

**Transnet National Ports Authority**

an Operating Division **TRANSNET SOC LTD**

[Registration Number 1990/000900/30]

**REQUEST FOR PROPOSAL (RFP)**

**FOR THE: SUPPLY, INSTALLATION AND REMOVAL OF GLASS AND ALUMINIUM  
COMPONENTS AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS  
AROUND THE PORT OF DURBAN**

<b>RFP NUMBER:</b>	<b>TNPA/2023/08/0003/37838/RFP</b>
<b>ISSUE DATE:</b>	<b>05 March 2024</b>
<b>NON-COMPULSORY BRIEFING:</b>	<b>15 March 2024</b>
<b>CLOSING DATE:</b>	<b>26 March 2024</b>
<b>CLOSING TIME:</b>	<b>12:00pm</b>
<b>TENDER VALIDITY PERIOD:</b>	<b>12 weeks from closing date</b>

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## T1.1 TENDER NOTICE AND INVITATION TO TENDER

### SECTION 1: NOTICE TO TENDERERS

#### 1. INVITATION TO TENDER

Responses to this Tender [hereinafter referred to as a **Tender**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as a Tenderer].

DESCRIPTION	THE SUPPLY, INSTALLATION AND REMOVAL OF GLASS AND ALUMINIUM COMPONENTS AS AND WHEN REQUIRED FOR A PERIOD OF THIRTY - SIX (36) MONTHS AROUND THE PORT OF DURBAN
TENDER DOWNLOADING	This Tender may be downloaded directly from the National Treasury eTender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> and the Transnet website at <a href="https://transnetetenders.azurewebsites.net">https://transnetetenders.azurewebsites.net</a> (please use Google Chrome to access Transnet link) <b>FREE OF CHARGE</b>

NON-COMPULSORY TENDER CLARIFICATION MEETING	<p>A non-Compulsory Tender Clarification Meeting will be conducted on teams <b>on the 15 March 2024, at 10:00am [10 O'clock]</b> for a period of <math>\pm</math> 2 (two) hours. [Tenderers to provide own transportation and accommodation].</p> <p><a href="#">Click here to join the meeting</a></p> <p>The non-Compulsory Tender Clarification Meeting will start punctually, and information will not be repeated for the benefit of Tenderers arriving late.</p>
CLOSING DATE AND TIME	<p><b>12:00pm on 26 March 2024</b></p> <p>Tenderers must ensure that tenders are uploaded timeously onto the system. <b>If a tender is late, it will not be accepted for consideration.</b></p>

#### 2. TENDER 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.

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

Log on to the Transnet eTenders management platform website (<https://transnetetenders.azurewebsites.net>);

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

- b) The tender offers to this tender will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of tenders, disclose to any other company any confidential details pertaining to the Tender Offers / information received, i.e. pricing, delivery, etc. The names and locations of the Tenderers will be divulged to other Tenderers upon request.
- c) Submissions must not contain documents relating to any Tender other than that shown on the submission.

### 3. CONFIDENTIALITY

All information related to this RFP is to be treated with strict confidentiality. In this regard Tenderers 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 gleaned from provision of the Works, which is either directly or indirectly related to Transnet's business, written approval to divulge such information must be obtained from Transnet.

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#### 4. DISCLAIMERS

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

- 4.1. Award the business to the highest scoring Tenderer/s unless objective criteria justify the award to another tenderer.
- 4.2. Not necessarily accept the lowest priced tender or an alternative Tender.
- 4.3. Go to the open market if the quoted rates (for award of work) are deemed unreasonable.
- 4.4. Should the Tenderers be awarded business on strength of information furnished by the Tenderer, which after conclusion of the contract is proved to have been incorrect, Transnet reserves the right to terminate the contract.
- 4.5. Request audited financial statements or other documentation for the purposes of a due diligence exercise.
- 4.6. Not accept any changes or purported changes by the Tenderer to the tender rates after the closing date;
- 4.7. Verify any information supplied by a Tenderer by submitting a tender, the Tenderer/s hereby irrevocably grant the necessary consent to the Transnet to do so;
- 4.8. Conduct the evaluation process in parallel. The evaluation of Tenderers at any given stage must therefore not be interpreted to mean that Tenderers have necessarily passed any previous stage(s);
- 4.9. Unless otherwise expressly stated, each tender lodged in response to the invitation to tender shall be deemed to be an offer by the Tenderer. The Employer has the right in its sole and unfettered discretion not to accept any offer.
- 4.10. Not be held liable if tenderers do not provide the correct contact details during the clarification session and do not receive the latest information regarding this RFP with the possible consequence of being disadvantaged or disqualified as a result thereof.
- 4.11. Transnet reserves the right to exclude any Tenderers from the tender process who has been convicted of a serious breach of law during the preceding 5 [five] years including but not limited to breaches of the Competition Act 89 of 1998, as amended. Tenderers are required to indicate in tender returnable on T2.2-12, [**Breach of Law**] whether or not they have been found guilty of a serious breach of law during the past 5 [five] years.

4.12. Transnet reserves the right to perform a risk analysis on the preferred tenderer to ascertain if any of the following might present an unacceptable commercial risk to the employer:

- unduly high or unduly low tendered rates or amounts in the tender offer;
- contract data of contract provided by the tenderer; or
- the contents of the tender returnable which are to be included in the contract.

5. Transnet will not reimburse any Tenderer for any preparatory costs or other work performed in connection with this Tender, whether or not the Tenderer is awarded a contract.

## 6. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Tenderer 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. The CSD can be accessed at <https://secure.csd.gov.za/>. Tenderer are required to provide the following to Transnet in order to enable it to verify information on the CSD:

Supplier Number..... and Unique registration reference number  
..... (Tender Data)

**Transnet urges its clients, suppliers and the general public  
to report any fraud or corruption to  
TIP-OFFS ANONYMOUS: 0800 003 056 OR [Transnet@tip-offs.com](mailto:Transnet@tip-offs.com)**



Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

## T1.2 TENDER DATA

The conditions of tender are the Standard Conditions of Tender as contained in Annex C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts. The Standard for Uniformity in Construction Procurement was first published in Board Notice 62 of 2004 in Government Gazette No 26427 of 9 June 2004. It was subsequently amended in Board Notice 67 of 2005 in Government Gazette No 28127 of 14 October 2005, Board Notice 93 of 2006 in Government

Gazette No 29138 of 18 August 2006, Board Notice No 9 of 2008 in Government Gazette No 31823 of 30 January 2009, Board Notice 86 of 2010 in Government Gazette No 33239 of 28 May 2010, Board Notice 136 of 2015 in Government Gazette 38960 of 10 July 2015 and Board Notice 423 of 2019 in Government Gazette No 42622 of 8 August 2019.

