

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

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	2
Non-compliant contributor	0

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

Enterprise	B-BBEE Certificate & Sworn Affidavit
<b>Large</b>	Certificate issued by SANAS accredited verification agency
<b>QSE</b>	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at <a href="http://www.dti.gov.za/economic_empowerment/bee_codes.jsp">www.dti.gov.za/economic_empowerment/bee_codes.jsp</a> .]
<b>EME<sup>3</sup></b>	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

## 5. BID DECLARATION

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

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

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

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

<sup>3</sup> In terms of the Implementation Guide: Preferential Procurement Regulations, provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

**7. 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 is to the below designated groups:

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

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

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Y Partnership/Joint Venture / Consortium
- Y One person business/sole propriety
- Y Close corporation
- Y Company
- Y (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

8.6 COMPANY CLASSIFICATION

- Y Manufacturer
- Y Supplier
- Y Professional Service provider
- Y Other Service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

Respondent's Signature

Date &amp; Company Stamp

- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
  - iv) If a bidder submitted false information regarding its B-BBEE status level of contributor or any other matter required, 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.....

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS.**

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

It is hereby certified that –

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

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

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

attended the RFP briefing / site meeting in respect of the proposed Services to be rendered in terms of this RFP on **29 November 2022** at **10h00**.

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

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

DATE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

**NOTE:**

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

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

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

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT") (3) YEARS**

**SECTION 11: 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

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Respondent's Signature

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Date & Company Stamp

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

## ANNEXURE C: SCOPE OF WORK

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**

### Introduction

Transnet Port Terminals (TPT) – Port Elizabeth and Ngqura Container Terminal has an obligation to ensure that its employees work in a clean, hygienic and healthy environment. TPT (Port of Port Elizabeth and Ngqura Container Terminal) requires the services of a cleaning service provider to conduct cleaning services on the facilities mentioned on the scope below.

<b><u>DETAILED SPECIFICATION :</u></b>	
<b><u>PORT OF PORT ELIZABETH &amp; NGQURA CONTAINER TERMINAL</u></b>	
<b>ACTIVITY</b>	<b>FREQUENCY</b>
<b>WALLS, WINDOWS AND PAINT WORK</b>	DAILY
Spot clean all low surfaces	
(i.e. glass, walls, windows, doors and light switches)	
<b>GLASS AND METAL WORK</b>	
Spot clean glass doors and elevators & turnstiles	DAILY
Clean and polish all bright metal fittings	WEEKLY
<b>ENTRANCE AND RECEPTION</b>	DAILY
Sweep entrance steps and entrance incl. security office	
Clean doormats and walls	
Wash steps	
<b>ALL TOILETS AND REST ROOMS / ABLUTIONS</b>	DAILY
Maintain floor according to type	
Damp mop floor with disinfectant and wash ablution floors with wet mop or similar	
Empty and clean all waste receptacles	
Clean and sanitize all bowls, basin, urinals, and showers (where applicable)	
Clean all mirrors	
Clean all metal fittings	

\_\_\_\_\_  
Tenderer's Signature

\_\_\_\_\_  
Date

Spot clean walls, doors, partitions, and lockers (where applicable)	
Replenish consumables (i.e., toilet paper, soap and paper towel to be provided by TPT)	
Deep cleaning of ablutions	BI-WEEKLY
<b>FLOOR MAINTENANCE</b>	
(a) Resilient Floor	
Sweep and damp mop	DAILY
Machine burnish - Spray buff	MONTHLY
(b) Stone Floors (Marble, Terrazzo, Ceramic Tiles, etc.	
Sweep and Damp mop	DAILY
Machine scrub	MONTHLY
(c) Rugs and Carpeting:	
Vacuum thoroughly (Low noise device required)	
Heavy traffic areas	DAILY
Medium traffic areas	ALT. DAYS
Light traffic areas	TWICE WEEKLY
Wash mats	MONTHLY
Wash/scrub of carpets (DEEP CLEANING) High traffic areas	3 MONTHLY/AS REQUIRED
Wash/scrub of carpets (DEEP CLEANING) Low traffic areas	6 MONTHLY/ AS REQUIRED
<b>DUSTING</b>	
Dust all horizontal surfaces (low level)	DAILY
Dust all high ledges and fittings	WEEKLY
Dust all vertical surfaces (Wall, cabinets, etc,)	WEEKLY
*To a height of 2 meters	
Dust all windows ledges (high and low)	DAILY
Clean and disinfect all telephones	DAILY
Dust and clean all desks, computers and other office equipment/furniture	DAILY
<b>WASTE DISPOSAL</b>	
Empty recyclables into specified areas	AS AND WHEN
Empty and clean all ashtrays	DAILY

Tenderer's Signature

Date

Empty and clean all waste receptacles	DAILY
Remove all waste to specified areas	DAILY
<b>OPEN /COVERED PARKING</b>	
Pick up litter and remove to agreed area	DAILY
<b>REFUSE AREA</b>	
Maintain refuse area in a clean and hygienic condition	DAILY
Ensure waste is separated as per TPT waste management requirements	DAILY
<b>MISCELLANEOUS/ OFFICE</b>	
Polish desk and office furniture	WEEKLY
Wash vinyl covered furniture	MONTHLY
Vacuum cloth covers furniture	MONTHLY
Vacuum free –standing cloth partitions	QUARTERLY
<b>DINING ROOM, BOARDROOM AND KITCHEN</b>	DAILY
Maintain floor according to type	
Dust all vertical and horizontal surfaces to a height of 205m	
Damp wipe furniture	
Empty and clean ashtrays and waste bins	
Clear tables, serving area etc	3x DAILY
Prepare and serve tea for meetings and clear boardrooms	AS AND WHEN
Clean stoves, cooker hoods, microwaves	AS AND WHEN
Clean dishes, cutlery, pots, pans etc	AS AND WHEN
Clean Fridges	WEEKLY

## EQUIPMENT AND CLEANING CHEMICALS

- All equipment necessary for the proper performance of the cleaning services must be adequate and must be supplied and accounted for by Service Provider.
- All cleaning chemicals and consumables (i.e. rags etc) must be supplied by the Service Provider.
- A list of cleaning equipment must be kept available and will be audited by TPT on a regular basis.
- All chemicals provided must have an MSDS and any new chemical supplied must be accompanied by an MSDS (16-point form MSDS)

Tenderer's Signature

Date

## MINIMUM REQUIREMENTS

- The service provider must have a valid Certificate of registration with the Cleaning Services Industry
- The service provider must have a valid Letter of Good Standing COIDA (Compensation for Injury and Disease Act) or a valid letter from the Labour Department for "tender purpose", for the cleaning services industry
- The service provider to have general/public liability insurance cover-with an indemnity limit of R10, 000,000.00 (ten million rand)
- Provide confirmation of Insurance certificate for Assets policy
- Riot / strikes cover with a limit of R10, 000,000.00 (ten million rand) – provided by SASRIA (South Africa Special Risks Insurance Association) in respect of risks within the Republic of South Africa.
- The service provider must ensure that all employees have the required training. The training should include but not be limited to: -
  - Supervisory;
  - Understanding basic cleaning principles (hygiene & sanitation); and
  - Handling hazardous chemicals and biological agents.
- Supervision will be provided by the Service Provider.
- The service provider must provide the number of proposed employees as indicated in Appendix 1: Labour Structure.
- Immediate replacement cleaners must be arranged in the absence of the regular staff – positions will not be left vacant.

## COMPLY WITH THE FOLLOWING LEGISLATION

- The Service Provider to comply in all respects with the Labour Law
- Basic Conditions of Employment Act 75 of 1997
- Occupational Health and Safety Act and Regulations 85/1993
- National Environmental Management: Waste Act 59 of 2008
- National Ports Act – the service provider to acquire a Port Permit from TNPA for the duration of the contract period
- ISPS Code- **service provider to have Criminal Record check conducted by SAPS for all employees and Management and provide proof to TPT upon award.**
- COID Act
- Merchant Shipping Act (ISPS Code)
- NMBM Bylaws applicable to Transnet Port Terminals
- Sectoral determination and Labour laws

## SAFETY REQUIREMENTS

- The service provider must submit a SHEQ File (upon award) which must include the following documents:
  - Waste Management Procedure and plan
  - Standard Operating Procedure's
  - Management of issuing of PPE (personal protective equipment) with signed issue register
  - Competency Certificates
  - Occupational Medical Practitioner medicals
  - Awareness Trainings
  - IOD Procedure
  - Working at heights procedure and plan
  - Risk Assessment training procedure, matrix and training
  - Training records
- Valid Letter of Good standing from the Compensation Commissioner

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Tenderer's Signature

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Date

- Material Safety Data Sheet of all chemicals to be used - Environmentally friendly products/chemicals to be used to clean the premises
- The Service Provider's employees assigned to TPT will be issued with permits and the permits must be always visible whilst on duty.
- Zero tolerance of any form of substance abuse i.e. alcohol, drugs etc. 100% Daily Substance Abuse testing will take place
- Safety clothing / PPE as required by Transnet Port Terminals (hard hat, reflective jacket, safety shoes, Gloves Goggles and Masks) to be issued by the Service Provider at their own cost.
- All employees should be medically fit
- All employees of the Service Provider will be required to undergo SHEQ Induction every 6 months and will be required to comply with all SHEQ Requirements as determined by TPT from time to time.
- The Service Provider to provide transport for their employees within the terminals. Vehicles must have valid registration documents and the driver must have a valid driver's license.

## **GENERAL REQUIREMENTS OF SERVICE PROVIDER**

- Employee must be: -
  - Neat
  - Reliable
  - Timeous
- The Service Provider and its employees will be subject to security checks and substance abuse monitoring.

## **PERFORMANCE**

- A Service Level Agreement (SLA) will be entered into by TPT and the Service Provider.
- A complaints register will be kept and reviewed in the monthly SLA meetings
- Joint monthly inspections will take place.

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Tenderer's Signature

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Date

## Annexure 1: Labour Structure

<b>PE CONTAINER TERMINAL</b>	<b>Hours of Duty</b>	<b>Required number of cleaners</b>
Port Admin Building – ground floor	08h00 - 16h00	1
Finance, SHEQ and HR Buildings	08h00 - 16h00	2
Clinic and NRE Workshop	08h00 - 16h00	1
Minor Admin, Security supervisor offices and P-Check	08h00 - 16h00	1
Quay 102 and 103	08h00 - 16h00	1
Container Tower 102 and 103, Rail office	08h00 - 16h00	2
SHED 101 and OPS Manager's Office	08h00 - 16h00	1
Straddle Carrier workshop	07h30 - 15h30	2
NRE Garage – IT / Planning / procurement & MIS	08h00 - 16h00	2
Supervisor	08h00 - 16h00	1
<b>Total</b>		<b>14</b>

<b>MULTI PURPOSE TERMINAL</b>	<b>Hours of Duty</b>	<b>Required number of cleaners</b>
Car Terminal and COM (Old Car Terminal office)	08h00 - 16h00	2
Shop 17 and Stores	07h00 - 15h00	3
Bulk Terminal	07h00 - 15h00	4
Break-Bulk Terminal	08h00 - 16h00	1
Supervisor	08h00 - 16h00	1
<b>Total</b>		<b>11</b>

<b>NCT Quayside Finger Jetty</b>	<b>Hours of Duty</b>	<b>Required number of cleaners</b>
Quayside office, ablution,	08h00 - 16h00	1
Male / Female Change room / Mess ablution facility	08h00 - 16h00	1
<b>TOTAL</b>		<b>2</b>

**NB: Finger Jetty is located in Ngqura but is a PE ran project and therefore should be billed under PEMPT.**

Tenderer's Signature

Date

### Ngqura Container Terminal Breakdown

<b>NCT- Admin areas</b>	<b>Hours of Duty</b>	<b>Required number of cleaners</b>
Ground floor, canteen, outside ground floor ablution	08h00 - 16h00	1
First floor, security office	08h00 - 16h00	1
Second floor	08h00 - 16h00	1
Third floor	08h00 - 16h00	1
Fourth floor	08h00 - 16h00	1
Male Change room admin	08h00 - 16h00	1
Mess room , clinic	08h00 - 16h00	1
Female change room admin, Security office	08h00 - 16h00	1
<b>Total</b>		<b>8</b>

<b>NCT Hauler zone</b>	<b>Hours of Duty</b>	<b>Required number of cleaners</b>
Main office, ablution, mess room, two change room,	08h00 – 16h00	1
Procurement stores, diesel ablution and offices, helpdesk office and ablution, auto gate, security offices with ablution	08h00 -16h00	1
Two workshop offices at hauler zone with offices and ablutions and library	08h00 – 16h00	1
<b>TOTAL</b>		<b>3</b>

<b>NCT Quayside</b>	<b>Hours of Duty</b>	<b>Required number of cleaners</b>
Quayside office, ablution, temporal workshop	08h00 - 16h00	1
North rail, south rail, RTG workshop and ablutions	08h00 - 16h00	1
AMI House quayside mess room and ablutions	08h00 - 16h00	1
Supervisor (for all NCT areas)	08h00 - 16h00	1
<b>TOTAL</b>		<b>4</b>

**NB: All areas listed include ablutions and kitchens, offices, boardrooms and eating areas**

\_\_\_\_\_  
Tenderer's Signature

\_\_\_\_\_  
Date

# NGQURA CONTAINER TERMINAL:

<b>Administration Building</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*(1 <sup>st</sup> and 4 <sup>th</sup> floor)							
<i>Services</i>	<i>Location</i>	<i>Area</i>	<i>No. WC</i>	<i>No. Ur</i>	<i>No. WHB</i>	<i>No. SHR</i>	<i>No. SNK</i>
<b>Required per</b>		<i>3520 sqm</i>					
All offices Passages Kitchens Boardrooms Tea service Ablutions	Ground Floor		9	2	7	N/A	2
	First Floor		5	2	6	N/A	2
	Second Floor		5	2	5	N/A	1
	Third Floor		5	2	5	N/A	2
	Fourth Floor		5	2	5	N/A	1
	Canteen		1	N/A	1	N/A	1
	<b>Total</b>		<b><u>30</u></b>	<b><u>10</u></b>	<b><u>29</u></b>	<b><u>0</u></b>	<b><u>9</u></b>
<b>Change House</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>1325 sqm</i>					
Ablutions	Ground Floor		19	18	28	60	N/A
	<b>Total</b>		<b><u>19</u></b>	<b><u>18</u></b>	<b><u>28</u></b>	<b><u>60</u></b>	<b><u>0</u></b>
<b>Eating Facility - including Clinic and Security Offices</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>889,91sqm</i>					
All offices Kitchens Mess room Passages Ablutions	Ground Floor		8	2	10	N/A	5
	<b>Total</b>		<b><u>8</u></b>	<b><u>2</u></b>	<b><u>10</u></b>	<b><u>0</u></b>	<b><u>5</u></b>
<b>Inspection Hauler Zone</b> Hours of duty: 08h00 – 16h00 Monday to Friday							
		<i>1397 sqm</i>					
All open spaces All offices Ablutions	Ground Floor		3	N/A	3	N/A	N/A
	First Floor		1	N/A	1	N/A	1
	<b>Total</b>		<b><u>4</u></b>	<b><u>0</u></b>	<b><u>4</u></b>	<b><u>0</u></b>	<b><u>1</u></b>
<b>Workshop Hauler Zone</b> Hours of duty: 08h00 – 16h00 Monday to Friday							
		<i>1509 sqm</i>					
All open spaces Ablutions	Ground Floor		3	N/A	2	N/A	N/A
	First Floor		1	N/A	1	N/A	1
	<b>Total</b>		<b><u>4</u></b>	<b><u>0</u></b>	<b><u>3</u></b>	<b><u>0</u></b>	<b><u>1</u></b>

Tenderer's Signature

Date

<b>Staff Building Hauler Zone</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
<b>Required per</b>		<i>682 sqm</i>					
All offices	Ground Floor		<i>6</i>	<i>4</i>	<i>7</i>	<i>9</i>	<i>1</i>
Boardrooms	First Floor		<i>3</i>	<i>1</i>	<i>2</i>	<i>N/A</i>	<i>1</i>
Passages	Total		<b><u>9</u></b>	<b><u>5</u></b>	<b><u>9</u></b>	<b><u>9</u></b>	<b><u>2</u></b>
Kitchens							
Ablutions							
Tea service							
<b>Gate House 1 Hauler Zone</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
		<i>13,7 sqm</i>					
All offices	Ground Floor		<i>1</i>	<i>N/A</i>	<i>1</i>	<i>N/A</i>	<i>N/A</i>
Ablutions	Total		<b><u>1</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Gate House 2 Hauler Zone</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
		<i>13,7 sqm</i>					
All offices	Ground Floor		<i>1</i>	<i>N/A</i>	<i>1</i>	<i>N/A</i>	<i>N/A</i>
Ablutions	Total		<b><u>1</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Quayside toilets</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>193 sqm</i>					
All offices	Ground Floor		<i>10</i>	<i>5</i>	<i>8</i>	<i>N/A</i>	<i>N/A</i>
Ablutions	First Floor		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
Balcony's	Total		<b><u>10</u></b>	<b><u>5</u></b>	<b><u>8</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>North Railside toilets</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>69,28 sqm</i>					
All offices	Ground Floor		<i>6</i>	<i>3</i>	<i>6</i>	<i>N/A</i>	<i>N/A</i>
Ablutions	First Floor		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>1 - prep bowl</i>
	Total		<b><u>6</u></b>	<b><u>3</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>South Railside toilets</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>69,28 sqm</i>					
All offices	Ground Floor		<i>6</i>	<i>3</i>	<i>6</i>	<i>N/A</i>	<i>N/A</i>
Ablutions	First Floor		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>1 - prep bowl</i>
	Total		<b><u>6</u></b>	<b><u>3</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