This edition incorporates the amendments made in Board Notice 423 of 2019 in Government Gazette 42622 of 8 August 2019. (see [www.cidb.org.za](http://www.cidb.org.za)).

The Standard Conditions of Tender make several references to Tender data for detail that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced in the left-hand column to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause	Data
C.1.1 The Employer is	<b>Transnet SOC Ltd</b> <b>(Reg No. 1990/000900/30)</b>
C.1.2 The tender documents issued by the Employer comprise:	

### Part T: The Tender

Part T1: Tendering procedures	T1.1 Tender notice and invitation to tender. T1.2 Tender data
Part T2: Returnable documents	T2.1 List of returnable documents T2.2 Returnable schedules

### Part C: The contract

Part C1: Agreements and contract data	C1.1 Form of offer and acceptance C1.2 Contract data (Part 1 & 2) C1.3 Form of Securities
Part C2: Pricing data	C2.1 Pricing instructions



		C2.2 Bill of Quantities
	Part C3: Scope of work	C3.1 Works information
	Part C4: Site Information	C4.1 Site Information
C.1.4	The Employer's agent is:	Procurement Officer
	Name:	Nomonde Ngcongo
	Address:	237 Mahatma Ghandhi Road Durban 4001
	E – mail:	<a href="mailto:TNPAtenderenquiriesdbn@transnet.net">TNPAtenderenquiriesdbn@transnet.net</a>
C.2.1	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:	

**Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.**

**1. Stage One - Eligibility in terms of the Construction Industry Development Board:**

- a) Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, designation of **3SG or 3GB or higher** class of construction work, are eligible to have their tenders evaluated.
- b) Joint Venture (JV)
 

Joint ventures are eligible to submit tenders subject to the following:

  1. every member of the joint venture is registered with the CIDB.
  2. the lead partner has a contractor grading designation of not lower than one level below the required class of construction works under consideration and possesses the required recognition status; and
  3. the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **3SG or 3GB or higher** class of construction work or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations
  4. The tenderer shall provide a certified copy of its signed joint venture agreement.





## 2. Stage Two - Functionality

Only those tenderers who obtain the minimum qualifying score for functionality will be evaluated further in terms of price and the applicable preference point system. The minimum qualifying score for functionality is **60** points.

The evaluation criteria for measuring functionality and the points for each criteria and, if any, each sub-criterion are as stated in C.3.11.3 below.

**Any tenderer that fails to meet the stipulated eligibility criteria will be regarded as an unacceptable tender.**

C.2.7 The arrangements for a non-compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender. **Tenderers must complete and sign the attendance register.** Addenda will be issued to, and tenders will only be received from those tendering entities including those entities that intends forming a joint venture appearing on the attendance register.

C.2.12 No alternative tender offers will be considered.

C.2.13.3 Each tender offer shall be in the **English Language**.

C.2.13.5 The Employer's details and identification details that are to be shown on each tender.

C.2.15.1 offer package are as follows:

Identification details:

The tender documents must be uploaded with:

- Name of Tenderer:
- Contact person and details:
- The Tender Number: TNPA/2023/08/0003/37838/RFP
- The Tender Description: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

Documents must be marked for the attention of:

**Employer's Agent; Nomonde Ngongo**

C.2.13.9 Telephonic, telegraphic, facsimile or e-mailed tender offers will not be accepted.

C.2.15 The closing time for submission of tender offers is:

Time: **12:00pm on 26 March 2024**

C.2.16

Location: The Transnet e-Tender Submission Portal:

(<https://transnetetenders.azurewebsites.net>);




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**NO LATE TENDERS WILL BE ACCEPTED**

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- C.2.17 The tender offer validity period is **12 weeks** after the closing date. Tenderers are to note that they may be requested to extend the validity period of their tender, on the same terms and conditions, if Transnet's internal evaluation and governance approval processes has not been finalized within the validity period.
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- C.2.23 The tenderer is required to submit with his tender:
1. A valid Tax Clearance Certificate issued by the South African Revenue Services.  
**Tenderers also to provide Transnet with a TCS PIN to verify Tenderers compliance status.**
  2. A **valid B-BBEE Certificate** from a Verification Agency accredited by the South African Accreditation System [**SANAS**], or a **sworn affidavit** confirming annual turnover and level of black ownership, in line with the code of good practice, together with the tender.
  3. A valid CIDB certificate in the correct designated grading.
  4. Tenderer or nominated sub-contractor to submit proof that they have a valid membership with South African Glass and Glazing Association (SAGGA) who can issue competency glazing certificates after installing as required by building regulations.
  5. Proof of registration on the Central Supplier Database.
  6. Letter of Good Standing with the Workmen's compensation fund by the tendering entity or separate Letters of Good Standing from all members of a newly constituted JV.
- Note:** Refer to Section T2.1 for List of Returnable Documents
- C3.11 The minimum number of evaluation points for functionality is **60 points**

The procedure for the evaluation of responsive tenders is Functionality, Price and Preference:

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**Only those tenderers who attain the minimum number of evaluation points for Functionality will be eligible for further evaluation, failure to meet the minimum threshold will result in the tender being disqualified and removed from any further consideration.**

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**Functionality Criteria**

The functionality criteria and maximum score in respect of each of the criteria are as follows:

**(Please see CIDB Compiler guidance note T1.2 – Tender Data).**

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Functionality shall be scored independently by not less than three (3) evaluators and averaged in accordance with the following schedules:

- T2.2-02 Management CV's
- T2.2-03 Environmental Management
- T2.2-04 Health and Safety Requirements
- T2.2-05 Previous Experience

Each evaluation criteria will be assessed in terms of scores of 0, 20, 40, 60, 80 or 100 The scores of each of the evaluators will be averaged, weighted, and then totaled to obtain the final score for functionality, unless scored collectively. (See CIDB Inform Practice Note #9).