Tenderer's Signature

Date

<b>Help Desk Centre</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
<b>Required per</b>		<i>44 sqm</i>					
All offices	Ground Floor		<i>1</i>	<i>N/A</i>	<i>1</i>	<i>N/A</i>	<i>1</i>
Ablutions	Total		<b><u>1</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>1</u></b>
<b>Staging &amp; Registration</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>83 sqm</i>					
All offices	Ground Floor		<i>5</i>	<i>6</i>	<i>6</i>	<i>N/A</i>	<i>1</i>
Ablutions	Total		<b><u>5</u></b>	<b><u>6</u></b>	<b><u>6</u></b>	<b><u>0</u></b>	<b><u>1</u></b>
<b>Auto Gate Security Building</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
		<i>44 sqm</i>					
All offices	Ground Floor		<i>2</i>	<i>N/A</i>	<i>2</i>	<i>N/A</i>	<i>0</i>
Ablutions	Total		<b><u>2</u></b>	<b><u>0</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Temporary Workshop</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
All offices	Ground Floor		<i>2</i>	<i>N/A</i>	<i>2</i>	<i>N/A</i>	<i>0</i>
Ablutions	Total		<b><u>2</u></b>	<b><u>0</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Bulk Fuel Facility</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
All offices	Ground Floor		<i>2</i>	<i>N/A</i>	<i>2</i>	<i>N/A</i>	<i>0</i>
Ablutions	Total		<b><u>2</u></b>	<b><u>0</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>New Mess Room- AMI House</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>670 sqm</i>					
All offices	Ground Floor		<i>22</i>	<i>11</i>	<i>14</i>	<i>N/A</i>	<i>2</i>
Ablutions	Total		<b><u>22</u></b>	<b><u>11</u></b>	<b><u>14</u></b>	<b><u>0</u></b>	<b><u>2</u></b>
<b>New RTG Workshop</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 12h00 Saturday, Sunday and Public Holiday*							
		<i>460 sqm</i>					
All offices	Ground Floor		<i>10</i>	<i>4</i>	<i>5</i>	<i>N/A</i>	<i>1</i>
Ablutions	Total		<b><u>10</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>0</u></b>	<b><u>1</u></b>

Tenderer's Signature

Date

# CONTAINER TERMINAL, PORT OF PORT ELIZABETH

<b>Port Admin building – ground floor</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		372 sqm					
All TPT used offices Passages, Kitchens Boardrooms Tea service	Ground Floor		0	0	0	0	0
	Total						
<b>Human resource building</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		378 sqm					
All offices Passages, Kitchens Ablutions Union office Tea service	Ground Floor		2	1	2	N/A	1
	Total						
<b>Finance Building</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		586 sqm					
All offices Passages, Kitchens Ablutions Tea service	Ground Floor		4	1	4	N/A	1
	Total						
<b>SHERQ Building</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		110 sqm					
All offices Passages Kitchens Boardroom Ablutions Tea service	Ground Floor		3	2	3	2	0
	First floor		0	0	2	0	1
	Total		<u>3</u>	<u>2</u>	<u>5</u>	<u>2</u>	<u>1</u>

Tenderer's Signature

Date

<b>Clinic / NRE workshop</b> Hours of duty: 07h30 – 15h30 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		176 sqm					
All TPT Passages, Kitchens Ablutions Mess rooms	Ground Floor		3	1	3	1	1
	Total						
<b>Minor Admin / Security office</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		1476 sq					
All offices Passages Kitchens Mess rooms Ablutions Boardrooms Change rooms	Minor Admin		11	7	12	7	1
	Security	272 sq					1
	Total		11	7	12	7	2
<b>P &amp; A Check</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		282 sqm					
All offices Passages, Kitchens Ablutions	Ground Floor		6	4	6	0	0
	Total						

Tenderer's Signature

Date

<b>Quay 102/103</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<i>Services</i>	<i>Location</i>	<i>Area</i>	<i>No. WC</i>	<i>No. Ur</i>	<i>No. WHB</i>	<i>No. SHR</i>	<i>No. SNK</i>
		243 sqm					
All offices Passages, Kitchens Ablutions Mess rooms CC Cabins at the bottom of cranes	Ground Floor		14	8	14	10	0
	Total						
<b>Ops manager Office (Yellow Building) and SHED 101</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<i>Services</i>	<i>Location</i>	<i>Area</i>	<i>No. WC</i>	<i>No. Ur</i>	<i>No. WHB</i>	<i>No. SHR</i>	<i>No. SNK</i>
		233 sqm					
All offices Passages, Kitchens Ablutions Mess rooms Change rooms	Ground Floor		7	7	10	10	0
	Total						
<b>Container tower 102 &amp; 103 / Rail office/ IZ 101</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<i>Services</i>	<i>Location</i>	<i>Area</i>	<i>No. WC</i>	<i>No. Ur</i>	<i>No. WHB</i>	<i>No. SHR</i>	<i>No. SNK</i>
		243 sqm					
All offices including mobile offices Passages, Kitchens Ablutions Mess rooms	Ground Floor		2	0	2	0	0
	Total						

Tenderer's Signature

Date

<b>Straddle offices and workshop</b>							
Hours of duty: 07h30 – 15h30 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		365 sqm					
All offices	Ground Floor		5	6	11	9	2
Passages	First floor		2	1	5		1
Ablutions	Total		7	7	16	9	3
Kitchens							
Boardrooms							
Change rooms							
Mess rooms							
Tea service							
<b>NRE Garage (IT/ Planning/ Procurement/ MIS / Facility )</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		4900 sqm					
All offices	Ground		3	9	3	0	0
Passages	First		9	9	13	11	2
Ablutions	Total		12	18	16	11	2
Kitchens							
Boardrooms							
Change rooms							
Mess rooms							
Tea service							

Tenderer's Signature

Date

# **MULTI-PURPOSE TERMINAL, PORT OF PORT ELIZABETH**

<b>Car Terminal and COM</b>							
Hours of duty: 08h00 – 16h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		220 sqm					
All offices	Ground Floor		2	2	6	0	1
Passages	Total						
Ablutions							
Kitchens							
Training room							
Change rooms							
Mess rooms							
Boardroom							
Tea service							
<b>Workshop 17 and Procurement Stores</b>							
Hours of duty: 07h00 – 15h00 Monday to Friday							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		4600 sqm					
All offices	Ground Floor		15	12	17	15	0
Passages							
Ablutions							
Kitchens							
Boardrooms							
Change rooms							
Mess rooms							
Tea service							
<b>Bulk admin Building and Control tower Manganese ore / bulk ( supervisor)</b>							
Hours of duty: 07h00 – 15h00 Monday to Friday 08h00 – 16h00 Saturday, Sunday and Public Holiday*							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		176 sqm					
All offices	Ground Floor		10	10	8	10	0
(Admin, Tower, tippler)	Total						
Passages							
Ablutions							
Kitchens							
Change rooms							
Mess rooms							

Tenderer's Signature

Date

<b>Break bulk offices</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		112 sqm					
All offices	Ground Floor		6	9	8	4	0
Passages	Total						
Ablutions							
Kitchens							
Change rooms							
Mess rooms							
Weigh bridge office							

<b>NCT Finger jetty offices</b> Hours of duty: 08h00 – 16h00 Monday to Friday 08h00 – 14h00 Saturday, Sunday and Public Holiday*							
<b>Services</b>	<b>Location</b>	<b>Area</b>	<b>No. WC</b>	<b>No. Ur</b>	<b>No. WHB</b>	<b>No. SHR</b>	<b>No. SNK</b>
		6 mobile units					
All offices	Moble offices		4	4	3	6	1
Passages	Total						
Ablutions							
Kitchens							
Change rooms							
Mess rooms							
Weigh bridge office							

**\*Overtime (Upon request)**

\* Weekend/PH and night-shift cleaning will be on request.

\* Night shift = 1 cleaner to cover break-bulk and bulk working from 22h00 till 06h00  
 = 1 cleaner to cover container and car terminal from 22h00 till 06h00  
 = 1 cleaner to cover NCT from 22h00 till 06h00


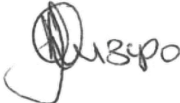
\* Weekend: 3 cleaners working for 6 hours covering all terminals (PE): 08h00 till 14h00  
 1 cleaner working for 6 hours covering all Finger Jetty: 08h00 till 14h00  
 3 cleaners working for 4 hours covering all areas (NCT): 08h00 till 12h00  
 1 cleaner shop 17 during weekends and public holidays 08h00 till 14h00 during Shutdown only.

Tenderer's Signature

Date

<i>WC</i>	Wall Closet (Toilet)
<i>Ur</i>	Urinal
<i>WHB</i>	Wash Hand Basin
<i>SHR</i>	Shower
<i>SNK</i>	Sink

**Scope of Work reviewed and confirmed by:**

<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
Zanele Tiyo	Acting SHEQ Manager, PE		06 June 2022
Noluyolo Luzipo	Acting SHEQ Manager, NCT		08 June 2022

\_\_\_\_\_  
Tenderer's Signature

\_\_\_\_\_  
Date

PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT"). ICLM PE 554/TPT

#### ANNEXURE B : PRICING SCHEDULE

Port Elizabeth Container Terminal			Year 1		
LABOUR REQUIRED MONDAY- FRIDAY	Hours of duty	Proposed No. of Cleaners MONDAY- FRIDAY	Hourly Rate	Monthly Rate per person YR 1 RATE	TOTAL YR 1 RATE x 12 months x No. of cleaners
General Cleaner	08h00 - 16h00	13			
Supervisor	08h00 - 16h00	1			
Total		14			

Year 2		
Hourly Rate	Monthly Rate per person YR 2 RATE	TOTAL YR 2 RATE x 12 months x No. of cleaners

Year 3			TOTAL MONDAY -FRIDAY TOTAL Year 1 + TOTAL Year 2 + TOTAL Year 3
Hourly Rate	Monthly Rate per person YR 2 RATE	TOTAL YR 3 RATE x 12 months x No. of cleaners	

Port Elizabeth Container Terminal		
LABOUR REQUIRED SAT, SUN & PUB H	Hours of duty	Proposed No of Cleaners SAT, SUN & PUB H
General Cleaner	08h00 - 14h00	1
Supervisor	08h00 - 14h00	0
Total		1

Year 1 Rate per Hour	
SAT	Sunday, Public Holidays

Year 2 Rate per Hour	
SAT	Sunday, Public Holidays

Year 3 Rate per Hour	
SAT	Sunday, Public Holidays

Port Elizabeth Container Terminal			MONDAY- FRIDAY Monthly Rate per person Y1 RATE	Year 1 Rate per hour	
LABOUR REQUIRED Night Shift	Hours of duty	MONDAY- FRIDAY Monthly Rate per person Y1 RATE		SAT	Sunday, Public Holidays
General Cleaner	22h00 - 06h00	1			
Total		1			

MONDAY- FRIDAY Monthly Rate per person Y2 RATE	Year 2 Rate per hour	
	SAT	Sunday, Public Holidays

MONDAY- FRIDAY Monthly Rate per person Y2 RATE	Year 2 Rate per hour	
	SAT	Sunday, Public Holidays

Port Elizabeth Multipurpose Terminal			Year 1		
LABOUR REQUIRED MONDAY- FRIDAY	Hours of duty	Proposed No. of Cleaners MONDAY- FRIDAY	Hourly Rate	Monthly Rate per person YR 1 RATE	TOTAL YR 1 RATE x 12 months x No. of cleaners
General Cleaner	08h00 - 16h00	10			
Supervisor	08h00 - 16h00	1			
Total		11			

Year 2		
Hourly Rate	Monthly Rate per person YR 2 RATE	TOTAL YR 2 RATE x 12 months x No. of cleaners

Year 3			TOTAL MONDAY -FRIDAY TOTAL Year 1 + TOTAL Year 2 + TOTAL Year 3
Hourly Rate	Monthly Rate per person YR 2 RATE	TOTAL YR 3 RATE x 12 months x No. of cleaners	

Port Elizabeth Multipurpose Terminal		
LABOUR REQUIRED SAT, SUN & PUB H	Hours of duty	Proposed No of Cleaners SAT, SUN & PUB H
General Cleaner	08h00 - 14h00	3
Supervisor	08h00 - 14h00	0
General Cleaner - finger jetty NCT	08h00 - 14h00	1
Total		4

Year 1 Rate per Hour	
SAT	Sunday, Public Holidays

Year 2 Rate per Hour	
SAT	Sunday, Public Holidays

Year 3 Rate per Hour	
SAT	Sunday, Public Holidays

Port Elizabeth Multipurpose Terminal			MONDAY- FRIDAY Monthly Rate per person Y1 RATE	Year 1 Rate per hour	
LABOUR REQUIRED Night Shift	Hours of duty	MONDAY- FRIDAY Monthly Rate per person Y1 RATE		SAT	Sunday, Public Holidays
General Cleaner	22h00 - 06h00	1			
Total		1			

MONDAY- FRIDAY Monthly Rate per person Y2 RATE	Year 2 Rate per hour	
	SAT	Sunday, Public Holidays

MONDAY- FRIDAY Monthly Rate per person Y2 RATE	Year 2 Rate per hour	
	SAT	Sunday, Public Holidays

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS “TPT”). ICLM PE 554/TPT**

**ANNEXURE B : PRICING SCHEDULE**

Ngqura Container Terminal			Year 1			Year 2			Year 3			TOTAL MONDAY -FRIDAY TOTAL Year 1 + TOTAL Year 2 + TOTAL Year 3
LABOUR REQUIRED MONDAY- FRIDAY	Hours of duty	Proposed No. of Cleaners MONDAY- FRIDAY	Hourly Rate	Monthly Rate per person YR 1 RATE	TOTAL YR 1 RATE x 12 months x No. of cleaners	Hourly Rate	Monthly Rate per person YR 2 RATE	TOTAL YR 2 RATE x 12 months x No. of cleaners	Hourly Rate	Monthly Rate per person YR 2 RATE	TOTAL YR 3 RATE x 12 months x No. of cleaners	
General Cleaner	08h00 - 16h00	14										
Supervisor	08h00 - 16h00	1										
Total		15										

Ngqura Container Terminal			Year 1 Rate per Hour		Year 2 Rate per Hour		Year 3 Rate per Hour	
LABOUR REQUIRED SAT, SUN & PUB H	Hours of duty	Proposed No of Cleaners SAT, SUN & PUB H	SAT	Sunday, Public Holidays	SAT	Sunday, Public Holidays	SAT	Sunday, Public Holidays
General Cleaner	08h00 - 12h00	3						
Supervisor	08h00 - 12h00	0						
Total		3						

Ngqura Container Terminal			MONDAY- FRIDAY Monthly Rate per person Y1 RATE	Year 1 Rate per hour		MONDAY- FRIDAY Monthly Rate per person Y2 RATE	Year 2 Rate per hour		MONDAY- FRIDAY Monthly Rate per person Y2 RATE	Year 2 Rate per hour	
LABOUR REQUIRED Night Shift	Hours of duty	Proposed No of Cleaners		SAT	Sunday, Public Holidays		SAT	Sunday, Public Holidays		SAT	Sunday, Public Holidays
General Cleaner	22h00 - 06h00	1									
Total		1									

**Notes to Pricing:**

- Prices must be quoted in South African Rand, **inclusive of VAT, kindly also show prices exclusive of VAT on a separate sheet**
- Please note that all overheads (cleaning aids,equipment,personal protective equipment) are included in your cost per cleaner per area
- Prices quoted must be held valid for a period of 180 business days from closing date of this RFP
- 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.
- TPT reserves the right to negotiate final prices with the preferred Bidders.
- Please note that should you have offered a discounted price(s), TPT will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis
- Bidders must quote for all line items as failure to do so will lead to disqualification



**MASTER AGREEMENT**

entered into by and between

**TRANSNET SOC LTD**

and

.....

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**

<b>Agreement Number</b>	<b>iCLM PE 554/TPT</b>
<b>Commencement Date</b>	.....
<b>Expiry Date</b>	.....

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Agreement between Transnet and .....

For the provision of office, mess and ablution facilities cleaning services at the Port of Port Elizabeth and Ngqura Container Terminal for a period of three (3) years

ANNEXURE A – SCOPE OF WORK

ANNEXURE B – PRICING SCHEDULE

ANNEXURE C – MASTER AGREEMENT

ANNEXURE D – SERVICE LEVEL AGREEMENT (SLA)

ANNEXURE E – GENERAL BID CONDITIONS

ANNEXURE F – INTERGRITY PACT

## 1 INTRODUCTION

This Agreement is entered into by and between:

**Transnet SOC Ltd** [Registration Number 1990/000900/30] whose registered address is 138 Eloff Street, Braamfontein, JOHANNESBURG 2000, Republic of South Africa, Republic of South Africa [**Transnet**]

and

..... [Registration Number .....] whose registered address is  
..... [**the Service Provider**].

### NOW THEREFORE, IT IS AGREED:

- 1.1** Transnet hereby appoints the Service Provider to provide, and Transnet undertakes to accept the supply of Goods / provision of Services provided for herein, as formally agreed between the Parties and in accordance with the Work Orders issued as a schedule to this Agreement; and
- 1.2** the Service Provider hereby undertakes to provide the Services provided for herein, as formally agreed between the Parties and in accordance with the Work Orders issued as Annexure A to this Agreement.

## 2 DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

- 2.1 AFSA** means the Arbitration Foundation of South Africa;
- 2.2 Agreement** means this Agreement and its associated schedules and/or annexures and/or appendices, and/or schedules, including the Schedule of Requirements/Work Orders, the technical specifications for the Goods/Services and such special conditions as shall apply to this Agreement, together with the General Tender Conditions and any additional provisions in the associated bid documents tendered by the Service Provider [as agreed, in writing, between the Parties], which collectively and exclusively govern the provision of Services and provision of ancillary Services by the Service Provider to Transnet;
- 2.3 Background Intellectual Property** means all Intellectual Property introduced and required by either Party to give effect to their obligations under this Agreement owned in whole or in part by or licensed to either Party or their affiliates prior to the Commencement Date or developed after the Commencement Date otherwise pursuant to this Agreement;
- 2.4 Business Day(s)** means Mondays to Fridays between 07:30 and 16:00, excluding public holidays as proclaimed in South Africa;
- 2.5 Commencement Date** means, notwithstanding the signature date of this Agreement;
- 2.6 Confidential Information** means any information or other data, whether in written, oral, graphic or in any other form such as in documents, papers, memoranda, correspondence, notebooks, reports, drawings, diagrams, discs, articles, samples, test results, prototypes, designs, plans, formulae, patents, or inventor's certificates, which a Party discloses or provides to the other Party

[intentionally or unintentionally, or as a result of one Party permitting the representative of the other Party to visit any of its premises], or which otherwise becomes known to a Party, and which is not in the public domain and includes, without limiting the generality of the term:

- a) information relating to methods of operation, data and plans of the disclosing Party;
- b) the contents of this Agreement;
- c) private and personal details of employees or clients of the disclosing Party or any other person where an onus rests on the disclosing Party to maintain the confidentiality of such information;
- d) any information disclosed by either Party and which is clearly marked as being confidential or secret;
- e) information relating to the strategic objectives and planning of the disclosing Party relating to its existing and planned future business activities;
- f) information relating to the past, present and future research and development of the disclosing Party;
- g) information relating to the business activities, business relationships, products, services, customers, clients and Subcontractors of the disclosing Party where an onus rests on the disclosing Party to maintain the confidentiality of such information;
- h) information contained in the software and associated material and documentation belonging to the disclosing Party;
- i) technical and scientific information, Know-How and trade secrets of a disclosing Party including inventions, applications and processes;
- j) Copyright works;
- k) commercial, financial and marketing information;
- l) data concerning architecture, demonstrations, tools and techniques, processes, machinery and equipment of the disclosing Party;
- m) plans, designs, concepts, drawings, functional and technical requirements and specifications of the disclosing Party;
- n) information concerning faults or defects in Goods, equipment, hardware or software or the incidence of such faults or defects; and
- o) information concerning the charges, fees and/or costs of the disclosing Party or its authorised Subcontractors, or their methods, practices or service performance levels actually achieved;

**2.7 Copyright** means the right in expressions, procedures, methods of operations or mathematical concepts, computer program codes, compilations of data or other material, literary works, musical works, artistic works, sound recordings, broadcasts, program carrying signals, published editions, photographic works, or cinematographic works of the copyright owner to do or to authorise the doing of certain acts specified in respect of the different categories of works;

**2.8 Data** means all data, databases, documents, information, graphics, text or other material in an electronic or tangible medium which the Parties to this Agreement generate, collect, process, store or transmit in relation to their business;

- 2.9 Designs** mean registered Designs and/or Design applications and will include the monopoly right granted for the protection of an independently created industrial design including designs dictated essentially by technical or functional considerations as well as topographies of integrated circuits and integrated circuits;
- 2.10 Expiry Date** means;
- 2.11 Foreground Intellectual Property** means all Intellectual Property developed by either Party pursuant to this Agreement;
- 2.12 Intellectual Property** means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world and includes all future additions and improvements to the Intellectual Property;
- 2.13 Know-How** means all Confidential Information of whatever nature relating to the Intellectual Property and its exploitation as well as all other Confidential Information generally relating to Transnet's field of technology, including technical information, processing or manufacturing techniques, Designs, specifications, formulae, systems, processes, information concerning materials and marketing and business information in general;
- 2.14 Parties** mean the Parties to this Agreement together with their subsidiaries, divisions, business units, successors-in-title and assigns;
- 2.15 Party** means either one of these Parties;
- 2.16 Patents** mean registered Patents and Patent applications, once the latter have proceeded to grant, and includes a right granted for any inventions, products or processes in all fields of technology;
- 2.17 Permitted Purpose** means any activity or process to be undertaken or supervised by a Staff member of one Party during the term of this Agreement, for which purpose authorised disclosure of the other Party's Confidential Information or Intellectual Property is a prerequisite in order to enable such activity or process to be accomplished;
- 2.18 Price(s)** means the agreed Price(s) for the Goods/Services to be purchased from the Service Provider by Transnet, as detailed in the Works Order Annexure B, issued in accordance with this Agreement, as amended by mutual agreement between the Parties and in accordance with the terms and conditions in this Agreement from time to time;
- 2.19 Purchase Order(s)** means official orders issued by an operating division of Transnet to the Service Provider for the supply of Goods or Services;
- 2.20 Service(s)** means office, mess and ablution facilities cleaning services, the Service(s) provided to Transnet by the Service Provider, pursuant to the Work Order(s) Annexure B in terms of this Agreement;
- 2.21 Service Level Agreement or SLA** means the processes, deliverables, key performance indicators and performance standards relating to the Services to be provided by the Service Provider (refer to Annexure C);
- 2.22 Service Provider Materials** means all works of authorship, products and materials [including, but not limited to, data, diagrams, charts, reports, specifications, studies, inventions, software, software development tools, methodologies, ideas, methods, processes, concepts and techniques] owned by, or licensed to, the Service Provider prior to the Commencement Date or independently developed by the Service Provider outside the scope of this Agreement at no expense to Transnet, and used by the Service Provider in the performance of the Services;

- 2.23 Staff** means any partner, employee, agent, consultant, independent associate or contractor, Subcontractor and the staff of such Subcontractor, or other authorised representative of either Party;
- 2.24 Subcontract** means any contract or agreement or proposed contract or agreement between the Service Provider and any third party whereby that third party agrees to provide to the Supplier the Goods or related Services or any part thereof or material used in the manufacture of the Goods or any part thereof;
- 2.25 Subcontractor** means the third party with whom the Service Provider enters into a Subcontract;
- 2.26 Tax Invoice** means the document as required by Section 20 of the VAT Act, as may be amended from time to time;
- 2.27 Trade Marks** mean registered Trade Marks and Trade Mark applications and include any sign or logo, or combination of signs and/or logos capable of distinguishing the goods or services of one undertaking from those of another undertaking;
- 2.28 VAT** means Value-Added Tax chargeable in terms of the VAT Act, 89 of 1991, as may be amended from time to time; and
- 2.29 VAT Act** means the Value Added Tax Act, No 89 of 1991, as may be amended from time to time.
- 2.30 Work Order(s)** means a detailed scope of work for a Service required by Transnet, including **timeframes**, Deliverable, Fees and costs for the supply of the Service to Transnet, which may be appended to this Agreement from time to time.

### **3 INTERPRETATION**

- 3.1** Clause headings in this Agreement are included for ease of reference only and do not form part of this Agreement for the purposes of interpretation or for any other purpose. No provision shall be construed against or interpreted to the disadvantage of either Party hereto by reason of such Party having or being deemed to have structured or drafted such provision.
- 3.2** Any term, word or phrase used in this Agreement, other than those defined under the clause heading "Definitions" shall be given its plain English meaning, and those terms, words, acronyms, and phrases used in this Agreement will be interpreted in accordance with the generally accepted meanings accorded thereto.
- 3.3** A reference to the singular incorporates a reference to the plural and vice versa.
- 3.4** A reference to natural persons incorporates a reference to legal persons and vice versa.
- 3.5** A reference to a particular gender incorporates a reference to the other gender.

### **4 NATURE AND SCOPE**

- 4.1** This Agreement is an agreement under the terms and conditions of which the Service Provider will arrange for the provision to Transnet of the Services which meet the requirements and specifications of Transnet, the delivery of which is controlled by means of Purchase Orders to be issued by Transnet and executed by the Service Provider in accordance with this Agreement.
- 4.2** Such Purchase Orders and deliveries to Transnet shall be agreed between the Parties from time to time, subject to the terms of the Work Order.
- 4.3** Each properly executed Purchase Order forms an inseparable part of this Agreement as if it were fully incorporated into the body of this Agreement.

- 4.4** During the period of this Agreement, both Parties can make written suggestions for amendments to the Schedule of Requirements/Work Orders in accordance with procedures set out in clause 36 [Amendment and Change Control]. A Party will advise the other Party within 14 [fourteen] Business Days, or such other period as mutually agreed, whether the amendment is acceptable.
- 4.5** Insofar as any term, provision or condition in the Work Order conflicts with a like term, provision or condition in this Agreement and/or a Purchase Order, the term or provision or condition in this Master Agreement shall prevail, unless such term or provision or condition in this Master Agreement has been specifically revoked or amended by mutual written agreement between the Parties.
- 4.6** Time will be of the essence and the Service Provider will perform its obligations under this Agreement in accordance with the timeframe(s) [if any] set out in the relevant schedule, save that the Service Provider will not be liable under this clause if it is unable to meet such obligation within the time required as a direct result of any act or omission by Transnet and it has used its best endeavours to advise Transnet of such act or omission. In the event of such delay, any time deadlines detailed in the relevant schedule shall be extended by a period equal to the period of that delay.

## **5 AUTHORITY OF PARTIES**

- 5.1** Nothing in this Agreement will constitute or be deemed to constitute a partnership between the Parties, or constitute or be deemed to constitute the Parties as agents or employees of one another for any purpose or in any form whatsoever.
- 5.2** Neither Party shall be entitled to, or have the power or authority to:
- a) enter into an agreement in the name of the other; or
  - b) give any warranty, representation or undertaking on the other's behalf; or
  - c) create any liability against the other or bind the other's credit in any way or for any purpose whatsoever.

## **6 DURATION/TERM AND CANCELLATION**

- 6.1** Notwithstanding the date of signature hereof, the Commencement Date if this Agreement is ..... and the duration shall be for a three 3 year period, expiring on ..... , unless:
- a) this Agreement is terminated by either Party in accordance with the provisions incorporated herein or in any schedules or annexures appended hereto, or otherwise in accordance with law or equity; or
  - b) this Agreement is extended at Transnet's option for a further period to be agreed by the Parties; or
  - c) this Agreement shall terminate on the date the funds are depleted or on whichever event that comes first between the expiry date and the date in which the funds are depleted.
- 6.2** Notwithstanding clause 23 [Breach and Termination], either Party may cancel this Agreement without cause by giving 14 [fourteen] calendar days prior written notice thereof to the other Party, provided that in such instance, this Agreement will nevertheless be applicable in respect of all Purchase Orders which have been placed prior to the date of such cancellation.

## **7 RISK MANAGEMENT**

- 7.1** Where Transnet determines appropriate, within 2 weeks from the date of contract signature, the Parties are to meet to prepare and maintain a contract Risk Register. The Risk Register shall include a description of the risks and a description of the actions which are to be taken to avoid or reduce these risks which both Parties shall jointly determine.
- 7.2** Contract progress meetings shall be held monthly, or unless otherwise agreed between the Parties in writing. The purposes of these progress meetings shall be to capture the number of late deliverables against agreed milestones, actual costs against payment plans, performance issues or concerns, contract requirements not achieved, the status of previous corrective actions and risk management. Minutes of meetings shall be maintained and signed off between the Parties throughout the contract period

## **8 TRANSNET'S OBLIGATIONS**

- 8.1** Transnet undertakes to promptly comply with any reasonable request by the Service Provider for information, including information concerning Transnet's operations and activities, that relates to the Services as may be necessary for the Service Provider to provide the Services, but for no other purpose. However, Transnet's compliance with any request for information is subject to any internal security rules and requirements and subject to the observance by the Service Provider of its confidentiality obligations under this Agreement.
- 8.2** The Service Provider shall give Transnet reasonable notice of any information it requires.
- 8.3** Transnet agrees to provide the Service Provider or its Personnel such access to and use of its facilities as is necessary to allow the Service Provider to perform its obligations under this Agreement.

## **9 GENERAL OBLIGATIONS OF THE SERVICE PROVIDER**

- 9.1** The Service Provider shall:
- a) respond promptly to all complaints and enquiries from Transnet;
  - b) inform Transnet immediately of any dispute or complaint arising in relation to the storage or delivery of the Goods;
  - c) conduct its business in a professional manner which will reflect positively upon the Service Provider and the Service Provider's services;
  - d) keep full records clearly indicating all transactions concluded by the Service Provider relating to the delivery of the Services and keep such records for at least 5 [five] years from the date of each such transaction;
  - e) obtain, and at all times maintain in full force and effect, any and all licences, permits and the like required under applicable laws for the provision of the Services and ancillary Services and the conduct of the business and activities of the Service Provider;
  - f) observe and ensure compliance with all requirements and obligations as set out in the labour and related legislation of South Africa, including the Occupational Health and Safety Act, 85 of 1993, as may be amended from time to time;
  - g) observe and ensure compliance with all requirements and objectives of the Transnet Supplier Integrity Pact as agreed to in response to the RFP. The general purpose of the Supplier

Integrity Pact is to agree to avoid all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of the procurement event leading to this Agreement and this Agreement itself;

- h) comply with all applicable environmental legislation and regulations, demonstrate sound environmental performance and have an environmental management policy which ensures that its products, including the Services or ancillary Services are procured, produced, packaged, delivered and are capable of being used and ultimately disposed of in a way that is environmentally appropriate; and
- i) ensure the validity of all renewable certifications, including but not limited to its B-BBEE Verification Certificate, throughout the entire term of this Agreement. Should the Service Provider fail to present Transnet with such renewals as they become due, Transnet shall be entitled, in addition to any other rights and remedies that it may have in terms of the Agreement, to terminate this Agreement forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Service Provider.

**9.2** The Service Provider acknowledges and agrees that it shall at all times:

- a) render the supply of the Services and ancillary Services (if applicable) and perform all its duties with honesty and integrity;
- b) communicate openly and honestly with Transnet regarding the supply and performance of the Services and demonstrate a commitment to effecting the supply and performing ancillary Services timeously, efficiently and at least to the required standards;
- c) endeavour to provide the highest possible standards of service and workmanship, with a reasonable degree of care and diligence;
- d) use its best endeavours and make every diligent effort to meet agreed deadlines;
- e) treat its own Staff, as well as all Transnet's Staff, with fairness and courtesy and respect for their human rights;
- f) practice and promote its own internal policies aimed at prohibiting and preventing unfair discrimination;
- g) treat all enquiries from Transnet in connection with the supply of the Services and/or ancillary Services with courtesy and respond to all enquiries promptly and efficiently. Where the Service Provider is unable to comply with the provisions of this clause, the Service Provider will advise Transnet of the delay and the reasons therefor and will keep Transnet informed of progress made regarding the enquiry;
- h) when requested by Transnet, provide clear and accurate information regarding the Service Provider's own policies and procedures, excluding Know-How and other Confidential Information, except where a non-disclosure undertaking has been entered into between the Parties;
- i) not allow a conflict of interest to develop between its own interests [or the interests of any of its other customers] and the interests of Transnet;

- j) not accept or offer, nor allow, induce or promote the acceptance or offering of any gratuity, enticement, incentive or gift that could reasonably be regarded as bribery or an attempt to otherwise exert undue influence over the recipient;
- k) not mislead Transnet or its officers, employees and stakeholders, whether by act or omission;
- l) not otherwise act in an unethical manner or do anything which could reasonably be expected to damage or tarnish Transnet's reputation or business image;
- m) immediately report to Transnet any unethical, fraudulent or otherwise unlawful conduct of which it becomes aware in connection with Transnet or the supply of Services or ancillary Services to Transnet;
- n) ensure that at all times, during the currency of this Agreement, it complies with all obligations and commitments in terms of the provisions of the Income Tax Act, No 58 of 1962, the VAT Act or any other tax legislation relating to their liability for Income Tax, VAT, Pay as You Earn or any other tax. The Service Provider shall further ensure Tax Clearance Compliance, for the duration of this Agreement;
- o) not victimise, harass or discriminate against any employee of either Party to this Agreement or any applicant for employment with either Party to this Agreement due to their gender, race, disability, age, religious belief, sexual orientation or part-time status. This provision applies, but is not limited to employment, upgrading, work environment, demotion, transfer, recruitment, recruitment advertising, termination of employment, rates of pay or other forms of compensation and selection for training.
- p) shall ensure that its employees, agents and Subcontractors will not breach any applicable discrimination legislation and any amendments and re-enactments thereof.

**9.3** In compliance with the National Railway Safety Regulator Act, 16 of 2002, as may be amended from time to time, the Supplier shall ensure that the Goods/Services and ancillary Services, to be supplied to Transnet under the terms and conditions of this Agreement, comply fully with the Specifications as set forth in Schedule 1 hereto, and shall thereby adhere [as applicable] to railway safety requirements and/or regulations. Permission for the engagement of a Subcontractor by the Supplier, as applicable, 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 this Agreement, to review any safety-related activities, including the coordination of such activities across all parts of its organisation.

## **10 SERVICE PROVIDER'S PERSONNEL**

- 10.1** The Service Provider's Personnel shall be regarded at all times as employees, agents or Subcontractors of the Service Provider and no relationship of employer and employee shall arise between Transnet and any Service Provider Personnel under any circumstances regardless of the degree of supervision that may be exercised over the Personnel by Transnet.
- 10.2** The Service Provider warrants that all its Personnel will be entitled to work in South Africa or any other country in which the Services are to be performed.
- 10.3** The Service Provider will ensure that its Personnel comply with all reasonable requirements made known to the Service Provider by Transnet concerning conduct at any Transnet premises or any

other premises upon which the Services are to be performed [including but not limited to security regulations, policy standards and codes of practice and health and safety requirements]. The Service Provider will ensure that such Personnel at all times act in a lawful and proper manner in accordance with these requirements.

**10.4** Transnet reserves the right to refuse to admit or to remove from any premises occupied by or on behalf of it, any Service Provider Personnel whose admission or presence would, in the reasonable opinion of Transnet, be undesirable or who represents a threat to confidentiality or security or whose presence would be in breach of any rules and regulations governing Transnet's Personnel, provided that Transnet notifies the Service Provider of any such refusal [with reasons why]. The reasonable exclusion of any such individual from such premises shall not relieve the Service Provider from the performance of its obligations under this Agreement.

**10.5** The Service Provider agrees to use all reasonable endeavours to ensure the continuity of its Personnel assigned to perform the Services. If any re-assignment by the Service Provider of those Personnel is necessary, or if Transnet advises that any such Personnel assigned are in any respect unsatisfactory, including where any such Personnel are, or are expected to be or have been absent for any period, then the Service Provider will promptly supply a replacement of equivalent calibre and experience, and any such replacement shall be approved by Transnet prior to commencing provision of the Services, such approval not to be unreasonably withheld or delayed.

## **11 SUBCONTRACTING**

**11.1** The Service Provider may only enter into a subcontracting arrangement or replace a subcontractor with the approval of Transnet.