**Note: Any tender not complying with the above-mentioned requirements, will be regarded as non-responsive and will therefore not be considered for further evaluation. This note must be read in conjunction with Clause C.2.1.**

ELIGIBILITY CRITERIA		Proof Submitted	
The following eligibility criteria will form the basis of evaluating all tenders and failure to comply will result in the elimination of the tender			
Tenderer or nominated sub-contractor to submit proof that they have a valid membership with South African Glass and Glazing Association (SAGGA) who can issue competency glazing certificates after installing as required by building regulations.		Yes	No
TECHNICAL EVALUATION		Maximum scores	
<b>Company Experience Traceable References</b>  Tenderer to submit traceable references with experience in the installation of glass and aluminum components. References must be on the letterhead of company that work was done for, references should include the following:  (1) The project description, (2) Client Company name, (3) Client contact details (email and telephone), (4) Project duration: start and completion dates	<b>0=</b> No references submitted or not relevant to the installation of glass and aluminum components	30	
	<b>20=</b> Tenderer has submitted one (1) reference relevant to the installation of glass and aluminum components		
	<b>40=</b> Tenderer has submitted two (2) references relevant to the installation of glass and Aluminium components		
	<b>60=</b> Tenderer has submitted three (3) to four (4) references relevant to the installation of glass and aluminum components		



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	<p><b>80=</b> Tenderer has submitted five (5) to six (6) references relevant to the installation of glass and Aluminium components</p> <p><b>100=</b> Tenderer has submitted seven (7) or more references relevant to the installation of glass and aluminum components</p>	
<p><b>Curriculum Vitae (C.V) and Qualifications of key personnel</b></p> <p>Service provider to submit C.V with qualification and contactable references indicating minimum of three (3) years' experience in the installation of glass and aluminum components of each key personnel list below:</p> <p><b>All C.V submitted must include certificate of qualification.</b></p> <p><b>key personnel CV's that need to be submitted are:</b></p> <p>CV of the Project Manager with an NQF Level 6 or higher</p> <p>CV of a General Foreman/ supervisor with experience in glass and aluminum components</p> <p>CV of aluminum &amp; glass fitter/installer (it shall not be same as supervisor).</p> <p>CV of the Safety Officer who is registered with the South African Council for the Project and Construction Management Professions (SACPCMP)</p>	<p><b>0=</b> No Response/ CVs submitted not work related to installation of glass and aluminum components/ years of experience not indicated/C. V submitted without certificate of qualification or below three (3) years.</p> <p><b>20=</b> One (1) key personnel member CVs submitted with three (3) years and more experience in installation of glass and Aluminium components</p> <p><b>40=</b> Two (2) key personnel members CVs submitted with three (3) years' experience and more in installation of glass and aluminum components</p> <p><b>60=</b> Three (3) key personnel members CVs submitted with three (3) years' experience and more in installation of glass and Aluminium components</p> <p><b>80=</b> Four (4) key personnel members CVs submitted with three (3) years' experience and more in installation of glass and aluminum components</p> <p><b>100=</b> More than four (4) relevant CVs submitted with three (3) years' experience and more in installation of glass and Aluminium components</p>	30
<p><b>Method Statement-</b> documents or required information to ensure SHE compliance in terms of Scope of work:</p>	<p><b>0=</b> No response or none of the elements met</p> <p><b>20=</b> The Tenderer has submitted a Risk Assessment with only one (1) element met.</p>	10



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1.Scope of the work and hazards identified are aligned to risk assessment. 2.Minimum Personal Protective Equipment (PPE) required to complete the job. 3.Personnel required and responsibilities 4.Resources and equipment required 5.Emergency procedures	<b>40=</b> The Tenderer has submitted a Risk Assessment with only two (2) elements met.	
	<b>60=</b> The Tenderer has submitted a Risk Assessment with only three (3) elements met.	
	<b>80=</b> The Tenderer has submitted a Risk Assessment with only four (4) elements met.	
	<b>100=</b> The Tenderer has submitted a Risk Assessment with five (5) elements met.	
<b>Risk Assessment</b> The Tenderer to submit a detailed Risk Assessment. The information to ensure SHE compliance in terms of Scope of work Baseline risk assessment which as a minimum includes these elements: 1. Identify the risks and hazards to which persons may be exposed to. 2. Analysis and evaluation of identified risks/ hazards. 3. Measures to mitigate, reduce or control the risks and hazards identified with roles and responsibilities for implementation and control. 4. Defined Risk Assessment methodology in which risks are quantified. 5. Signed Risk assessment by 16.2 or Construction Manager or Construction Supervisor	<b>0=</b> No response or none of the elements met	10
	<b>20=</b> The Tenderer has submitted a Risk Assessment with only one (1) element met.	
	<b>40=</b> The Tenderer has submitted a Risk Assessment with only two (2) elements met.	
	<b>60=</b> The Tenderer has submitted a Risk Assessment with only three (3) elements met.	
	<b>80=</b> The Tenderer has submitted a Risk Assessment with only four (4) elements met.	
<b>Policy, Organization and Safety and Health Management Involvement</b>  1. Safety and Health Plan 2. Signed and dated Safety and Health Policy copy signed by the Chief Executive Officer / Managing Director	<b>100=</b> The Tenderer has submitted a Risk Assessment with five (5) elements met.	10
	<b>0=</b> No response or none of the elements met	
	<b>20=</b> Tenderer provider has submitted Policy, Organization and Safety and Health Management Involvement with only one (1) element met.	
	<b>40=</b> The Tenderer has submitted Policy, Organization and Safety and Health	



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<p>3. Signed OHS Act 16.2 Appointee Letter</p> <p>4. Relevant SHE legal appointees in terms of Construction Regulations applicable to the Project:</p> <ul style="list-style-type: none"> <li>○ SHE Representatives</li> <li>○ First Aiders</li> <li>○ Risk Assessors</li> </ul> <p>5. Company organogram with names of legal appointments.</p>	Management Involvement with only two (2) elements met.	
	<b>60=</b> The Tenderer has submitted Policy, Organization and Safety and Health Management Involvement with only three (3) elements met.	
	<b>80=</b> The Tenderer has submitted Policy, Organization and Safety and Health Management Involvement with only four (4) elements met.	
	<b>100=</b> The Tenderer has submitted Policy, Organization and Safety and Health Management Involvement with five (5) elements met.	
<p><b>Environmental Management Plan (EMP):</b></p> <p>The tenderer shall provide a detailed Environment Management Plan (EMP) specific to the scope of the project.</p> <p>The EMP must identify the possible environmental impacts of the proposed activity; and include measures to minimize, mitigate and manage these impacts.</p> <p>The EMP must include but not limited to the following sections:</p> <ol style="list-style-type: none"> <li>1. Dust Management.</li> <li>2. Noise control.</li> <li>3. Management of hazardous chemical and flammable substances.</li> <li>4. Pollution control and spill response.</li> <li>5. Waste Management.</li> <li>6. Environmental education and awareness.</li> <li>7. Housekeeping.</li> <li>8. Environmental Laws and Regulations relevant to the project.</li> <li>9. Occurrence management.</li> <li>10. Management responsibilities.</li> <li>11. Protection of sensitive/ no-go areas.</li> <li>12. Monitoring and reporting.</li> </ol>	<b>0=</b> Environmental Management Plan (EMP) for the proposed activities not submitted	<b>10</b>
	<b>20=</b> Tenderer has submitted an EMP with two (2) or less key elements met.	
	<b>40=</b> Tenderer has submitted an EMP with three (3) to six (6) key elements met.	
	<b>60=</b> Tenderer has submitted an EMP with seven (7) to nine (9) key elements met.	
	<b>80=</b> Tenderer has submitted an EMP with ten (10) to (12) key elements met.	
	<b>100=</b> Tenderer has submitted an EMP with all thirteen (13) key elements met.	