**11.2** If the Service Provider subcontracts a portion of the contract to another person without declaring it to Transnet reserves the right to penalise the Service Provider up to 10% of the value of the contract.

**11.3** Where the Service Provider seeks to replace a subcontractor Transnet shall be entitled to obtain representations or input from the initial subcontractor who was part of the tender process whose credentials were used in the Service Provider's tender submission. Transnet shall consider input from all parties concerned, in order to take a decision on the proposed replacement of the subcontractor. The subcontracting arrangement or contract remains between the Service Provider (main contractor) and the subcontractor.

**11.4** Should Transnet approve the Service Provider's subcontracting arrangement, the Service Provider and not the Sub-contractor will at all times be held liable for performance in terms of its contractual obligations.

**11.5** The Service Provider may not subcontract in such a manner that the overall value of the contract is reduced to below the stipulated minimum threshold.

**11.6** The Service Provider may not subcontract 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 of contributor than the Service Provider, unless the contract is subcontracted to an Exempted Micro Enterprise (EME) that has the capability and ability to execute the Subcontract.

## **12 PAYMENT TO SUB-CONTRACTORS**

**12.1** Transnet reserves the right, in its sole discretion, to make payment directly to the sub-contractor of the Service Provider, subject to the following conditions:

- a) Receipt of an undisputed invoice from the sub-contractor; and
- b) Receipt of written confirmation from the Service Provider that the amounts claimed by the sub-contractor are correct and that the services for which the sub-contractor has requested payment were rendered to the satisfaction of the Service Provider, against the required standards.

**12.2** Nothing contained in this clause must be interpreted as bestowing on any sub-contractor a right or legitimate expectation to be paid directly by Transnet. Furthermore, this clause does not bestow any right or legitimate expectation on the Service provider to demand that Transnet pay its sub-contractor directly. The decision to pay any sub-contractor directly, remains that of Transnet alone.

**12.3** The Service Provider remains liable for its contractual obligations under the Agreement, including all services rendered by the sub-contractor.

**12.4** This clause does not establish any contractual relationship between Transnet and any sub-contractor of the Service Provider, whatsoever.

### **13 B-BBEE AND SOCIO-ECONOMIC OBLIGATIONS**

#### **13.1 B-BBEE Scorecard**

- a) Transnet fully endorses and supports the Broad-Based Black Economic Empowerment Programme and is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.
- b) In response to this requirement, the Service Provider shall submit to Transnet's Contract Manager or such other designated person details of its B-BBEE status in terms of the latest Codes of Good Practice issued in terms of the B-BBEE Act and proof thereof at the beginning of March each year during the currency of this Agreement.
- c) The Service Provider undertakes to notify and provide full details to Transnet in the event there is:
  - (i) a change in the Service Provider's B-BBEE status which is less than what it was at the time of its appointment including the impact thereof; and
  - (ii) a corporate or internal restructure or change in control of the Service Provider which has or likely to impact negatively on the Service Provider's B-BBEE status.
- d) Notwithstanding any other reporting requirement in terms hereof, the Service Provider undertakes to provide any B-BBEE data (underlying data relating to the Service Provider which has been relied upon or utilised by a verification agency or auditor for the purposes of issuing a verification certificate in respect of the Service Provider B-BBEE status) which Transnet may request on written notice within 30 (thirty) calendar days of such request. A failure to provide such data shall constitute a Service Provider Default and may be dealt with in accordance with the provisions of clause 23.
- e) In the event there is a change in the Service Provider's B-BBEE status, then the provisions of clause 23 shall apply.

#### **13.2 Green Economy/Carbon Footprint**

- a) The Service Provider has in its bid provided Transnet with an understanding of the Service Provider's position with regard to issues such as waste disposal, recycling and energy conservation.

## **14 PENALTIES**

### **14.1 Penalties for Non-compliance to Service Level Agreement**

Where the Service Provider fails to deliver the Services within the agreed and accepted milestone timelines and provided that the cause of the delay was not due to a fault of Transnet, penalties shall be imposed at 5% of the monthly invoice amount due to the Service Provider, in which the occurrence took place.

## **15 FEES AND EXPENSES RELATING TO SERVICES**

**15.1** In consideration of the provision of the Services, Transnet will pay to the Service Provider the Fees detailed in Annexure A of the Work Order.

**15.2** Transnet will not be invoiced for materials used in the provision of the Services save for those materials [if any] set out in the Work Order and accepted by Transnet or in any relevant Work Order [which will be invoiced to Transnet at cost].

**15.3** Unless otherwise agreed in a schedule or Work Order, Transnet will reimburse to the Service Provider all reasonable and proper expenses incurred directly and solely in connection with the provision of the Services, provided that all such expenses:

- a) are agreed by Transnet in advance;
- b) are incurred in accordance with Transnet's standard travel and expenses policies;
- c) are passed on to Transnet at cost with no administration fee; and
- d) will only be reimbursed if supported by relevant receipts.

**15.4** All Tax Invoices relating to Fees, out of pocket expenses and, if applicable, travel and accommodation costs, will provide the detail for each of the Personnel carrying out the Services and incurring the expenses, and the Tax Invoice will, where appropriate, include VAT as a separate item.

## **16 INVOICES AND PAYMENT**

**16.1** Transnet shall pay the Service Provider the amounts stipulated in each Purchase Order/Work Order, subject to the terms and conditions of this Agreement.

**16.2** Transnet shall pay such amounts to the Service Provider upon receipt of a valid and undisputed Tax Invoice together with the supporting documentation, as specified in the Schedule of Requirements appended hereto, once the valid and undisputed Tax Invoices or such portions of the Tax Invoices which are valid and undisputed become due and payable to the Service Provider for the delivery of the Services ordered, in terms of clause 16.5 below.

**16.3** Transnet may, pending an investigation, withhold any payments to the Service Provider, in the case where irregular expenditure has been identified in the particular contract and that there is reasonable suspicion that the Service Provider is involved or was aware that the contract transgressed any legislation.

**16.4** All Prices set out in this Agreement and the Pricing Schedule Annexure B hereto are to be indicated inclusive and exclusive of VAT, which will be payable at the applicable rate in ZAR.

- 16.5** Unless otherwise provided for in the Works Order appended to this Agreement, Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by Transnet within 30 [thirty] calendar days after date of receipt by Transnet of the Service Provider's statement together with the relevant valid and undisputed Tax Invoice(s) and supporting documentation.
- 16.6** Where the payment of any Tax Invoice, or any part of a Tax Invoice which is not in dispute, is not made in accordance with this clause, the Service Provider shall be entitled to charge interest on the outstanding amount, at The Standard Bank of South Africa's prime rate of interest in force, for the period from the due date of payment until the outstanding amount is paid.
- 16.7** The Service Provider shall remain the owner of all plant, material, machinery, equipment and the like [collectively, **the Supplier's Goods**] provided to Transnet until Transnet has paid in full for the Supplier's Goods, it being specifically agreed that Transnet shall acquire no rights [including liens] of whatsoever nature in such Supplier's Goods until date of final payment by Transnet. Subject to the foregoing, all risk and benefit to the Supplier's Goods shall pass from the Supplier to Transnet on delivery of the Supplier's Goods by the Supplier to Transnet.

## **17 PRICE ADJUSTMENTS**

- 17.1** If during the period of this Agreement Transnet can purchase similar Services of a like quality from another supplier at a total delivered cost to a Transnet facility that is lower than the total delivered cost of the Services purchased hereunder from the Service Provider, Transnet may notify the Service Provider of such total delivered cost and the Service Provider shall have an opportunity to adjust the Price of the Services purchased hereunder, on such a basis as to result in the same total delivered cost to Transnet, within 30 [thirty] calendar days of such notice. If the Service Provider fails to do so or cannot legally do so, Transnet may (i) purchase the Services from such other supplier in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of Transnet and the Service Provider hereunder shall be reduced accordingly; (ii) terminate this Agreement without any penalty, liability or further obligation; or (iii) continue purchases under this Agreement.
- 17.2** If during the period of this Agreement the Service Provider sells any materials which are the same as, equivalent to, or substantially similar to the Services herein, at a total delivered cost to a third party lower than the total delivered cost to a Transnet facility, then the Service Provider has an opportunity to adjust its Price for the Goods/Services purchased hereunder within 30 [thirty] calendar days so that the Price is the same or lower than the total delivered cost of such third party. If the Service Provider fails to do so or cannot legally do so, Transnet may (i) purchase the Goods/Services from any other such supplier, in which case the obligations, including, but not limited to, any purchase and sale requirements and/or commitments, if any, of Transnet and the Service Provider hereunder shall be reduced accordingly; or (ii) terminate this Agreement without any penalty, liability or further obligation. Within 30 [thirty] calendar days of the Commencement Date of this Agreement or at any time Transnet so requests, the Service Provider shall certify in writing to Transnet that it is in compliance with this clause and shall provide all information that Transnet reasonably requests in order to verify such compliance.

## **18 WARRANTIES APPLICABLE TO SERVICES**

### **18.1** The Service Provider warrants to Transnet that:

- a) it has full capacity and authority to enter into and to perform this Agreement and that this Agreement is executed by a duly authorised representatives of the Service Provider;
- b) it will discharge its obligations under this Agreement and any annexure, appendix or schedule hereto with all due skill, care and diligence;
- c) it will be solely responsible for the payment of remuneration and associated benefits, if any, of its Personnel and for withholding and remitting income tax for its Personnel in conformance with any applicable laws and regulations;
- d) it will procure licences for Transnet in respect of all Third Party Material detailed in the Work Order(s), and will procure the right for Transnet to take such copies [in whole or in part] of such Third Party Materials as it may reasonably require for the purposes of back-up for archiving and disaster recovery; and
- e) the use or possession by Transnet of any Materials will not subject Transnet to any claim for infringement of any Intellectual Property Rights of any third party.

### **18.2** The Service Provider warrants that it will perform its obligations under this Agreement in accordance with the Service Levels as defined in Annexure D. Transnet may at its discretion audit compliance with the Service Levels, provided that any such audit is carried out with reasonable prior notice and in a reasonable way so as not to have an adverse effect on the performance of the Services. Without prejudice to clause 18.3 below, in the event that the Service Provider fails to meet the Service Levels, Transnet may claim appropriate service credits or invoke a retention of Fees as detailed in the relevant schedule and/or Work Order.

### **18.3** The Service Provider warrants that for a period of 90 [ninety] calendar days from Acceptance of the Deliverables they will, if properly used, conform in all material respects with the requirements set out in the relevant schedule. The Service Provider will at its expense remedy any such non-conformance as soon as possible but in any event within 14 [fourteen] calendar days of notification by Transnet. In the event that the Service Provider fails or is unable to remedy such non-conformance within such time-scale, Transnet will be entitled to employ a third party to do so in place of the Service Provider and any excess charges or costs incurred by Transnet as a result shall be paid by the Service Provider.

### **18.4** The Service Provider will remedy any defect within 14 [fourteen] calendar days of being notified of that defect by Transnet in writing.

### **18.5** The Service Provider will not be liable to remedy any problem arising from or caused by any modification made by Transnet to the Deliverables, or any part thereof, without the prior approval of the Service Provider.

### **18.6** The Service Provider shall advise Transnet of the effects of any steps proposed by Transnet pursuant to clause 18.5 above, including but not limited to any cost implications or any disruption or delay in the performance of the Services. The Parties agree that any changes to the Services, including the charges for the Services or any timetables for delivery of the Services, will be agreed in accordance with the change control procedure, as set out in clause 36 [Amendment and Change Control].

### **18.7** The Service Provider warrants that:

- a) it has, using the most up-to-date software available, tested for [and deleted] all commonly known viruses in the Materials and for all viruses known by the Service Provider at the date of the relevant Work Order; and
- b) at the time of delivery to Transnet, the Materials do not contain any trojan horse, worm, logic bomb, time bomb, back door, trap door, keys or other harmful components.

The Service Provider agrees that, in the event that a virus is found, it will at its own expense use its best endeavors to assist Transnet in reducing the effect of the virus and, particularly in the event that a virus causes loss of operational efficiency or loss of data, to assist Transnet to the same extent to mitigate such losses and to restore Transnet to its original operating efficiency.

**18.8** The Service Provider undertakes to comply with South Africa's general privacy protection in terms of Section 14 of the Bill of Rights in connection with this Agreement and shall procure that its Personnel shall observe the provisions of Section 14 [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.

**18.9** The Service Provider warrants that it has taken all reasonable precautions to ensure that, in the event of a disaster, the impact of such disaster on the ability of the Service Provider to comply with its obligations under this Agreement will be reduced to the greatest extent possible, and that the Service Provider shall ensure that it has appropriate, tested and documented recovery arrangements in place.

**18.10** In compliance with the National Railway Safety Regulator Act, 16 of 2002, the Service Provider shall ensure that the Services, to be supplied to Transnet under the terms and conditions of this Agreement, comply fully with the specifications as set forth in Schedule 1 hereto, and shall thereby adhere [as applicable] to railway safety requirements and/or regulations. Permission for the engagement of a Subcontractor by the Service Provider [as applicable] 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 Service Provider and/or its Subcontractor shall grant Transnet access, during the term of this Agreement, to review any safety-related activities, including the coordination of such activities across all parts of its organisation.

## **19 THIRD PARTY INDEMNITY**

The Service Provider hereby indemnifies and shall hold Transnet harmless against any direct damages suffered by or claims arising against Transnet in respect of clause 18.8 above.

## **20 TOTAL OR PARTIAL FAILURE TO PERFORM**

**20.1** In the case of Goods to be specially manufactured for it, if Transnet at any time ascertains that:

- a) no manufacturing of the Goods specified in a Purchase Order has commenced and there is little or no prospect, in Transnet's opinion, that manufacturing will commence within a reasonable time; or
- b) delivery of any of the Goods is being or is likely to be delayed beyond the promised delivery date(s), and there is little or no prospect of the Purchase Order(s) being carried out within reasonable adherence to the promised delivery rate(s) or time(s),

then Transnet may, irrespective of the cause of the delay, by notice to the Supplier, cancel as from a future date specified in such notice the whole or any part of this Agreement or Purchase Order in

respect of which the Goods to be supplied have not been completed by that date, without incurring any liability by reason of such cancellation except as provided in this clause.

**20.2** The Service Provider shall thereupon, as soon as possible after such date, deliver to Transnet the Services [if any] already completed, and payment for the part performance shall be made on a pro rata basis, provided the uncompleted part is not an integral or essential part of the completed Services. Where an integral or essential part of the work has not been completed, the amount to be paid to the Service Provider will be calculated on the basis of Transnet's enrichment. The Service Provider shall, wherever practicable, supply Transnet with the necessary drawings and/or specifications to enable it to complete the work.

**20.3** Whenever, in any case not covered by clause 20.1 above, the Supplier fails or neglects to execute the work or to deliver any portion of the Services as required by the terms of this Agreement or Purchase Order, or if any Services are rejected on any of the grounds mentioned in clause 18 [Warranties Applicable to Services], Transnet may cancel this Agreement or Purchase Order insofar as it relates to the unexecuted work or the undelivered or rejected portion of the Services, and in such event, the supply of the remaining portion shall remain subject in all respects to these conditions.

## **21 NON CONFORMANCE OF GOODS/SERVICES PROCURED**

**21.1** In the case of Goods/services manufactured for and procured by Transnet from the Service Provider in terms of this Agreement, being found not to conform to the Transnet standards, specifications and requirements, Transnet at any time may be entitled to raise a Non Conformance Report (NCR) against a Service Provider whose Goods/ Services do not conform to Transnet standards, specifications and requirements directing the Service Provider to investigate and remedy the non-conformance within the stipulated time frame as may be determined by Transnet at its discretion.

**21.2** Failure by the Service Provider to fully comply with NCR within the period stated in sub-clause 21.1 above, shall entitle Transnet to further conditions to which the Service Provider must discharge in order to close the NCR or to terminate the order without being given the Service Provider written notice of termination in terms of this Agreement.

## **22 RIGHTS ON CANCELLATION**

**22.1** If this Agreement or Purchase Order is cancelled in whole or in part in terms of clause 20 [Total or Partial Failure to Perform], Transnet may execute or complete this Agreement with any other entity and do so on such terms as it may deem proper, or may procure other comparable Services in substitution for those neglected to be manufactured or supplied or rejected as aforesaid, and may recover from the Supplier the difference between the cost of such Goods/Services and the Price [if the latter was lower] as well as any costs and expenses [including any additional transport costs] which Transnet may have had to incur in consequence of the Service Provider's default.

**22.2** Any amount which may be recoverable from the Service Provider in terms of clause 22.1 above, without prejudice to any other legal remedies available to Transnet, may be deducted in whole or in part from any monies in the hands of Transnet and due for payment to the Service Provider.

## 23 BREACH AND TERMINATION

- 23.1** Termination in accordance with clause 6 [Term and Cancellation] shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to either Party and all provisions which are to survive this Agreement or impliedly do so shall remain in force and in effect.
- 23.2** On termination of this Agreement or a Work Order, the Service Provider will immediately deliver up, and procure that its Personnel will immediately deliver up to Transnet, all Deliverables and property belonging to Transnet [or, in the event of termination of a Work Order, such as is relevant to that Work Order] which may be in the possession of, or under the control of the Service Provider, and certify to Transnet in writing that this has been done.
- 23.3** To the extent that any of the Deliverables and property referred to in clause 23.2 above are in electronic form and contained on non-detachable storage devices, the Service Provider will provide Transnet with unencrypted copies of the same on magnetic media and will irretrievably destroy and delete copies so held.
- 23.4** In the event that this Agreement is terminated by the Service Provider under clause 20. [Term and Cancellation], or in the event that a Work Order is terminated by Transnet under clause 23 [Breach and Consequences of Termination], Transnet will pay to the Service Provider all outstanding Fees [apportioned on a pro rata basis] relating to the work undertaken by the Service Provider up until the date of such termination. Transnet will also pay the costs of any goods and materials ordered by the Service Provider in relation to the such work for which the Service Provider has paid or is legally obliged to pay, in which case, on delivery of such goods or materials, the Service Provider will promptly deliver such goods and materials to Transnet or as it may direct.
- 23.5** If either Party [**the Defaulting Party**] commits a material breach of this Agreement and fails to remedy such breach within 14 [fourteen] calendar days of written notice thereof, the other Party [hereinafter **the Aggrieved Party**], shall be entitled, in addition to any other rights and remedies that it may have in terms of this Agreement, to terminate this Agreement forthwith without any liability and without prejudice to any claims which the Aggrieved Party may have for damages against the Defaulting Party.
- 23.6** Either Party may terminate this Agreement forthwith by notice in writing to the other Party when the other Party is unable to pay its debts as they fall due or commits any act or omission which would be an act of insolvency in terms of the Insolvency Act, 24 of 1936 [as amended from time to time], or if any action, application or proceeding is made with regard to it for:
- a) a voluntary arrangement or composition or reconstruction of its debts;
  - b) its winding-up or dissolution;
  - c) the appointment of a liquidator, trustee, receiver, administrative receiver or similar officer;
  - d) any similar action, application or proceeding in any jurisdiction to which it is subject.
- 23.7** Transnet may terminate this Agreement at any time within 2 [two] months of becoming aware of a change of control of the Service Provider by notice in writing to the Service Provider. For the purposes of this clause, **control** means the right to direct the affairs of a company whether by ownership of shares, membership of the board of directors, agreement or otherwise.
- 23.8** Notwithstanding this clause 23, Transnet may cancel this Agreement without cause by giving 30 [thirty] calendar days prior written notice thereof to the Service Provider, or

**23.9** The provisions of clauses 2 [Definitions], 18 [Warranties], 22 [Rights on Cancellation], 27 [Confidentiality], 29 [Limitation of Liability], 30 [Intellectual Property Rights], 33 [Dispute Resolution] and 37.1 [Governing Law] shall survive termination or expiry of this Agreement.

## **24 CESSION**

**24.1** Upon written notice to the Service Provider, Transnet shall be entitled:

- a) to appoint Transnet's financier of the Services as first payer under this Agreement, without transferring the ultimate responsibility for payment which will remain with Transnet; and
- b) to cede, assign and transfer its right, title and interest in the Services to such financier as part of the funding consideration for the Services.

**24.2** The Service Provider is not entitled to cede, delegate, assign, Subcontract or in any other manner dispose of any of its rights or obligations in terms of this Agreement without the prior written consent of Transnet, which consent shall not be withheld or delayed unreasonably.

## **25 FORCE MAJEURE**

**25.1** Neither Party shall have any claim against the other Party arising from any failure or delay in the performance of any obligation of either Party under this Agreement caused by an act of force majeure such as acts of God, fire, flood, war, lockout, government action, laws or regulations, terrorism or civil disturbance, defaults or other circumstances or factors beyond the reasonable control of either Party, and to the extent that the performance of obligations of either Party hereunder is delayed by virtue of the foregoing, any period stipulated for any such performance shall be reasonably extended. Transnet may however rely on strikes, industrial dispute and riots as a ground of force majeure.

**25.2** Each Party will take all reasonable steps by whatever lawful means that are available to resume full performance as soon as practicable and will seek agreement to modification of the relevant provisions of this Agreement in order to accommodate the new circumstances caused by the act of force majeure. If a Party fails to agree with such modifications proposed by the other Party within 90 [ninety] calendar days of the act of force majeure first occurring, either Party may thereafter terminate this Agreement with immediate notice.

## **26 PROTECTION OF PERSONAL INFORMATION**

a) The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Personal Information Act 4 of 2013 ("POPIA"):

consent; person; personal information; processing; record; Regulator as well as any terms derived from these terms of the POPIA

b) 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.

c) Transnet agrees that in submitting any information or documentation requested in the RFP and in this Agreement, the Service Provider consents to the processing of their personal information for the purpose of, but not limited to, risk assessment, contract award, contract management, auditing, legal

opinions/litigation, 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.

d) The Parties agree that they may obtain and have access to personal information for the fulfilment of the rights and obligations contained herein. In performing the obligations as set out in this Agreement, the Parties shall at all times ensure that:

- i. they process personal information only for the express purpose for which it was obtained;
- ii. once processed for the purposes for which it was obtained, all personal information will be destroyed to an extent that it cannot be reconstructed to its original form, subject to any legal retention requirements;
- iii. Personal information is provided only to authorised personnel who strictly require the personal information to carry out the Parties' respective obligations under this Agreement;
- iv. they do not disclose personal information of the other Party, other than in terms of this Agreement;
- v. they have all reasonable technical and organisational measures in place to protect all personal information from unauthorised access and/or use;
- vi. they have appropriate technical and organisational measures in place to safeguard the security, integrity and authenticity of all information in their possession or under their control in terms of this Agreement;
- vii. they identify all reasonably foreseeable internal and external risks to personal information in their possession or under their control; establish and maintain appropriate safeguards against the risks identified; regularly verify that the safeguards are effectively implemented; and ensure that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;
- viii. such personal information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access.

**26.1** The Parties agree that if personal information will be processed for additional purposes beyond the original purpose for which it was obtained, explicit consent must be obtained beforehand from those persons whose information will be subject to such processing.

**26.2** Should it be necessary for either Party to disclose or otherwise make available the personal information to any third party (including sub-contractors and employees) that is not already consented to, it may do so only with the prior written consent of the other Party. The Party requiring such consent shall require of all such third parties, appropriate written undertakings to be provided, containing similar terms to that set forth in this clause, and dealing with that third party's obligations in respect of its processing of the personal information. Following approval by the other Party, the Party requiring consent agrees that the provisions of this clause shall mutatis mutandis apply to all authorised third parties who process personal information.

**26.3** The Parties shall ensure that any persons authorized to process information on their behalf (including employees and third parties) will safeguard the security, integrity and authenticity of all information. Where necessary to meet this requirement, the Parties shall keep all personal

information and any analyses, profiles, or documents derived therefrom logically separated from all other information and documentation held by it.

**26.4** The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the personal information in its possession or under its control. The Parties shall implement and maintain appropriate safeguards against the risks which it identifies and shall also regularly verify that the safeguards which it has in place have been effectively implemented.

**26.5** The Parties agree that they will promptly return, destroy or de-identify any personal information in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected in relation to this Agreement, subject to any legal retention requirements. This may be at the request of the other Party and includes circumstances where a person has requested the Parties to delete all instances of their personal information. The information will be destroyed or de-identified in such a manner that it cannot be reconstructed to its original form, linking it to any particular individual or organisation.

**26.6** Personal Information security breach:

- a) Each Party shall notify the other party in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any personal information and shall, at its own cost, 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. The Parties shall also be required to provide each other with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity of the unauthorised person who may have accessed or acquired the personal information.
- b) The Parties shall provide on-going updates on the progress in resolving the compromise at reasonable intervals until such time as the compromise is resolved.
- c) Where required, the Parties must notify the South African Police Service; and/or the State Security Agency and the Information Regulator and the affected persons of the security breach. Any such notification shall always include sufficient information to allow the persons to take protective measures against the potential consequences of the compromise.
- d) The Parties undertake to co-operate in any investigations relating to security which is carried out by or on behalf of the other including providing any information or material in its possession or control and implementing new security measures.

## **27 CONFIDENTIALITY**

**27.1** The Parties hereby undertake the following with regard to Confidential Information:

- a) not to divulge or disclose to any person whomsoever in any form or manner whatsoever, either directly or indirectly, any Confidential Information of the other without the prior written consent of such other Party, other than when called upon to do so in accordance with a statute, or by a court having jurisdiction, or by any other duly authorised and empowered authority or official, in which event the Party concerned shall do what is reasonably possible to inform the other of such a demand and each shall assist the other in seeking appropriate relief for the instituting of a defensive action to protect the Confidential Information concerned;

- b) not to use, exploit, permit the use of, directly or indirectly, or in any other manner whatsoever apply the Confidential Information disclosed to it as a result of this Agreement, for any purpose whatsoever other than for the purpose for which it is disclosed or otherwise than in strict compliance with the provisions in this Agreement;
- c) not to make any notes, sketches, drawings, photographs or copies of any kind of any part of the disclosed Confidential Information without the prior written consent of such other Party, except when reasonably necessary for the purpose of this Agreement, in which case such copies shall be regarded as Confidential Information;
- d) not to de-compile, disassemble or reverse engineer any composition, compilation, concept application, item, component de-compilation, including software or hardware disclosed and shall not analyse any sample provided by Transnet, or otherwise determine the composition or structure or cause to permit these tasks to be carried out except in the performance of its obligations pursuant to this Agreement;
- e) not to exercise less care to safeguard Transnet Confidential Information than the Party exercises in safeguarding its own competitive, sensitive or Confidential Information;
- f) Confidential Information disclosed by either Party to the other or by either Party to any other party used by such party in the performance of this Agreement, shall be dealt with as "restricted" or shall be dealt with according to any other appropriate level of confidentiality relevant to the nature of the information concerned, agreed between the Parties concerned and stipulated in writing for such information in such cases;
- g) the Parties shall not make or permit to be made by any other person subject to their control, any public statements or issue press releases or disclose Confidential Information with regard to any matter related to this Agreement, unless written authorisation to do so has first been obtained from the Party first disclosing such information;
- h) each Party shall be entitled to disclose such aspects of Confidential Information as may be relevant to one or more technically qualified employees or consultants of the Party who are required in the course of their duties to receive the Confidential Information for the Permitted Purpose provided that the employee or consultant concerned has a legitimate interest therein, and then only to the extent necessary for the Permitted Purpose, and is informed by the Party of the confidential nature of the Confidential Information and the obligations of the confidentiality to which such disclosure is subject and the Party shall ensure such employees or consultants honour such obligations;
- i) each Party shall notify the other Party of the name of each person or entity to whom any Confidential Information has been disclosed as soon as practicable after such disclosure;
- j) each Party shall ensure that any person or entity to which it discloses Confidential Information shall observe and perform all of the covenants the Party has accepted in this Agreement as if such person or entity has signed this Agreement. The Party disclosing the Confidential Information shall be responsible for any breach of the provisions of this Agreement by such person or entity; and
- k) each Party may by written notice to the other Party specify which of the Party's employees, officers or agents are required to sign a non-disclosure undertaking.

**27.2** The duties and obligations with regard to Confidential Information in this clause 27 shall not apply where:

- a) a Party can demonstrate that such information is already in the public domain or becomes available to the public through no breach of this Agreement by that Party, or its Staff; or
- b) was rightfully in a Party's possession prior to receipt from the other Party, as proven by the first-mentioned Party's written records, without an infringement of an obligation or duty of confidentiality; or
- c) can be proved to have been rightfully received by a Party from a third party without a breach of a duty or obligation of confidentiality; or
- d) is independently developed by a Party as proven by its written records.

**27.3** This clause 27 shall survive termination for any reason of this Agreement and shall remain in force and effect from the Commencement Date of this Agreement and 5 [five] years after the termination of this Agreement. Upon termination of this Agreement, all documentation furnished to the Service Provider by Transnet pursuant to this Agreement shall be returned to Transnet including, without limitation, all corporate identity equipment including dyes, blocks, labels, advertising matter, printing matter and the like.

## **28 INSURANCES**

**28.1** Without limiting the liability of the Service Provider under this Agreement, the Service Provider shall take out insurance in respect of all risks for which it is prudent for the Service Provider to insure against, including any liability it may have as a result of its activities under this Agreement for theft, destruction, death or injury to any person and damage to property. The level of insurance will be kept under review by Transnet, on an annual basis, to ensure its adequacy, provided that any variation to the level of such insurance shall be entirely at the discretion of the Service Provider.

**28.2** The Service Provider shall arrange insurance with reputable insurers and will produce to Transnet evidence of the existence of the policies on an annual basis within 30 [thirty] calendar days after date of policy renewals.

**28.3** Subject to clause 28.4 below, if the Service Provider fails to effect adequate insurance under this clause 28, it shall notify Transnet in writing as soon as it becomes aware of the reduction or inadequate cover and Transnet may arrange or purchase such insurance on behalf of the Service Provider. The Service Provider shall promptly reimburse Transnet for any premiums paid provided such insurance protects the Service Provider's liability. Transnet assumes no responsibility for such insurance being adequate to protect all of the Service Provider's liability.

**28.4** In the event that the Service Provider receives written notice from its insurers advising of the termination of its insurance cover referred to in clause 28.1 above or if the insurance ceases to be available upon commercially reasonable terms, the Service Provider shall immediately notify Transnet in writing of such termination and/or unavailability, whereafter either the Service Provider or Transnet may terminate this Agreement on giving the other Party not less than 30 [thirty] calendar days prior written notice to that effect.

## **29 LIMITATION OF LIABILITY**

**29.1** The Service Provider's liability under this clause 29 shall be in addition to any warranty or condition of any kind, express or implied by law or otherwise, relating to the Services or ancillary Services,

including the quality of the Services or ancillary Services or any materials delivered pursuant to this Agreement.

**29.2** Neither Party excludes or limits liability to the other Party for:

- a) death or personal injury caused by its negligence, [including its employees', agents' or Subcontractors' negligence]; or
- b) fraud or theft.

**29.3** The Service Provider shall indemnify and keep Transnet indemnified from and against liability for damage to any Transnet property [whether tangible or intangible] or any other loss, costs or damage suffered by Transnet to the extent that it results from any act of or omission by the Service Provider or its Personnel in connection with this Agreement. The Service Provider's liability arising out of this clause 29.3 shall be limited to direct damages.

**29.4** Subject always to clauses 29.1 and 29.2 above, the liability of either the Service Provider or Transnet under or in connection with this Agreement, whether for negligence, misrepresentation, breach of contract or otherwise, for direct loss or damage arising out of each Default or series of related Defaults shall not exceed 100% [one hundred per cent] of the Fees paid under the schedule or Work Order to which the Default(s) relates.

**29.5** Subject to clauses 29.1 to 29.4 above, in no event shall either Party be liable to the other for indirect or consequential loss or damage or including indirect or consequential loss of profits, business, revenue, goodwill or anticipated savings of an indirect nature or loss or damage incurred by the other Party as a result of third party claims.

**29.6** If for any reason the exclusion of liability in clause 29.5 above is void or unenforceable, either Party's total liability for all loss or damage under this Agreement shall be as provided in clause 29.3 above.

**29.7** Nothing in this clause 29 shall be taken as limiting the liability of the Parties in respect of clauses 27 [Confidentiality] and 30 [Intellectual Property Rights].

## **30 INTELLECTUAL PROPERTY RIGHTS**

### **30.1 Title to Confidential Information**

- a) Transnet will retain all right, title and interest in and to its Confidential Information and Background Intellectual Property and the Service Provider acknowledges that it has no claim of any nature in and to the Confidential Information and Background Intellectual Property that is proprietary to Transnet. For the avoidance of doubt all the Service Provider's Background Intellectual Property shall remain vested in the Service Provider.
- b) Transnet shall grant to the Service Provider an irrevocable, royalty free, non-exclusive licence to use Transnet's Background Intellectual Property only for the Permitted Purpose. This licence shall not permit the Service Provider to sub-license to other parties.
- c) The Service Provider shall grant to Transnet an irrevocable, royalty free, non-exclusive licence to use the Service Provider's Background Intellectual Property for the Permitted Purpose. This licence shall not permit Transnet to sub-license to other parties.
- d) The Service Provider shall grant Transnet access to the Service Provider's Background Intellectual Property on terms which shall be bona fide negotiated between the Parties for

the purpose of commercially exploiting the Foreground Intellectual Property, to the extent that such access is required.

- e) The above shall not pertain to any software licenses procured by the Service Provider from third parties and used in the supply of the Services.

### **30.2 Title to Intellectual Property**

- a) All right, title and interest in and to Foreground Intellectual Property prepared, conceived or developed by the Service Provider, its researchers, agents and employees shall vest in Transnet and the Service Provider acknowledges that it has no claim of any nature in and to the Foreground Intellectual Property. The Service Provider shall not at any time during or after the termination or cancellation of this Agreement dispute the validity or enforceability of such Foreground Intellectual Property, or cause to be done any act or anything contesting or in any way impairing or tending to impair any part of that right, title and interest to any of the Foreground Intellectual Property and shall not counsel or assist any person to do so.
- b) Transnet shall be entitled to seek protection in respect of the Foreground Intellectual Property anywhere in the world as it shall decide in its own absolute discretion and the Service Provider shall reasonably assist Transnet in attaining and maintaining protection of the Foreground Intellectual Property.
- c) Where the Foreground Intellectual Property was created by the Service Provider or its researchers, agents and employees and where Transnet elects not to exercise its option to seek protection or decides to discontinue the financial support of the prosecution or maintenance of any such protection, Transnet shall notify the Service Provider who shall have the right of first refusal to file or continue prosecution or maintain any such applications and to maintain any protection issuing on the Foreground Intellectual Property.
- d) No consideration shall be paid by Transnet to the Service Provider for the assignment of any Foreground Intellectual Property from the Service Provider to Transnet, over and above the sums payable in terms of this Agreement. The Service Provider undertakes to sign all documents and do all things as may be necessary to effect, record and perfect the assignment of the Foreground Intellectual Property to Transnet.
- e) Subject to anything contrary contained in this Agreement and/or the prior written consent of Transnet [which consent shall not be unreasonably withheld], the Service Provider shall under no circumstances be entitled as of right, or to claim the right, to use Transnet's Background Intellectual Property and/or Foreground Intellectual Property.

### **30.3 Title to Improvements**

Any improvements, developments, adaptations and/or modifications to the Foreground Intellectual Property, and any and all new inventions or discoveries, based on or resulting from the use of Transnet's Background Intellectual Property and/or Confidential Information shall be exclusively owned by Transnet. The Service Provider shall disclose promptly to Transnet all such improvements, developments, adaptations and/or modifications, inventions or discoveries. The Service Provider hereby undertakes to sign all documents and do all things as may be necessary to effect, record and perfect the assignment of such improvements, developments, adaptations and/or modifications, inventions or discoveries to Transnet and the Service Provider shall reasonably assist Transnet in

attaining, maintaining or documenting ownership and/or protection of the improved Foreground Intellectual Property.