<p>13. The EMP must include an environmental policy signed by Top Management which, as a minimum:</p> <ul style="list-style-type: none"> <li>- Is appropriate given the purpose and context of the tenderer's business.</li> <li>- Includes a commitment to fulfil the tenderer's environmental compliance (legal) obligations.</li> <li>- Includes a commitment to the protection of the environment, including prevention of pollution.</li> <li>- Provides framework for setting environmental objectives; and</li> <li>- Includes a commitment to continual improvement.</li> </ul>		
	<b>100</b>	



- C.3.11. Only tenders that achieve the minimum qualifying score for functionality will be evaluated /Only tenders that are Administratively and Substantively Responsive will be evaluated (in case Functionality is not applicable – Please delete this note) (Please select the applicable statement and delete the other and delete this note) further in accordance with the 80/20 preference points systems as described in Preferential Procurement Regulations.

80 where the financial value of one or more responsive tenders received have a value equal to or below R50 million, inclusive of all applicable taxes,

Thresholds	Minimum Threshold
Technical / functionality	60

Evaluation Criteria	Final Weighted Scores
Price	80
Specific goals - Scorecard	20
<b>TOTAL SCORE:</b>	<b>100</b>

Up to 20 tender evaluation points will be awarded to tenderers who complete the preferencing schedule and who are found to be eligible for the preference claimed. **Should the evidence required for any of the Specific Goals applicable in this tender not be provided, a tenderer will score zero preference points for that particular "Specific Goal".**

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

Selected Specific Goal	Number of points allocated (80/20)
B-BBEE Level of contributor (1 or 2)	10
30% Black women Owned entities	10
Non-Compliant and/or B-BBEE Level 3-8 contributors	0





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**The following Table represents the evidence to be submitted for claiming preference points for applicable specific goals in a particular tender:**

Specific Goals	Acceptable Evidence
B-BBEE Level of contributor (1 or 2)	B-BBEE Certificate / Sworn-Affidavit B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines
30% Black Women Owned Entities	B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate (in case of JV, a consolidate scorecard will be accept) as per DTIC guidelines

The maximum points for this bid are allocated as follows:

DISCRIPTION	POINTS
PRICE	80
B-BBEE Level of contributor (1 or 2) (10)	20
30% Black women Owned entities (10)	
Total points for Price and Specific Goals must not exceed	100

**Note:** Transnet reserves the right to carry out an independent audit of the tenderer's scorecard components at any stage from the date of close of the tenders until completion of the contract.

C.3.13 Tender offers will only be accepted if:

1. The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.
2. the tenderer does not appear on Transnet's list for restricted tenderers and National Treasury's list of Tender Defaulters.
3. the tenderer has fully and properly completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process and persons in the employ of the state.
4. Transnet reserves the right to award the tender to the tenderer who scores the highest number of points overall, unless there are **objective criteria** which will



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justify the award of the tender to another tenderer. The objective criteria Transnet may apply in this bid process include:

- a) Bidder is not in good standing with Transnet National Ports Authority due to a poor track record of past performance with Transnet SOC Ltd and or Transnet National Ports Authority.
- b) There is clear, uncontrived and/or overwhelming evidence and/or facts that the bidder has or continues to be in breach of any of the provisions contained in the Integrity Pact.
- c) The Probity check undertaken by Transnet National Ports Authority establishes the existence of any unmitigated risks which would have a negative impact on the project.
- d) Unless the appointment of the bidder would result in a negative impact on Transnet's Return on Investment.
- e) It is necessary to rotate Suppliers to promote opportunities for other suppliers, in circumstances where the bidder has been awarded business previously and the award of the tender will result in inequitable allocation of business.
- f) The tenderer or its members, directors, partners:
  - is under restrictions as contemplated in the Integrity Pact,
  - is a subject of a process of restriction by Transnet or other state institution that Transnet may be aware of and there is a clear, uncontrived and/or overwhelming evidence and/or facts in relation to the alleged wrongdoing on the basis of which the restriction process has been initiated.
- g) Cannot, as necessary and in relation to the proposed contract, demonstrate that it possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract.
- h) Has no legal capacity to enter into the contract.
- i) Is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, being wound up, has its affairs administered pursuant to a court order, has ceased or suspended their business activities, or is subject to legal proceedings in respect of any of the foregoing.

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j) Does not comply with the legal requirements, if any, stated in the tender data; and

k) Is not able to perform the contract free of conflicts of interest.

l) Is able, in the option of the employer to perform the contract free of conflicts of interest.

C.3.17      The number of paper copies of the signed contract to be provided by the Employer is 1 (one).

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## **T2.1 List of Returnable Documents**

### **2.1.1 These schedules are required for pre-qualification and eligibility purposes:**

#### **T2.2-01 Stage One as per CIDB: Eligibility Criteria Schedule - CIDB Registration**

**Technical eligibility:** Tenderer or nominated sub-contractor to submit proof that they have a valid membership with South African Glass and Glazing Association (SAGGA) who can issue competency glazing certificates after installing as required by building regulations.

### **2.1.2 Stage Two as per CIDB: these schedules will be utilized for Functionality evaluation purposes:**

T2.2-02 **Evaluation Schedule:** Management & CV's

T2.2-03 **Evaluation Schedule:** Environmental Management T2.2-04

**Evaluation Schedule:** Health and Safety Management

T2.2-05 **Evaluation Schedule:** Previous experience

### **2.1.3 Returnable Schedules:**

#### **General:**

T2.2-06 Authority to submit tender.