#### **30.4 Unauthorised Use of Confidential Information**

The Service Provider shall not authorise any party to act on or use in any way any Confidential Information belonging to Transnet whether or not such party is aware of such Confidential Information, and shall promptly notify Transnet of the information if it becomes aware of any party so acting, and shall provide Transnet the information with such assistance as Transnet reasonably requires, at Transnet's cost and expense, to prevent such third party from so acting.

#### **30.5 Unauthorised Use of Intellectual Property**

- a) The Service Provider agrees to notify Transnet in writing of any conflicting uses of, and applications of registrations of Patents, Designs and Trade Marks or any act of infringement, unfair competition or passing off involving the Intellectual Property of Transnet of which the Service Provider acquires knowledge and Transnet shall have the right, as its own option, to proceed against any party infringing its Intellectual Property.
- b) It shall be within the sole and absolute discretion of Transnet to determine what steps shall be taken against the infringer and the Service Provider shall co-operate fully with Transnet, at Transnet's cost, in whatever measure including legal action to bring any infringement of illegal use to an end.
- c) The Service Provider shall cooperate to provide Transnet promptly with all relevant ascertainable facts.
- d) If proceedings are commenced by Transnet alone, Transnet shall be responsible for all expenses but shall be entitled to all damages or other awards arising out of such proceedings. If proceedings are commenced by both Parties, both Parties will be responsible for the expenses and both Parties shall be entitled to damages or other awards arising out of proceedings.

### **31 NON-WAIVER**

**31.1** Failure or neglect by either Party, at any time, to enforce any of the provisions of this Agreement, shall not in any manner be construed to be a waiver of any of that Party's rights in that regard and in terms of this Agreement.

**31.2** Such failure or neglect shall not in any manner affect the continued, unaltered validity of this Agreement, or prejudice the right of that Party to institute subsequent action.

### **32 PARTIAL INVALIDITY**

If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, or shall be required to be modified, the validity, legality and enforceability of the remaining provisions shall not be affected thereby.

### **33 DISPUTE RESOLUTION**

**33.1** Should any dispute of whatsoever nature arise between the Parties concerning this Agreement, the Parties shall try to resolve the dispute by negotiation within 10 [ten] Business Days of such dispute arising.

- 33.2** If the dispute has not been resolved by such negotiation, either of the Parties may refer the dispute to AFSA and notify the other Party accordingly, which proceedings shall be held in Johannesburg.
- 33.3** Such dispute shall be finally resolved in accordance with the rules of AFSA by an arbitrator or arbitrators appointed by AFSA.
- 33.4** This clause constitutes an irrevocable consent by the Parties to any proceedings in terms hereof, and neither of the Parties shall be entitled to withdraw from the provisions of this clause or claim at any such proceedings that it is not bound by this clause 33.
- 33.5** This clause 33 is severable from the rest of this Agreement and shall remain in effect even if this Agreement is terminated for any reason.
- 33.6** This clause 33 shall not preclude either Party from seeking urgent relief in a court of appropriate jurisdiction, where grounds for urgency exist.

#### **34 ADDRESSES FOR NOTICES**

- 34.1** The Parties to this Agreement select the physical addresses and fax numbers, as detailed hereafter, as their respective addresses for giving or sending any notice provided for or required in terms of this Agreement, provided that either Party shall be entitled to substitute such other address or fax number, as may be, by written notice to the other:

**a) Transnet**

- (i) For legal notices: Transnet Port Terminals  
Kingsmead Office Park  
Stalwart Simelane Street  
Durban  
Attention: Legal Department
- (ii) For commercial notices: Transnet Port Terminals  
Kingsmead Office Park  
Stalwart Simelane Street  
Durban  
Attention: Chief Procurement Officer

**b) The Service Provider**

- (i) For legal notices: .....  
.....  
.....  
Fax No. ....  
Attention: .....
- (ii) For commercial notices: .....  
.....  
.....  
Fax No. ....  
Attention: .....

**34.2** Any notice shall be addressed to a Party at its physical address, or delivered by hand, or sent by fax or email.

**34.3** Any notice shall be deemed to have been given:

- a) if hand delivered, on the day of delivery;
- b) if faxed, on the date and time of sending of such fax, as evidenced by a fax confirmation printout, provided that such notice shall be confirmed by prepaid registered post on the date of dispatch of such fax, or, should no postal facilities be available on that date, on the next Business Day; or
- c) if sent by email, on the date and time received, provided that such notice shall be confirmed by prepaid registered post on the date of dispatch of such email, or, should no postal facilities be available on that date, on the next Business Day.

### **35 WHOLE AND ONLY AGREEMENT**

**35.1** The Parties hereby confirm that this Agreement constitutes the whole and only agreement between them with regard to the subject matter of this Agreement.

**35.2** The Parties hereby confirm that this Agreement replaces all other agreements which exist or may have existed in any form whatsoever between them, with regard to the subject matter dealt with in this Agreement, any annexures appended hereto and the Schedule of Requirements/Work Order.

### **36 AMENDMENT AND CHANGE CONTROL**

**36.1** Any amendment or change of any nature made to this Agreement and the Schedule of Requirements thereof shall only be valid if it is in writing, signed by both Parties and added to this Agreement as an addendum hereto. In this regard a Change Notice must first be defined and issued by the requesting Party. A Change Notice Response must then be issued by responding Party. A formal approval of the Change Request will then trigger the issue of the addendum to this Agreement.

**36.2** In the event the Parties cannot agree upon changes, the Parties shall in good faith seek to agree any proposed changes using the dispute resolution procedures in clause 33 [Dispute Resolution].

### **37 GENERAL**

#### **37.1 Governing Law**

This Agreement is exclusively governed by and construed in accordance with the laws of the Republic of South Africa and is subject to the jurisdiction of the courts of the Republic of South Africa.

#### **37.2 Change of Law**

In this Agreement, unless the context otherwise requires, references to a statutory provision include references to that statutory provision as from time to time amended, extended or re-enacted and any regulations made under it, provided that in the event that the amendment, extension or re-enactment of any statutory provision or introduction of any new statutory provision has a material impact on the obligations of either Party, the Parties will negotiate in good faith to agree such amendments to this Agreement as may be appropriate in the circumstances. If, within a reasonable period of time, the Service Provider and Transnet cannot reach agreement on the nature of the

changes required or on modification of Prices, delivery schedules, warranties, or other terms and conditions, either Party may seek to have the matter determined in accordance with clause 33 [Dispute Resolution] above.

### **37.3 Counterparts**

This Agreement may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Either Party may enter into this Agreement by signing any such counterpart.

## **38 DATABASE OF RESTRICTED SUPPLIER**

The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.

**Thus signed by the Parties and witnessed on the following dates and at the following places:**

For and on behalf of <b>TRANSNET SOC LTD operating as TRANSNET PORT TERMINALS</b> duly authorised hereto	For and on behalf of .....  duly authorised hereto
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Date:
Place:	Place:

<b>AS WITNESS:</b> Name:	<b>AS WITNESS:</b> Name:
Signature:	Signature:

<b>AS WITNESS:</b> Name:	<b>AS WITNESS:</b> Name:
Signature:	Signature:

## Annexure D

No.			PARTY		WHEN	FREQUENCY	KPI	MEASUREMENT	COMMUNICATION MODE / FORMAT	SENT TO	MEASUREMENT	
			SUPPLIER	TPT							WEIGHT	MONTHLY RATING
1	Planning	a) Provide cleaners at the Terminal as per scope of work.		X	10min prior to shift start	Daily	Timeous provision cleaners	100% availability		SHERQ Manager	5	
		b) Provide equipment and chemicals to cleaners for the proper performance of the cleaning services		X	prior to shift start	Daily	Timeous and accurate quantities of equipment & chemicals to be delivered	100% availability		SHERQ Manager	5	
		c) Provide notification of any cancelation and replacement of cleaners.		X	prior to the assigned reporting time	As and when necessary	Accurate amount of cleaners provided	100% availability	Verbal or telephonic	Contracts Department	5	
2	Delivery of labour	a) Provide cleaners with transport and deliver to relevant terminal/area in a closed top vehicle		X	10 minutes prior to shift start	For each shift	Cleaners ready to begin work on time per shift	100% on time delivery of cleaners	N/A	SHERQ Manager	5	
		b) Provide TPT's supervisor with the Timesheet (which must clearly display company name) per week		X	Every Monday	Weekly	Accurate recording of time worked by each employee	100% availability on request	Hand deliver	TPT Representative	5	
		c) Ensure that all cleaners are provided with the relevant Protective Clothing (which must be supplied by the Supplier)		X	10 minutes prior to shift start	For each shift	All employees arriving on duty with the relevant Protective Clothing	0% of non-compliance	N/A	SHERQ Manager	5	
		d) Ensure that all cleaners are provided with ID Cards and the ID Cards must be displayed at all times		X	10 minutes prior to shift start	For each shift	All employees reporting on duty displaying their Identity Tags.	0% of non-compliance	N/A	SHERQ Manager	5	
3	Ad-hoc Service	a) Collect and recycle paper from receptacles placed by the Service Provider		X	Every 2nd week	As and when required	Empty receptacles	Empty receptacles		SHERQ Manager	4	
		b) Request Service Provider to provide weekend cleaners prior to the weekend		X	Saturday, Sunday and Public	As and when required			Telephonic or in person	Ops Manager	4	
4	Invoicing and Payments	a) Invoice TPT and submit with supporting documentation for all activities undertaken to execute agreed services		X	30 days	Monthly	Submit accurate invoice(s) with clear item details, and supporting documentation. Provide a monthly statement to reflect all payments made and outstanding.	100% on time submission of invoices with accurate and reconciled supporting documents. Monthly statement to support invoices.	Monthly statement and hard copy of invoice(s) with supporting documentation hand delivered monthly.	Relevant Finance Department	5	
		b) Receive and check documentation, arrange electronic payment, and TPT Finance to advise Service Provider via remittance advice of payment details.	X		Documents submitted during the month will be paid, 30 days from date of statement	Monthly	Authorisation of invoices for payment within 30 days.	Monthly statement to confirm payment of invoices.	Telephonic and e-mail to facilitate payment queries.	Service Provider's Finance Dept	5	
5	Reporting	a) Provide reports of non-performance of individual workers		X	Weekly/Monthly	Ongoing	Reporting of all non-performance issues regarding individual performance	100% incidents reported	E-Mail/Fax	Service Provider	4	
		b) Provide feedback of disciplinary action taken		X	7 days after reported date	Ongoing	Feedback reports on corrective action taken	100% feedback reports	E-Mail/Fax	Contracts Department	4	
6	Documentation	a) Provide valid Insurance Certificate		X	The valid documentation must be sent at least 1 week prior to expiry of existing documentation	Annually	Submit and maintain valid Insurance Certificate	0% of invalid documentation	E-Mail and/or Hand delivery	Contracts Department	4	
		b) Provide valid IRP30 certificate		X	The valid documentation must be sent prior to expiry date	Annually	Submit valid and certified IRP30 Certificate	0% of invalid documentation	E-Mail and/or Hand delivery	Contracts Department	2	
		c) Provide valid Workmen's Compensation Certificate		X	The valid documentation must be sent prior to expiry date	Bi-annually	Submit valid and certified Workmen's Compensation Certificate	0% of invalid documentation	E-Mail and/or Hand delivery	Contracts Department	5	
		d) Provide proof that each employee has undergone the necessary medical examination		X	The valid documentation must be sent prior to expiry date	Every 2 years	Submit medical examination certificates	0% documentation outstanding	Hand deliver	SHERQ Manager	5	
		e) Provide proof of provincial licenses and competency certificates of drivers		X	Duration of the contract	As and when required	Submit relevant documents	0% documentation outstanding	Hand deliver	SHERQ Manager	5	
7	Training	a) Furnish a list of all employees who require induction		X	All new employees must be conducted prior to working on TPT's premises	As and when required	Submit accurate records of all employees inducted prior to any work done on all premises of TPT	100% records available on request by TPT	E-Mail and/or Hand delivery	SHERQ Manager	5	
		b) Ensure that all employees have completed the safety awareness training		X	Every 6 Months	Every 6 Months	Submit accurate records of safety awareness training. Records shall be readily available and accession for inspect/audit by TPT	100% records available on request by TPT	E-Mail and/or Hand delivery	SHERQ Manager	3	
8	Damage & Claims	a) Report any accidents and notifiable incidents.		X	Within 24 hours of the occurrence	As and when required	Timeous notification of details of damages and/or incidents	100% notification of damages and incidents	E-Mail	Contracts Department	5	
		b) Continuous Improvement		X	Ongoing	Ongoing	Areas of improvement in the delivery of service	At least one idea/suggestion for improvement of service per month	Meeting		5	
Legends :				1 = Poor	2 = Not Acceptable	3 = Acceptable	4 = Good	5 = Excellent				
Notes:											100	

Annexure E

**GENERAL BID CONDITIONS**

**[June 2022]**

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**

**iCLM PE 554/TPT**

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## 1 DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

- 1.1 **Bid** shall mean a Respondent's tendered response / proposal to a Transnet RFP or RFQ;
- 1.2 **Bid Document(s)** shall mean a reference to a Request for Proposal or Request for Quotation;
- 1.3 **Business Day** shall mean any day other than a Saturday, Sunday or public holiday;
- 1.4 **Goods** shall mean the goods required by Transnet as specified in its Bid Document;
- 1.5 **Parties** shall mean Transnet and the Respondents to a Bid Document;
- 1.6 **Respondent(s)** shall mean a respondent/bidder to a Bid Document;
- 1.7 **RFP** shall mean Request for Proposal;
- 1.8 **RFQ** shall mean Request for Quotation;
- 1.9 **RFX** shall mean RFP or RFQ, as the case may be;
- 1.10 **Services** shall mean the services required by Transnet as specified in its Bid Document;
- 1.11 **Service Provider or Supplier** shall mean the successful Respondent;
- 1.12 **Tax Invoice** shall mean the document as required by Section 20 of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time;
- 1.13 **Transnet** shall mean Transnet SOC Ltd, a State Owned Company; and
- 1.14 **VAT** shall mean Value-Added Tax in terms of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time.

## 2 GENERAL

All Bid Documents and subsequent contracts and orders shall be subject to the following general conditions as laid down by Transnet and are to be strictly adhered to by any Respondent to this RFX.

## 3 SUBMITTING OF BID DOCUMENTS

- 3.1 A Bid, which shall hereinafter include reference to an RFP or RFQ, shall be submitted to Transnet no later than the closing date and time specified in accordance with the directions issued in the Bid Documents. Late Bids will not be considered.
- 3.2 The Bid Documents must be completed in their entirety and Respondents are required to complete and submit their Bid submissions by uploading them into the system against each tender selected. The bidder guide can be found on the Transnet Portal [transnetetenders.azurewebsites.net](https://transnetetenders.azurewebsites.net).

## 4 USE OF BID FORMS

- 4.1 Where special forms and/or formats are issued by Transnet for the submission of Bids, Respondents are required to submit their Bids by completion of the appropriate sections on such official forms and/or formats and not in other forms and/or formats or documents bearing their own terms and conditions of contract. Non-compliance with this condition may result in the rejection of a Bid.
- 4.2 Respondents must note that the original Bid forms and/or formats must be completed for submission.
- 4.3 Only if insufficient space has been allocated to a particular response may a Respondent submit additional information under separate cover using the Company's letterhead. This must be duly cross-referenced in the RFX.

## **5 BID FEES**

A bid fee is not applicable. The Bid Documents may be downloaded directly from National Treasury's e- Tender Publication Portal at [www.etenders.gov.za](http://www.etenders.gov.za) and may also be downloaded from the Transnet website at [www.transnet.net](http://www.transnet.net) free of charge.

## **6 VALIDITY PERIOD**

- 6.1 The Respondents must hold their Bid valid for acceptance by Transnet at any time within the requested validity period after the closing date of the bid.
- 6.2 Respondents may be requested to extend their validity period for a specified additional period. In such instances, Respondents will not be allowed to change any aspect of their Bid, unless they are able to demonstrate that the proposed change/s is as a direct and unavoidable consequence of Transnet's extension of the validity period.

## **7 SITE VISITS / BRIEFING SESSIONS**

Respondents may be requested to attend a site visit or briefing session where it is necessary to view the site in order to prepare their Bids, or where Transnet deems it necessary to provide Respondents with further information to allow them to complete their Bids properly. Where such visits or sessions are indicated as compulsory in the RFX Document, Respondents are obliged to attend these meetings as failure to do so will result in their disqualification.

## **8 CLARIFICATION BEFORE THE CLOSING DATE**

Should clarification be required on any aspect of the Bid before the closing date, the Respondent must upload questions onto the Transnet e-Tender Submission Portal or direct such queries to the contact person listed in the RFX Document in the stipulated manner.

## **9 COMMUNICATION AFTER THE CLOSING DATE**

After the closing date of a Bid (i.e. during the evaluation period) the Respondent may only communicate with the contact person listed in the RFX Document.

## **10 UNAUTHORISED COMMUNICATION ABOUT BIDS**

Respondents may at any time communicate with the contact person listed in the RFX Document on any matter relating to its Bid but, in the absence of written authority from the delegated individual Phumza Lehloha (DBAC Secretariat), no communication on a question affecting the subject of a Bid shall take place between Respondents or other potential service providers or any member of the Bid Adjudication Committee or official of Transnet during the period between the closing date for the receipt of the Bid and the date of the notification of the successful Respondent(s). A Bid, in respect of which any such unauthorised communication has occurred, may be disqualified.

## **11 RETURNABLE DOCUMENTS**

All returnable documents listed in the RFX Documents must be submitted with Respondent's Bid. Failure to submit mandatory returnable schedules / documents will result in disqualification. Failure to submit other schedules / documents may result in disqualification.

## **12 DEFAULTS BY RESPONDENTS**

If the Respondent, after it has been notified of the acceptance of its Bid fails to:

- 12.1 enter into a formal contract when called upon to do so within such period as Transnet may specify; or
- 12.2 accept an order in terms of the Bid;
- 12.3 furnish satisfactory security when called upon to do so for the fulfilment of the contract; or
- 12.4 comply with any condition imposed by Transnet,

Transnet may, in any such case, without prejudice to any other legal remedy which it may have, proceed to accept any other Bid or, if it is necessary to do so, call for Bids afresh, and may recover from the defaulting Respondent any additional expense incurred by Transnet in calling for new offers or in accepting a less favourable offer.