T2.2-07 Record of addenda to tender documents

T2.2-08 Letter of Good Standing

#### **Agreement and Commitment by Tenderer:**

T2.2-09: CIDB SFU ANNEX G Compulsory Enterprise Questionnaire

T2.2-10 Non-Disclosure Agreement

T2.2-11 RFP Declaration Form

T2.2-12 RFP – Breach of Law

T2.2-13 Certificate of Acquaintance with Tender Document

T2.2-14 Service Provider Integrity Pact

T2.2-15 Supplier Code of Conduct

T2.2-16 Domestic Prominent Influential Persons (DPIP) Or Foreign Prominent Public Officials (FPPO)

T2.2-17 Agreement in terms of Protection of Personal Information Act, 4 of 2013 ("POPIA")

### **1.3.2 Bonds/Guarantees/Financial/Insurance:**

T2.2-18 Insurance provided by the Contractor.

T2.2-19 Three (3) years audited financial statements.

**2.2 C1.1 Offer portion of Form of Offer & Acceptance**

**2.3 C1.2 Contract Data**

**2.4 C1.3 Works Information**

**2.5 C1.4 Site information**

**2.6 C2.1 Bill of Quantities**

**T2.2-01: Eligibility Criteria Schedule - CIDB Grading Designation****Note to tenderers:**

Tenderers are to indicate their CIDB Grading by filling in the table below. **Attach a copy of the CIDB Grading Designation or evidence of being capable of being so registered.**

<b>CRS Number</b>	<b>Status</b>	<b>Grading</b>	<b>Expiry Date</b>

1. Only those tenderers who are registered with the CIDB or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered or a value determined in accordance with Regulation 25 (1B) or 25(7A) of the Construction Industry Development Regulations, for a **3GB or 3SG or higher** class of construction works, are eligible to have their tenders evaluated.

**2. Joint Venture (JV)**

Joint ventures are eligible to submit tenders subject to the following:

1. every member of the joint venture is registered with the CIDB.
2. the lead partner has a contractor grading designation of not lower than one level below the required class of construction works under consideration and possesses the required recognition status; and
3. the combined Contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a **3GB or 3SG or higher** class of construction works, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations
4. the Contractor shall provide the employer with a certified copy of its signed joint venture agreement.
5. and in the event that the joint venture is an 'Incorporated Joint Venture' the Memorandum of Incorporation to be provided within 4 (four) weeks of the Contract Date.

## **T2.2-02: Evaluation Schedule - Management & CVs of Key Personnel**

The tenderer must be able to demonstrate that the project personnel have sufficient knowledge, experience and qualifications to provide the required services and submit the following documents as a minimum with the tender:

1. Tenderer to submit C.V with qualification and contactable references indicating minimum of three (3) years' experience in the installation of glass and aluminum components of each key personnel list below:
2. Comprehensive CV should be attached to this schedule: All CV's submitted must include certificate of qualification.

As a minimum each CV should address the following, but not limited to;

- i. Personal particulars
    - a. Name
    - b. Place (s) of tertiary education and dates associated therewith
    - c. Professional awards
  - ii. Qualifications (Trade certificate, degrees, diplomas, grades of membership of professional societies and professional registrations)
  - iii. Name of current employer and position in enterprise
  - iv. Experience (year, organization, and position)
  - v. Experience that has a bearing on the Scope of Works
3. Key Personnel
    - (1) CV of the Project Manager with an NQF Level 6 or higher
    - (2) CV of a General Foreman/ supervisor with experience in glass and aluminum components
    - (3) CV of aluminum & glass fitter/installer (it shall not be same as supervisor)
    - (4) CV of the Safety Officer who is registered with the South African Council for the Project and Construction Management Professions (SACPCMP)

List of Key Persons assigned to the above disciplines.

Transnet National Ports Authority

Tender number: TNPA/2023/08/0003/37838/RFP

Description of the service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

No.	Key Persons	Name and Surname	CV attached (Yes/No)
1	Project Manager		
2	General Foreman/ supervisor		
3	Fitter/installer		
4	Safety Officer		



The scoring of the Management & CV's of Key Persons will be as follows:

<b>Scores</b>	<b>Management &amp; CVs of Key Personnel (30 Point)</b>
<b>Score 0</b>	No Response/ CVs submitted not work related to installation of glass and aluminum components/ years of experience not indicated/C.V submitted without certificate of qualification or below 3 years.
<b>Score 20</b>	One (1) key personnel member CVs submitted with three (3) years and more experience in installation of glass and aluminum components
<b>Score 40</b>	Two (2) key personnel members CVs submitted with three (3) years' experience and more in installation of glass and aluminum components
<b>Score 60</b>	Three (3) key personnel members CVs submitted with three (3) years' experience and more in installation of glass and aluminum components
<b>Score 80</b>	Four (4) key personnel members CVs submitted with three (3) years' experience and more in installation of glass and Aluminium components
<b>Score 100</b>	More than four (4) relevant CVs submitted with three (3) years' experience and more in installation of glass and aluminum components

**Index of documentation attached to this schedule:**

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## **T2.2-03: Evaluation Schedule: Environmental Management**

The Tenderer must review the following documents for context to meet the environmental requirements, namely:

- Transnet National Ports Authority standard environmental specification for construction and maintenance works in the Port of Durban.
- Port of Durban EMP Guidelines.
- The tenderer shall provide a detailed Environment Management Plan (EMP) specific to the scope of the project.

The tenderer shall provide a detailed Environment Management Plan (EMP) specific to the scope of the project. The EMP must identify the possible environmental impacts of the proposed activity; and include measures to minimize, mitigate and manage these impacts.

### **The EMP must include but not limited to the following key elements:**

#### **Environmental Management Plan (EMP):**

The tenderer shall provide a detailed Environment Management Plan (EMP) specific to the scope of the project.

The EMP must identify the possible environmental impacts of the proposed activity; and include measures to minimize, mitigate and manage these impacts.

The EMP must include but not limited to the following sections:

1. Dust Management.
2. Noise control.
3. Management of hazardous chemical and flammable substances.
4. Pollution control and spill response.
5. Waste Management.
6. Environmental education and awareness.
7. Housekeeping.
8. Environmental Laws and Regulations relevant to the project.
9. Occurrence management.
10. Management responsibilities.
11. Protection of sensitive/ no-go areas.
12. Monitoring and reporting.
13. The EMP must include an environmental policy signed by Top Management which, as a minimum:
  - Is appropriate given the purpose and context of the tenderer's business.
  - Includes a commitment to fulfil the tenderer's environmental compliance (legal) obligations.
  - Includes a commitment to the protection of the environment, including prevention of pollution.
  - Provides framework for setting environmental objectives; and

- Includes a commitment to continual improvement.

By signing this Tender Schedule, the tenderer confirms that they will comply with the above requirements and in particular Transnet policy statements and environmental specifications.

<b>Scores</b>	<b>Environmental Management (10 Point)</b>
<b>Score 0</b>	<b>0=</b> Environmental Management Plan (EMP) for the proposed activities not submitted
<b>Score 20</b>	<b>20=</b> Tenderer has submitted an EMP with 2 or less key elements met.
<b>Score 40</b>	<b>40=</b> Tenderer has submitted an EMP with 3 to 6 key elements met.
<b>Score 60</b>	<b>60=</b> Tenderer has submitted an EMP with 7 to 9 key elements met.
<b>Score 80</b>	<b>80=</b> Tenderer has submitted an EMP with 10 to 12 key elements met.
<b>Score 100</b>	<b>100=</b> Tenderer has submitted an EMP with all 13 key elements met.

The scoring of the Tenderer's Environmental Management submission will be as follows: \*

## **T2.2-04: Evaluation Schedule: Health and Safety Management (Method Statement)**

The Tenderer must review the following documents for context to meet the Healthy and Safety requirements, namely:

Transnet Health and Safety Specification

### **Method Statement (10 Points)**

Documents or required information to ensure SHE compliance in terms of Scope of work which as a minimum includes these elements:

1. Scope of the work and hazards identified are aligned to risk assessment.
2. Minimum Personal Protective Equipment (PPE) required to complete the job
3. Personnel required and responsibilities.
4. Resources and equipment required
5. Emergency procedures

### **Risk Assessment (10 Points)**

The Tenderer to submit a detailed Risk Assessment. The information to ensure SHE compliance in terms of Scope of work Baseline risk assessment which as a minimum includes these elements:

1. Identify the risks and hazards to which persons may be exposed to.
2. Analysis and evaluation of identified risks/ hazards.
3. Measures to mitigate, reduce or control the risks and hazards identified with roles and responsibilities for implementation and control.
4. Defined Risk Assessment methodology in which risks are quantified.
5. Signed Risk assessment by 16.2 or Construction Manager or Construction Supervisor.

### **Policy, Organization and Safety and Health Management Involvement (10 Points)**

The Tenderer to submit a detailed information regarding Policy, Organization and Safety and Health Management Involvement

which as a minimum includes these elements:

1. Safety and Health Plan
2. Valid Safety and Health Policy signed by the Chief Executive Officer / Managing Director
3. Signed OHS Act 16.2 Appointee Letter

Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description Of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

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4. Relevant SHE legal appointee's letters in terms of Construction Regulations applicable to the Project:
  - SHE Representatives
  - First Aiders
  - Risk Assessors
5. Company organogram with names of Safety and Health legal appointments.

By signing this Tender Schedule, the tenderer confirms that they will comply with the above requirements. The scoring of the Tenderer's Health and Safety submission will be as follows: \*

<b>Health and Safety Management (30 Points)</b>			
<b>Sub-Criteria</b>	<b>Method Statement (10 Points)</b>	<b>Risk Assessment (10 Points)</b>	<b>Policy, Organization Health and Safety Management Involvement (10 Points)</b>
<b>0</b>	No response or none of the elements met or information is generic	No response or none of the elements met or information is generic	No response or none of the elements met or information is generic
<b>20</b>	The Tenderer has submitted only 1 element.	The Tenderer only has submitted 1 element.	The Tenderer has submitted only 1 element.
<b>40</b>	The Tenderer has submitted only 2 elements.	The Tenderer only has submitted 2 elements.	The Tenderer has submitted only 2 elements.
<b>60</b>	The Tenderer has submitted any 3 elements.	The Tenderer only has submitted 3 elements.	The Tenderer has submitted any 3 elements.
<b>80</b>	The Tenderer has submitted only 4 elements.	The Tenderer only has submitted 4 elements.	The Tenderer has submitted only 4 elements.
<b>100</b>	The Tenderer has submitted all 5 elements.	The Tenderer has submitted all 5 elements.	The Tenderer has submitted all 5 elements.

**T2.2-05: Evaluation Schedule: Previous Experience****Note to tenderers:**

1. Tenderers are required to demonstrate performance in comparable projects of similar size and nature by supplying the following:
  - Tenderer must submit traceable references indicating the Company experience in installation of glass and aluminum components. References must be on the letterhead of company that work was done, references must include the following required information:
  - The description of the project
  - Client Company name,
  - Client contact details (email and telephone)
  - Project duration: start and completion dates

**Index of documentation attached to this schedule**

	<b>DOCUMENT NAME</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	

<b>Score</b>	<b>Previous Experience (30 Points)</b>
<b>0</b>	No references submitted or not relevant to the installation of glass and aluminum components
<b>20</b>	Tenderer has submitted 1 reference relevant to the installation of glass and aluminum components
<b>40</b>	Tenderer has submitted 2 references relevant to the installation of glass and aluminum components
<b>60</b>	Tenderer has submitted 3 to 4 references relevant to the installation of glass and aluminum components

<b>80</b>	Tenderer has submitted 5 to 6 references relevant to the installation of glass and aluminum components
<b>100</b>	Tenderer has submitted 7 or more references relevant to the installation of glass and aluminum components



## T2.2-06: Authority to submit a Tender

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for his category of organization or alternatively attach a certified copy of a company / organization document which provides the same information for the relevant category as requested here.

A - COMPANY	B - PARTNERSHIP	C - JOINT VENTURE	D - SOLE PROPRIETOR

### A. Certificate for Company

I, \_\_\_\_\_ chairperson of the board of directors \_\_\_\_\_  
\_\_\_\_\_, hereby confirm that by resolution of the  
board taken on \_\_\_\_\_ (date), Mr./Ms \_\_\_\_\_,  
acting in the capacity of \_\_\_\_\_, was authorized to sign all  
documents in connection with this tender offer and any contract resulting from it on behalf of the  
company.