### **13 CURRENCY**

All monetary amounts referred to in a Bid response must be in Rand, the currency of the Republic of South Africa [ZAR], save to the extent specifically permitted in the RFP.

### **14 PRICES SUBJECT TO CONFIRMATION**

Prices which are quoted subject to confirmation will not be considered.

### **15 ALTERATIONS MADE BY THE RESPONDENT TO BID PRICES**

All alterations made by the Respondent to its Bid price(s) prior to the submission of its Bid Documents must be done by deleting the incorrect figures and words where required and by inserting the correct figures and words against the items concerned. All such alterations must be initialled by the person who signs the Bid Documents. Failure to observe this requirement may result in the particular item(s) concerned being excluded in the matter of the award of the business.

### **16 EXCHANGE AND REMITTANCE**

- 16.1 The Respondent should note that where the whole or a portion of the contract or order value is to be remitted overseas, Transnet shall, if requested to do so by the Supplier/Service Provider, effect payment overseas directly to the foreign principal or manufacturer of such percentage of the contract or order value as may be stipulated by the Respondent in its Bid Documents.
- 16.2 It is Transnet's preference to enter into Rand-based agreements. Transnet would request, therefore, that the Respondent give favourable consideration to obtaining forward exchange cover on the foreign currency portion of the Agreement at a cost that is acceptable to Transnet to protect itself against any currency rate fluctuation risks for the duration of any resulting contract or order.
- 16.3 The Respondent who desires to avail itself of the aforementioned facility must at the time of bidding furnish the information called for in the Exchange and Remittance section of the Bid Documents and also furnish full details of the principals or manufacturer to whom payment is to be made.
- 16.4 The South African Reserve Bank's approval is required before any foreign currency payments can be made to or on behalf of Respondents.
- 16.5 Transnet will not recognise any claim for adjustment of the order and/or contract price if the increase in price arises after the date on which the Goods/Services were to be delivered, as set out in the order and/or contract, or any subsequent agreement between the parties.
- 16.6 Transnet reserves the right to request a pro-forma invoice/tax invoice in order to ensure compliance with the contract and Value-Added Tax Act no. 89 of 1991 [VAT Act].

## **17 ACCEPTANCE OF BID**

- 17.1 Upon the acceptance of a Bid by Transnet, the parties shall be bound by these General Bid Conditions and any contractual terms and/or any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.
- 17.2 Where the Respondent has been informed by Transnet of the acceptance of its Bid, an email communication that has been successfully sent to the Respondent shall be regarded as proof of delivery to the Respondent 1 day after the date of submission.

## **18 NOTICE TO UNSUCCESSFUL RESPONDENTS**

- 18.1 Unsuccessful Respondents shall be advised in writing that their Bids have not been accepted as soon as possible after the closing date of the Bid. On award of business to the successful Respondent all unsuccessful Respondents must be informed of the name of the successful Respondent and of the reason as to why their Bids had been unsuccessful.

## **19 TERMS AND CONDITIONS OF CONTRACT**

- 19.1 The Supplier/Service Provider shall adhere to the Terms and Conditions of Contract issued with the Bid Documents, together with any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.
- 19.2 Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer amendments/ alternatives by written submission on a company letterhead. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed amendments /alternative(s) are acceptable or otherwise, as the case may be. Respondents will be afforded an opportunity to withdraw an unacceptable deviation, failing which the respondent will be disqualified.

## **20 CONTRACT DOCUMENTS**

- 20.1 The contract documents will comprise these General Bid Conditions, the Terms and Conditions of Contract and any schedule of "Special Conditions" which form part of the Bid Documents.
- 20.2 The abovementioned documents together with the Respondent's Bid response will constitute the contract between the parties upon receipt by the Respondent of Transnet's letter of acceptance, subject to all additional amendments and/or special conditions thereto as agreed to by the parties.
- 20.3 Should Transnet inform the Respondent that a formal contract will be signed, the abovementioned documents together with the Respondent's Bid response [and, if any, its covering letter and any subsequent exchange of correspondence] as well as Transnet's Letter of Acceptance, shall constitute a binding contract until the final contract is signed.

## **21 LAW GOVERNING CONTRACT**

The law of the Republic of South Africa shall govern the contract created by the acceptance of a Bid. The domicilium citandi et executandi shall be a place in the Republic of South Africa to be specified by the Respondent in its Bid 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. A foreign Respondent shall, therefore, state in its Bid the name of its authorised representative in the Republic of South Africa who is empowered to sign any contract which may be entered into in the event of its Bid being accepted and to act on its behalf in all matters relating to the contract.

## **22 IDENTIFICATION**

If the Respondent is a company, the full names of the directors shall be stated in the Bid. If the Respondent is a close corporation, the full names of the members shall be stated in the Bid. If the Respondent is a partnership or an individual trading under a trade name, the full names of the partners or of such individual, as the case may be, shall be furnished.

## **23 RESPONDENT'S SAMPLES**

- 23.1 If samples are required from Respondents, such samples shall be suitably marked with the Respondent's name and address, the Bid number and the Bid item number and must be despatched in time to reach the addressee as stipulated in the Bid Documents on or before the closing date of the Bid. Failure to submit samples by the due date may result in the rejection of a Bid.
- 23.2 Transnet reserves the right to retain samples furnished by Respondents in compliance with Bid conditions.
- 23.3 Payment will not be made for a successful Respondent's samples that may be retained by Transnet for the purpose of checking the quality and workmanship of Goods/Services delivered in execution of a contract.
- 23.4 If Transnet does not wish to retain unsuccessful Respondents' samples and the Respondents require their return, such samples may be collected by the Respondents at their own risk and cost.

## **24 SECURITIES**

- 24.1 The successful Respondent, when called upon to do so, shall provide security to the satisfaction of Transnet for the due fulfilment of a contract or order. Such security shall be in the form of a Deed of Suretyship [Deed of Suretyship] furnished by an approved bank, building society, insurance or guarantee corporation carrying on business in South Africa.
- 24.2 The security may be applied in whole or part at the discretion of Transnet to make good any loss or damage which Transnet may incur in consequence of a breach of the contract or any part thereof.
- 24.3 Such security, if required, shall be an amount which will be stipulated in the Bid Documents.
- 24.4 For the purpose of clause 24.124.1 above, Transnet will supply a Deed of Suretyship form to the successful Respondent for completion and no guarantee in any other form will be accepted. A copy of such form will be supplied to Respondents on request. For this purpose a Deed of Suretyship form will be provided which shall be completed and returned to Transnet or a designated official by the successful Respondent within 30 [thirty] calendar days from the date of the letter of acceptance. No payment will be made until the form, duly completed, is delivered to Transnet. Failure to return the Deed of Suretyship within the prescribed time shall, save where prior extension has been granted, entitle Transnet without notice to the Supplier/Service Provider to cancel the contract with immediate effect.
- 24.5 Additional costs incurred by Transnet necessitated by reason of default on the part of the Supplier/Service Provider in relation to the conditions of this clause 244 will be for the account of the Supplier/Service Provider.

## **25 PRICE AND DELIVERY BASIS FOR GOODS**

- 25.1 Unless otherwise specified in the Bid Documents, the prices quoted for Goods must be on a Delivered Duty Paid [latest ICC Incoterms] price basis in accordance with the terms and at the delivery point or

points specified in Transnet's Bid Documents. Bids for supply on any other basis of delivery are liable to disqualification. The lead time for delivery stated by the Respondent must be inclusive of all non-working days or holidays, and of periods occupied in stocktaking or in effecting repairs to or overhauling plant, which would ordinarily occur within the delivery period given by the Respondent.

25.2 Respondents must furnish their Bid prices in the Price Schedule of the Bid Documents on the following basis:

- a) Local Supplies - Prices for Goods to be manufactured, produced or assembled in the Republic of South Africa, or imported supplies held in South Africa, to be quoted on a Delivered RSA named destination basis.
- b) Imported Supplies - Prices for Goods to be imported from all sources to be quoted on a Delivered Duty Paid [latest ICC Incoterms] basis, to end destination in South Africa, unless otherwise specified in the Bid Price Schedule.

## **26 EXPORT LICENCE**

The award of a Bid for Goods to be imported may be subject to the issue of an export licence in the country of origin or supply. If required, the Supplier/Service Provider's manufacturer or forwarding agent shall be required to apply for such licence.

## **27 QUALITY OF MATERIAL**

Unless otherwise stipulated, the Goods offered shall be NEW i.e. in unused condition, neither second-hand nor reconditioned.

## **28 DELETION OF ITEMS EXCLUDED FROM BID**

The Respondent must delete items for which it has not tendered or for which the price has been included elsewhere in its Bid.

## **29 VALUE-ADDED TAX**

29.1 In respect of local supplies, i.e. Goods to be manufactured, produced or assembled in the Republic of South Africa, or imported supplies held or already in transit to South Africa, the prices quoted by the Respondent are to be inclusive of VAT which must be shown separately at the standard rate on the Tax Invoice.

29.2 In respect of foreign Services rendered:

- a) the invoicing by a South African Service Provider on behalf of its foreign principal rendering such Service represents a Service rendered by the principal; and
- b) the Service Provider's Tax Invoice(s) for the local portion only [i.e. the "commission" for the Services rendered locally] must show the VAT separately.

## **30 IMPORTANT NOTICE TO RESPONDENTS REGARDING PAYMENT**

30.1 Method of Payment

- a) The attention of the Respondent is directed to the Terms and Conditions of Contract which set out the conditions of payment on which Bid price(s) shall be based.
- b) However, in addition to the foregoing the Respondent is invited to submit offers based on alternative methods of payment and/or financing proposals.

- c) The Respondent is required to give full particulars of the terms that will be applicable to its alternative offer(s) and the financial merits thereof will be evaluated and taken into consideration when the Bid is adjudicated.
- d) The Respondent must, therefore, in the first instance, tender strictly in accordance with clause 30.1 (a) above. Failure to comply with clause 30.1 (a) above may preclude a Bid from further consideration.

NOTE: The successful Respondent [the **Supplier/Service Provider**] shall, where applicable, be required to furnish a guarantee covering any advance payments.

#### 30.2 Conditional Discount

Respondents offering prices which are subject to a conditional discount applicable for payment within a specific period are to note that the conditional period will be calculated as from the date of receipt by Transnet of the Supplier/Service Provider's month-end statement reflecting the relevant Tax Invoice(s) for payment purposes, provided the conditions of the order or contract have been fulfilled and the Tax Invoice is correct in all respects as referred to in the contract or order. Incomplete and/or incorrect Tax Invoices shall be returned and the conditional period will be recalculated from the date of receipt of the correct documentation.

### 31 CONTRACT QUANTITIES AND DELIVERY REQUIREMENTS

#### 31.1 Contract Quantities

- a) It must be clearly understood that although Transnet does not bind itself to purchase a definitive quantity under any contract which may be entered into pursuant to this Bid, the successful Respondent nevertheless undertakes to supply against the contract such quantities as may be ordered against the contract, which orders are posted or delivered by hand or transmitted electronically on or before the expiry date of such contract.
- b) It is furthermore a condition that Transnet will not accept liability for any material/stocks specially ordered or carried by the Respondent with a view to meeting the requirements under any such contract.
- c) The estimated planned quantities likely to be ordered by Transnet per annum are furnished in relevant section of the Bid Documents. For avoidance of doubt the estimated quantities are estimates and Transnet reserves the right to order only those quantities sufficient for its operational requirements.

#### 31.2 Delivery Period

- a) **Period Contracts and Fixed Quantity Requirements**  
It will be a condition of any resulting contract/order that the delivery period embodied therein will be governed by the provisions of the Terms and Conditions of Contract.
- b) **Progress Reports**  
The Supplier/Service Provider may be required to submit periodical progress reports with regard to the delivery of the Goods/Services.
- c) **Emergency Demands as and when required**  
If, due to unforeseen circumstances, supplies of the Goods/Services covered by the Bid are required at short notice for immediate delivery, the Supplier/Service Provider will be given first right of refusal for such business. If it is unable to meet the desired critical delivery period,

Transnet reserves the right to purchase such supplies as may be required to meet the emergency outside the contract if immediate delivery can be offered from any other source. The Total or Partial Failure to Perform the Scope of Supply section in the Terms and Conditions of Contract will not be applicable in these circumstances.

## **32 PLANS, DRAWINGS, DIAGRAMS, SPECIFICATIONS AND DOCUMENTS**

### **32.1 Copyright**

Copyright in plans, drawings, diagrams, specifications and documents compiled by the Supplier/Service Provider for the purpose of contract work shall be governed by the Intellectual Property Rights section in the Terms and Conditions of Contract.

### **32.2 Drawings and specifications**

In addition to what may be stated in any Bid Document, the Respondent should note that, unless notified to the contrary by Transnet or a designated official by means of an official amendment to the Bid Documents, it is required to tender for Goods/Services strictly in accordance with the drawings and/or specifications supplied by Transnet, notwithstanding that it may be aware that alterations or amendments to such drawings or specifications are contemplated by Transnet.

### **32.3 Respondent's drawings**

Drawings required to be submitted by the Respondent must be furnished before the closing time and date of the Bid. The non-receipt of such drawings by the appointed time may disqualify the Bid.

### **32.4 Foreign specifications**

The Respondent quoting for Goods/Services in accordance with foreign specifications, other than British and American standards, is to submit translated copies of such specifications with the Bid. In the event of any departures or variations between the foreign specification(s) quoted in the Bid Documents, full details regarding such departures or variations must be furnished by the Respondent in a covering letter attached to the Bid. Non-compliance with this condition may result in disqualification.

## **33 BIDS BY OR ON BEHALF OF FOREIGN RESPONDENTS**

33.1 Bids submitted by foreign principals may be forwarded directly by the principals or by its South African representative or agent to the designated official of Transnet according to whichever officer is specified in the Bid Documents.

33.2 In the case of a representative or agent, written proof must be submitted to the effect that such representative or agent has been duly authorised to act in that capacity by the principal. Failure to submit such authorisation by the representative or agent shall disqualify the Bid.

33.3 When legally authorised to prepare and submit Bids on behalf of their principals not domiciled in the Republic of South Africa, representatives or agents must compile the Bids in the names of such principals and sign them on behalf of the latter.

33.4 South African representatives or agents of a successful foreign Respondent must when so required enter into a formal contract in the name of their principals and must sign such contract on behalf of the latter. In every such case a legal Power of Attorney from their principals must be furnished to Transnet by the South African representative or agents authorising them to enter into and sign such contract.

- a) Such Power of Attorney must comply with Rule 63 (Authentication of documents executed outside the Republic for use within the Republic) of the Uniform Rules of Court: Rules regulating the conduct of the proceedings of the several provincial and local divisions of the Supreme Court of South Africa.
  - b) The Power of Attorney must be signed by the principal under the same title as used in the Bid Documents.
  - c) If a Power of Attorney held by the South African representative or agent includes matters of a general nature besides provision for the entering into and signing of a contract with Transnet, a certified copy thereof should be furnished.
  - d) The Power of Attorney must authorise the South African representative or agent to choose the domicilium citandi et executandi.
- 33.5 If payment is to be made in South Africa, the foreign Supplier/Service Provider [i.e. the principal, or its South African agent or representative], must notify Transnet in writing whether, for payment by electronic funds transfer [EFT]:
- a) funds are to be transferred to the credit of the foreign Supplier/Service Provider's account at a bank in South Africa, in which case the name and branch of such bank shall be furnished; or
  - b) funds are to be transferred to the credit of its South African agent or representative, in which case the name and branch of such bank shall be furnished.
- 33.6 The attention of the Respondent is directed to clause 24 above [Securities] regarding the provision of security for the fulfilment of contracts and orders and the manner and form in which such security is to be furnished.

#### **34 DATABASE OF RESTRICTED SUPPLIERS**

The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.

#### **35 CONFLICT WITH ISSUED RFX DOCUMENT**

- 35.1 Should a conflict arise between these General Bid Conditions and the issued RFX document, the conditions stated in the RFX document shall prevail.

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**Important Note: All potential bidders must read this document and certify in the RFX Declaration Form that they have acquainted themselves with, and agree with the content. The contract with the successful bidder will automatically incorporate this Integrity Pact as part of the final concluded contract.**

**INTEGRITY PACT**

Between

**TRANSNET SOC LTD**

Registration Number: 1990/000900/30

("Transnet")

And The Bidder / Supplier/ Service Provider / Contractor (hereinafter referred to as the "Bidder / Supplier")

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**

**iCLM PE 554/TPT**

## **PREAMBLE**

Transnet values full compliance with all relevant laws and regulations, ethical standards and the principles of economical use of resources, fairness and transparency in its relations with its Bidders / Suppliers.

In order to achieve these goals, Transnet and the Bidder / Supplier hereby enter into this agreement hereinafter referred to as the "Integrity Pact" which will form part of the Bidder's / Supplier's application for registration with Transnet as a vendor.

The general purpose of this Integrity Pact is to agree on avoiding all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of any procurement and / or reverse logistics event and any further contract to be entered into between the Parties, relating to such event.

All Bidders / Suppliers will be required to sign and comply with undertakings contained in this Integrity Pact, should they want to be registered as a Transnet vendor.

## **1 OBJECTIVES**

- 1.1 Transnet and the Bidder / Supplier agree to enter into this Integrity Pact, to avoid all forms of dishonesty, fraud and corruption including practices that are anti-competitive in nature, negotiations made in bad faith and under-pricing by following a system that is fair, transparent and free from any influence / unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:
  - a) Enable Transnet to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
  - b) Enable Bidders / Suppliers to abstain from bribing or participating in any corrupt practice in order to secure the contract.