Signed

Date

Name

Position

Chairman of the Board of Directors

**B. Certificate for Partnership**

We, the undersigned, being the **key partners** in the business trading as \_\_\_\_\_

\_\_\_\_\_ hereby authorize Mr./Ms \_\_\_\_\_

acting in the capacity of \_\_\_\_\_, to sign all documents in

connection with the tender offer for Contract \_\_\_\_\_ and any

contract resulting from it on our behalf.

Name	Address	Signature	Date

**NOTE:** This certificate is to be completed and signed by the full number of Partners necessary to commit the Partnership. Attach additional pages if more space is required.

### C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize Mr/Ms

\_\_\_\_\_, an authorized signatory of the company

\_\_\_\_\_, acting in the capacity of lead

partner, to sign all documents in connection with the tender offer for Contract \_\_\_\_\_

\_\_\_\_\_ and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Furthermore, we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorized to incur liabilities, receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

Name of firm	Address	Authorizing signature, name (in caps) and capacity

#### **D. Certificate for Sole Proprietor**

I, \_\_\_\_\_, hereby confirm that I am the sole owner of the  
business trading as \_\_\_\_\_.

Signed

Date

Name

Position

Sole Proprietor

## T2.2-07: Record of Addenda to Tender Documents

This schedule as submitted confirms that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this specific tender offer:

	Date	Title or Details
1		
2		
3		
4		
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7		
8		
9		
10		
11		
12		
13		
14		
15		

**T2.2-08 Letter/s of Good Standing with the Workmen's Compensation Fund**

Attached to this schedule is the Letter/s of Good Standing. 1.

2.

3.

4.

Name of Company/Members of Joint Venture:

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**T2.2-09 : ANNEX G Compulsory Enterprise Questionnaire**

The following particulars hereunder must be furnished.

In the case of a Joint Venture, separate enterprise questionnaires in respect of each partner/member must be completed and submitted.

**Section 1: Name of enterprise:** \_\_\_\_\_

**Section 2: VAT registration number, if any:** \_\_\_\_\_

**Section 3: CIDB registration number, if any:** \_\_\_\_\_

**Section 4: CSD number:** \_\_\_\_\_

**Section 5: Particulars of sole proprietors and partners in partnerships**

Name	Identity number	Personal income tax number

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 6: Particulars of companies and close corporations**

Company registration number \_\_\_\_\_

Close corporation number \_\_\_\_\_

Tax reference number: \_\_\_\_\_

**Section 7: The attached SBD4 must be completed for each tender and be attached as a tender requirement.**

**Section 8: The attached SBD 6 must be completed for each tender and be attached as a requirement.**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption.
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- v) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Enterprise  
name



**SBD 6.1****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 Specific Goals contribution. Transnet will award preference points to companies who provide valid proof of evidence as per the table of evidence in paragraph 4.1 below.

**1. GENERAL CONDITIONS**

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

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

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

1.3 Preference points for this bid shall be awarded for:

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

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

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE Status Level of Contributor 1 or 2 (10)</b>	<b>20</b>
<b>30% black women owned entities. (10)</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of evidence required for any of the specific goals together with the bid will be interpreted to mean that preference points for that specific goal 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 authorized 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.
- (l) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

#### 4. EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS

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

Specific Goals	Acceptable Evidence
B-BBEE Status contributor	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
30% Black Women Owned Entities	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline

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

Enterprise	B-BBEE Certificate & Sworn Affidavit
<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 authorized 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.dtic.gov.za/economic_empowerment/bee_codes.jsp">www.dtic.gov.za/economic_empowerment/bee_codes.jsp</a> .]
<b>EME<sup>1</sup></b>	Sworn Affidavit signed by the authorized 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.

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<sup>1</sup> In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

- 4.4 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.

## 7. SUB-CONTRACTING

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

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------



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

8.1 Name of company/firm.....

8.2 VAT registration number.....

8.3 Company registration number.....

**8.4 TYPE OF COMPANY/ FIRM**☐ Partnership/Joint Venture / Consortium☐ One person business/sole propriety☐ Close corporation☐ Company☐ (Pty) Limited[TICK APPLICABLE  
BOX]**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

**8.6 COMPANY CLASSIFICATION**☐ Manufacturer☐ Supplier☐ Professional Service provider☐ Other Service providers, e.g., transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorized 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, 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 favorable 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 penalize 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: .....

**SBD4**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

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.

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.

## 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest <sup>2</sup> in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of institution	State

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

- 2.2.1 If so, furnish particulars:

.....  
 .....

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

---

<sup>2</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.



enterprise whether or not they are bidding for this contract?

**YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The 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>3</sup> will not be construed as collusive bidding.
- 3.4 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 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

---

<sup>3</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.

the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder



Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminium components as and when required for a period of thirty - six (36) months around the Port of Durban

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## **T2.2-10 NON-DISCLOSURE AGREEMENT**

**Note to tenderers: This Non-Disclosure Agreement is to be completed and signed by an authorized signatory:**

**THIS AGREEMENT** is made effective as of ..... day of ..... 20. by and between:

**TRANSNET SOC LTD**

(Registration No. 1990/000900/30), a company incorporated and existing under the laws of South Africa, having its principal place of business at Transnet Corporate Centre 138 Eloff Street, Braamfontein , Johannesburg 2000

**and**

.....  
(Registration No.....), a private company incorporated and existing under the laws of South Africa having its principal place of business at  
.....  
.....

**WHEREAS**

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect thereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Tender Document.

**IT IS HEREBY AGREED**

**1. INTERPRETATION**

In this Agreement:

- 1.1 **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;
- 1.2 **Bid or Bid Document** (hereinafter Tender) means Transnet's Request for Information [**RFI**] Request for Proposal [**RFP**] or Request for Quotation [**RFQ**], as the case may be;
- 1.3 **Confidential Information** means any information or other data relating to one party [the **Disclosing Party**] and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party [the

Part T2: Returnable Schedules

Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

**Receiving Party]** or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise,

including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:

- 1.3.1 is publicly available at the time of its disclosure or becomes publicly available [other than as a result of disclosure by the Receiving Party or any of its Agent's contrary to the terms of this Agreement]; or
- 1.3.2 was lawfully in the possession of the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] free of any restriction as to its use or disclosure prior to its being so disclosed; or
- 1.3.3 following such disclosure, becomes available to the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information.
- 1.4 **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and
- 1.5 **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

## 2. CONFIDENTIAL INFORMATION

- 2.1 All Confidential Information given by one party to this Agreement [the **Disclosing Party**] to the other party [the **Receiving Party**] will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose [whether in writing or orally or in any other manner] Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Tender or for the subsequent performance of any contract between the parties in relation to the Tender.
- 2.3 Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:
  - 2.3.1 to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of

Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban  
such Agents that would constitute a breach of this Agreement; or

2.3.2 to the extent required by law or the rules of any applicable regulatory authority, subject to clause

2.4 below.