## **2 COMMITMENTS OF TRANSNET**

Transnet commits to take all measures necessary to prevent dishonesty, fraud and corruption and to observe the following principles:

- 2.1 Transnet hereby undertakes that no employee of Transnet connected directly or indirectly with the sourcing event and ensuing contract, will demand, take a promise for or accept directly or through intermediaries any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the Bidder, either for themselves or for any person, organisation or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to any contract.
- 2.2 Transnet will, during the registration and bidding process treat all Bidders / Suppliers with equity, transparency and fairness. Transnet will in particular, before and during the registration process, provide to all Bidders / Suppliers the same information and will not provide to any Bidders / Suppliers confidential / additional information through which the Bidders / Suppliers could obtain an advantage in relation to any bidding process.
- 2.3 Transnet further confirms that its employees will not favour any prospective bidder in any form that could afford an undue advantage to a particular bidder during the tendering stage, and will further treat all Bidders / Supplier participating in the bidding process in a fair manner.
- 2.4 Transnet will exclude from the bidding process such employees who have any personal interest in the Bidders / Suppliers participating in the bidding process.

### 3 OBLIGATIONS OF THE BIDDER / SUPPLIER

- 3.1 Transnet has a '**Zero Gifts**' Policy. No employee is allowed to accept gifts, favours or benefits.
- a) Transnet officials and employees **shall not** solicit, give or accept, or from agreeing to solicit, give, accept or receive directly or indirectly, any gift, gratuity, favour, entertainment, loan, or anything of monetary value, from any person or juridical entities in the course of official duties or in connection with any operation being managed by, or any transaction which may be affected by the functions of their office.
  - b) Transnet officials and employees **shall not** solicit or accept gifts of any kind, from vendors, suppliers, customers, potential employees, potential vendors, and suppliers, or any other individual or organisation irrespective of the value.
  - c) Under **no circumstances** should gifts, business courtesies or hospitality packages be accepted from or given to prospective suppliers participating in a tender process at the respective employee's Operating Division, regardless of retail value.
  - d) Gratuities, bribes or kickbacks of any kind must never be solicited, accepted or offered, either directly or indirectly. This includes money, loans, equity, special privileges, personal favours, benefit or services. Such favours will be considered to constitute corruption.
- 3.2 The Bidder / Supplier commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Bidder / Supplier commits to the following:
- a) The Bidder / Supplier will not, directly or through any other person or firm, offer, promise or give to Transnet or to any of Transnet's employees involved in the bidding process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the bidding process; and
  - b) The Bidder / Supplier will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any employee of Transnet, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- 3.3 The Bidder / Supplier will not collude with other parties interested in the contract to preclude a competitive bid price, impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract. The Bidder / Supplier further commits itself to delivering against all agreed upon conditions as stipulated within the contract.
- 3.4 The Bidder / Supplier will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Bidders / Suppliers. This applies in particular to certifications, submissions or non-submission of documents or actions that are restrictive or to introduce cartels into the bidding process.
- 3.5 The Bidder / Supplier will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Bidder /Supplier will not use for illegitimate purposes or for restrictive purposes or personal gain, or pass on to others, any information provided by Transnet as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- 3.6 A Bidder / Supplier of foreign origin shall disclose the name and address of its agents or representatives in South Africa, if any, involved directly or indirectly in the registration or bidding process. Similarly, the Bidder / Supplier of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or bidding process.
- 3.7 The Bidder / Supplier will not misrepresent facts or furnish false or forged documents or information in order to influence the bidding process to the advantage of the Bidder / Supplier or detriment of Transnet or other competitors.

- 3.8 Transnet may require the Bidder / Supplier to furnish Transnet with a copy of its code of conduct. Such code of conduct must address the compliance programme for the implementation of the code of conduct and reject the use of bribes and other dishonest and unethical conduct.
- 3.9 The Bidder / Supplier will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 3.10 The Bidder/Supplier confirms that they will uphold the ten principles of the United Nations Global Compact (UNGC) in the fields of Human Rights, Labour, Anti-Corruption and the Environment when undertaking business with Transnet as follows:
- a) Human Rights
    - Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
    - Principle 2: make sure that they are not complicit in human rights abuses.
  - b) Labour
    - Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
    - Principle 4: the elimination of all forms of forced and compulsory labour;
    - Principle 5: the effective abolition of child labour; and
    - Principle 6: the elimination of discrimination in respect of employment and occupation.
  - c) Environment
    - Principle 7: Businesses should support a precautionary approach to environmental challenges;
    - Principle 8: undertake initiatives to promote greater environmental responsibility; and
    - Principle 9: encourage the development and diffusion of environmentally friendly technologies.
  - d) Anti-Corruption
    - Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

#### **4 INDEPENDENT BIDDING**

- 4.1 For the purposes of this undertaking in relation to any submitted Bid, the Bidder declares to fully understand that the word "competitor" shall include any individual or organisation, 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.
- 4.2 The Bidder has arrived at his submitted Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 4.3 In particular, without limiting the generality of paragraph 4.2 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) prices;
  - b) geographical area where Goods or Services 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 RFP; or
  - f) bidding with the intention of not winning the Bid.
- 4.4 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 Goods or Services to which his/her Bid relates.
- 4.5 The terms of the Bid as submitted 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.
- 4.6 Bidders are 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 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

## **5 DISQUALIFICATION FROM BIDDING PROCESS**

- 5.1 If the Bidder / Supplier has committed a transgression through a violation of paragraph 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Bidder / Supplier into question, Transnet may reject the Bidder's / Supplier's application from the registration or bidding process and remove the Bidder / Supplier from its database, if already registered.
- 5.2 If the Bidder / Supplier has committed a transgression through a violation of paragraph 3, or any material violation, such as to put its reliability or credibility into question, Transnet may after following due procedures and at its own discretion also exclude the Bidder / Supplier from future bidding processes. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the circumstances of the case, which will include amongst others the number of transgressions, the position of the transgressors within the company hierarchy of the Bidder / Supplier and the amount of the damage. The exclusion will be imposed for up to a maximum of 10 (ten) years. However, Transnet reserves the right to impose a longer period of exclusion, depending on the gravity of the misconduct.
- 5.3 If the Bidder / Supplier can prove that it has restored the damage caused by it and has installed a suitable corruption prevention system, or taken other remedial measures as the circumstances of the case may require, Transnet may at its own discretion revoke the exclusion or suspend the imposed penalty.

## **6 DATABASE OF RESTRICTED SUPPLIERS**

- 6.1 The process of restriction is used to exclude a company/person from conducting future business with Transnet and other organs of state for a specified period. No Bid shall be awarded to a Bidder whose name (or any of its members, directors, partners or trustees) appear on the Register of Tender Defaulters kept by National Treasury, or who have been placed on National Treasury's List of Restricted Suppliers. Transnet reserves the right to withdraw an award, or cancel a contract concluded with a Bidder should it be established, at any time, that a bidder has been restricted with National Treasury by another government institution.
- 6.2 All the stipulations on Transnet's restriction process as laid down in Transnet's Supply Chain Policy and Procurement Procedures Manual are included herein by way of reference. Below follows a condensed summary of this restriction procedure.
- 6.3 On completion of the restriction procedure, Transnet will submit the restricted entity's details (including the identity number of the individuals and registration number of the entity) to National Treasury for placement on National Treasury's Database of Restricted Suppliers for the specified period of exclusion. National

Treasury will make the final decision on whether to restrict an entity from doing business with any organ of state for a period not exceeding 10 years and place the entity concerned on the Database of Restricted Suppliers published on its official website.

- 6.4 The decision to restrict is based on one of the grounds for restriction. The standard of proof to commence the restriction process is whether a "prima facie" (i.e. on the face of it) case has been established.
- 6.5 Depending on the seriousness of the misconduct and the strategic importance of the Goods/Services, in addition to restricting a company/person from future business, Transnet may decide to terminate some or all existing contracts with the company/person as well.
- 6.6 A supplier or contractor to Transnet may not subcontract any portion of the contract to a restricted company.
- 6.7 Grounds for restriction include: If any person/Enterprise which has submitted a Bid, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Bid or contract:
  - a) Has, in bad faith, withdrawn such Bid after the advertised closing date and time for the receipt of Bids;
  - b) has, after being notified of the acceptance of his Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the bid documents;
  - c) has carried out any contract resulting from such bid in an unsatisfactory manner or has breached any condition of the contract;
  - d) has offered, promised or given a bribe in relation to the obtaining or execution of the contract;
  - e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any Government Department or towards any public body, Enterprise or person;
  - f) has made any incorrect statement in a certificate or other communication with regard to the Local Content of his Goods or his B-BBEE status and is unable to prove to the satisfaction of Transnet that:
    - (i) he made the statement in good faith honestly believing it to be correct; and
    - (ii) before making such statement he took all reasonable steps to satisfy himself of its correctness;
  - g) has submitted false information regarding any other matter required in terms of the Preferential Procurement Regulations, 2017 issued in terms of the Preferential Procurement Policy Framework Act which will affect the evaluation of a Bid or where a Bidder has failed to declare any subcontracting arrangements;
  - h) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;
  - i) has litigated against Transnet in bad faith.

## **7 PREVIOUS TRANSGRESSIONS**

- 7.1 The Bidder / Supplier hereby declares that no previous transgressions resulting in a serious breach of any law, including but not limited to, corruption, fraud, theft, extortion and contraventions of the Competition Act 89 of 1998, which occurred in the last 5 (five) years with any other public sector undertaking, government department or private sector company that could justify its exclusion from its registration on the Bidder's / Supplier's database or any bidding process.
- 7.2 If it is found to be that the Bidder / Supplier made an incorrect statement on this subject, the Bidder / Supplier can be rejected from the registration process or removed from the Bidder / Supplier database, if already registered, for such reason (refer to the Breach of Law Form contained in the applicable RFX document.)

## 8 SANCTIONS FOR VIOLATIONS

- 8.1 Transnet shall also take all or any one of the following actions, wherever required to:
- a) Immediately exclude the Bidder / Supplier from the bidding process or call off the pre-contract negotiations without giving any compensation to the Bidder / Supplier. However, the proceedings with the other Bidders / Suppliers may continue;
  - b) Immediately cancel the contract, if already awarded or signed, without giving any compensation to the Bidder / Supplier;
  - c) Recover all sums already paid by Transnet;
  - d) Encash the advance bank guarantee and performance bond or warranty bond, if furnished by the Bidder / Supplier, in order to recover the payments, already made by Transnet, along with interest;
  - e) Cancel all or any other contracts with the Bidder / Supplier;
  - f) Exclude the Bidder / Supplier from entering into any bid with Transnet and other organs of state in future for a specified period; and
  - g) If the Supplier subcontracted a portion of the bid to another person without declaring it to Transnet, Transnet must penalise the Supplier up to 10% of the value of the contract.

## 9 CONFLICTS OF INTEREST

- 9.1 A conflict of interest includes, inter alia, a situation in which:
- a) A Transnet employee has a personal financial interest in a bidding / supplying entity; and
  - b) A Transnet employee has private interests or personal considerations or has an affiliation or a relationship which affects, or may affect, or may be perceived to affect his / her judgment in action in the best interest of Transnet, or could affect the employee's motivations for acting in a particular manner, or which could result in, or be perceived as favouritism or nepotism.
- 9.2 A Transnet employee uses his / her position, or privileges or information obtained while acting in the capacity as an employee for:
- a) Private gain or advancement; or
  - b) The expectation of private gain, or advancement, or any other advantage accruing to the employee must be declared in a prescribed form.
- Thus, conflicts of interest of any bid committee member or any person involved in the sourcing process must be declared in a prescribed form.
- 9.3 If a Bidder / Supplier has or becomes aware of a conflict of interest i.e. a family, business and / or social relationship between its owner(s) / member(s) / director(s) / partner(s) / shareholder(s) and a Transnet employee / member of Transnet's Board of Directors in respect of a bid which will be considered for the bid process, the Bidder / Supplier:
- a) must disclose the interest and its general nature, in the Request for Proposal ("RFX") declaration form; or
  - b) must notify Transnet immediately in writing once the circumstances has arisen.
- 9.4 The Bidder / Supplier shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any committee member or any person involved in the sourcing process, where this is done, Transnet shall be entitled forthwith to rescind the contract and all other contracts with the Bidder / Supplier.

## 10 DISPUTE RESOLUTION

- 10.1 Transnet recognises that trust and good faith are pivotal to its relationship with its Bidders / Suppliers. When a dispute arises between Transnet and its Bidder / Supplier, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, following a restriction process as mentioned in paragraph 6 above, Transnet will not do business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:
- a) **Vexatious proceedings:** these are frivolous proceedings which have been instituted without proper grounds;
  - b) **Perjury:** where a supplier makes a false statement either in giving evidence or on an affidavit;
  - c) **Scurrilous allegations:** where a supplier makes allegations regarding a senior Transnet employee which are without proper foundation, scandalous, abusive or defamatory; and
  - d) **Abuse of court process:** when a supplier abuses the court process in order to gain a competitive advantage during a bid process.

## 11 GENERAL

- 11.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.
- 11.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.
- 11.3 The validity of this Integrity Pact shall cover all the bidding processes and will be valid for an indefinite period unless cancelled by either Party.
- 11.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.
- 11.5 Should a Bidder / Supplier be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Bidders / Suppliers to report this behaviour directly to a senior Transnet official / employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

The Parties hereby declare that each of them has read and understood the clauses of this Integrity Pact and shall abide by it. To the best of the Parties' knowledge and belief, the information provided in this Integrity Pact is true and correct.

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PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").



Mandatory Returnable document

iCLM PE 554/TPT	Valid registration certificate with the National Contract Cleaners Association or any recognised Cleaners Association.	Returnable Schedule: No. 1
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The Respondent hereby confirms that they have submitted a **Valid registration certificate with the National Contract Cleaners Association or any recognised Cleaners Association.**

The Respondent must **sign** and **submit** this Returnable Schedule with the **Valid registration certificate with the National Contract Cleaners Association or any recognised Cleaners Association**

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Respondent \_\_\_\_\_

PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").



Mandatory Returnable document

iCLM PE 554/TPT

Valid Letter of Good standing from the Compensation Commissioner

Returnable Schedule: No. 2

The Respondent hereby confirms that they have submitted a **Valid Letter of Good standing from the Compensation Commissioner**.

The Respondent must **sign** and **submit** this Returnable Schedule with the **Valid Letter of Good standing from the Compensation Commissioner**.

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

Name

\_\_\_\_\_

Position

\_\_\_\_\_

Respondent

\_\_\_\_\_

PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").



Essential Returnable Schedule  
used for scoring

iCLM PE 554/TPT	Background Experience	Returnable Schedule: No. 3
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Respondent must submit three (3) reference letters from companies that they have provided with a similar service - the reference letters must not be dated older than 3 years. The reference letters must indicate a minimum of one (1) year experience.

	Attached [Yes/No]
Background Experience	

Signed

Date

Name

Position

Respondent

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**



**Essential Returnable Schedule  
used for scoring**

<b>iCLM PE 554/TPT</b>	<b>List of Cleaning Chemicals</b>	<b>Returnable Schedule: No. 4</b>
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Respondent must submit a list of all chemicals to be used for cleaning (according to the scope of work), together with the Material Safety Data Sheets (MSDS) File. List should cover chemicals for the following areas (but not limited to): ablution facilities; glass & window cleaner; dishwashing liquid; carpet cleaner; tiles, paint & walls; cooker hood & stove; deep cleaning; furniture cleaner (wooden & metal); and general areas & mess room floors.

	<b>Attached [Yes/No]</b>
List of Cleaning Chemicals	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Respondent \_\_\_\_\_

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**



**Essential Returnable Schedule  
used for scoring**

<b>iCLM PE 554/TPT</b>	<b>Risk Assessment</b>	<b>Returnable Schedule: No. 5</b>
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Respondent must submit a generic risk assessment, based on the attached cleaning services scope of work. The risk assessment should, as a minimum, give detail of the following elements: safety; health; environment and quality.

	<b>Attached [Yes/No]</b>
Risk Assessment	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Respondent \_\_\_\_\_

PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").



Essential Returnable Schedule

iCLM PE 554/TPT	Standard Operating Procedures	Returnable Schedule: No. 6
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The Respondent must confirm that they have the minimum equipment required to carry out the required cleaning services

	Attached [Yes/No]
Standard Operating Procedures	

Signed

Date

Name

Position

Respondent

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**



**Essential Returnable Schedule**

<b>iCLM PE 554/TPT</b>	<b>SHE Plan</b>	<b>Returnable Schedule: No. 7</b>
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Respondent must submit a SHE plan covering the following topics:

- Waste management
- Management of safety when working at heights
- Management of employee exposure to Hazardous Biological Agents (procedure)
- Management of issuing of PPE (Personal Protective Equipment)
- Written safe working procedures pertaining to cleaning services
- Management of injuries on duty procedure

	<b>Attached [Yes/No]</b>
<b>She Plan</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Respondent \_\_\_\_\_

PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").



Essential Returnable Schedule

iCLM PE 554/TPT	Equipment	Returnable Schedule: No. 8
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The Respondent must confirm that they have the minimum equipment required to carry out the required cleaning services

	Attached [Yes/No]
Equipment	

Signed

Date

Name

Position

Respondent

PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").



Essential Returnable Schedule

iCLM PE 554/TPT	<b>SHEQ Management</b>	<b>Returnable Schedule: No. 9</b>
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Respondent must submit a SHE organogram with names of designated individuals.

	<b>Attached [Yes/No]</b>
SHEQ Management	

Signed

Date

Name

Position

Respondent

**PROVISION OF OFFICE, MESS AND ABLUTION FACILITIES CLEANING SERVICES AT THE PORT OF PORT ELIZABETH AND NGQURA CONTAINER TERMINAL FOR A PERIOD OF THREE (3) YEARS, FOR TRANSNET SOC LTD (REGISTRATION NO. 1990/000900/30) OPERATING AT TRANSNET PORT TERMINALS (HEREINAFTER REFERRED TO AS "TPT").**



**Essential Returnable Schedule  
used for scoring**

<b>iCLM PE 554/TPT</b>	<b>Staff Complement Confirmation</b>	<b>Returnable Schedule: No. 10</b>
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The Respondent is required to provide confirmation that they will have sufficient human capital to meet the requirements stated in the Scope of Work. The complete list of employees will be submitted within one (1) week of the successful Respondent receiving the signed letter of award from TPT.

	<b>Attached [Yes/No]</b>
Staff Complement Confirmation	

Signed

Date

Name

Position

Respondent