2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3.2 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing

Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

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Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.



- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorized copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

### **3. RECORDS AND RETURN OF INFORMATION**

- 3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.
- 3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.
- 3.3 The Company shall, within 7 [seven] days of receipt of a written demand from Transnet:
- 3.3.1 return all written Confidential Information [including all copies]; and
- 3.3.2 expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.
- 3.4 The Company shall on request supply a certificate signed by a director as to its full compliance with the requirements of clause 3.3.2 above.

### **4. ANNOUNCEMENTS**

- 4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Tender without the prior written consent of the other party.
- 4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

### **5. DURATION**

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Tender and continue thereafter for a period of 5 [five] years.

### **6. PRINCIPAL**

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other

Transnet National Ports Authority

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Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban  
person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Tender and in complying with the terms of this Agreement.

## **7. ADEQUACY OF DAMAGES**

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

## **8. PRIVACY AND DATA PROTECTION**

- 8.1 The Receiving Party undertakes to comply with South Africa's general privacy protection in terms Section 14 of the Bill of Rights in connection with this Tender and shall procure that its personnel shall observe the provisions of such Act [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.
- 8.2 The Receiving Party warrants that it and its Agents have the appropriate technical and organizational measures in place against unauthorized or unlawful processing of data relating to the Tender and against accidental loss or destruction of, or damage to such data held or processed by them.

## **9. GENERAL**

- 9.1 Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 9.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 9.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 9.4 This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.
- 9.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 9.6 This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

Signed

Date

Transnet National Ports Authority

Tender Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

Name

Position

Tenderer

## T2.2-11: RFP DECLARATION FORM

NAME OF COMPANY: \_\_\_\_\_

We \_\_\_\_\_ do hereby certify that:

1. Transnet has supplied and we have received appropriate tender offers to any/all questions (as applicable) which were submitted by ourselves for tender clarification purposes;
2. we have received all information we deemed necessary for the completion of this Tender;
3. at no stage have we received additional information relating to the subject matter of this tender from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the tender documents;
4. we are satisfied, insofar as our company is concerned, that the processes and procedures adopted by Transnet in issuing this tender and the requirements requested from tenderers in responding to this tender have been conducted in a fair and transparent manner; and
5. furthermore, we acknowledge that a direct relationship exists between a family member and/or an owner / member / director / partner / shareholder (unlisted companies) of our company and an employee or board member of the Transnet Group as indicated below: [Respondent to indicate if this section is not applicable]

FULL NAME OF OWNER/MEMBER/DIRECTOR/

PARTNER/SHAREHOLDER:

ADDRESS:

---

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---

Indicate nature of relationship with Transnet:

---

---

---

[Failure to furnish complete and accurate information in this regard may lead to the disqualification of your response and may preclude a Respondent from doing future business with Transnet]

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 company in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

6. We accept that any dispute pertaining to this tender will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought. (Refer "Important Notice to respondents" below).
7. We further accept that Transnet reserves the right to reverse a tender award or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.
8. We have acquainted ourselves and agree with the content of T2.2-16"Service Provider Integrity Pact".

For and on behalf of  ..... duly authorized thereto
Name:
Signature:
Date:

### IMPORTANT NOTICE TO TENDERERS

- Transnet has appointed a Procurement Ombudsman to investigate any material complaint in respect of tenders exceeding R5,000,000.00 (five million S.A. Rand) in value. Should a Tenderer have any material concern regarding an tender process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.
- It is incumbent on the Tenderer to familiarize himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website [www.transnet.net](http://www.transnet.net).
- An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to [procurement.ombud@transnet.net](mailto:procurement.ombud@transnet.net)

- 
- For transactions below the R5,000,000.00 (five million S.A. Rand) threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.
  - All Tenderers should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a tenderer on its List of Excluded Bidders.

## T2.2-12: REQUEST FOR PROPOSAL – BREACH OF LAW

NAME OF COMPANY: \_\_\_\_\_

I / We \_\_\_\_\_ do hereby certify that **I/we have/have not been** 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 Tenderer is required to disclose excludes relatively minor offences or misdemeanors, e.g. traffic offences.

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 Tenderer from the tendering process, should that person or company have been found guilty of a serious breach of law, tribunal or regulatory obligation.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

SIGNATURE OF TENDER



---

## **T2.2-13 Certificate of Acquaintance with Tender Documents**

NAME OF TENDERING ENTITY:

---

1. By signing this certificate I/we acknowledge that I/we have made myself/ourselves thoroughly familiar with, and agree with all the conditions governing this RFP. This includes those terms and conditions of the Contract, the Supplier Integrity Pact, Non- Disclosure Agreement etc. contained in any printed form stated to form part of the documents thereof, but not limited to those listed in this clause.
2. I/we furthermore agree that Transnet SOC Ltd shall recognize no claim from me/us for relief based on an allegation that I/we overlooked any tender/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.
3. I/we understand that the accompanying Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
4. For the purposes of this Certificate and the accompanying Tender, I/we understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a Tender in response to this Tender invitation.
  - b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
  - c) provides the same Services as the Tenderer and/or is in the same line of business as the Tenderer.
5. The Tenderer has arrived at the accompanying Tender 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 Tendering.
6. In particular, without limiting the generality of paragraph 5 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;



- 
- b) geographical area where 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 Tender;
  - e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - f) Tendering with the intention not winning the tender.
7. 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 Services to which this tender relates.
8. The terms of the accompanying tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
9. I/We am/are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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. In addition, Tenderers that submit suspicious tenders 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.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

---

SIGNATURE OF TENDERER

## **T2.2-14 Service Provider Integrity Pact**

**Important Note: All potential tenderers must read this document and certify in the RFP Declaration Form that that have acquainted themselves with and agree with the content.**

**The contract with the successful tenderer will automatically incorporate this Integrity Pact and shall be deemed as part of the final concluded contract.**

### **INTEGRITY PACT**

Between

**TRANSNET SOC LTD**

Registration Number: 1990/000900/30

("Transnet")

and

The Contractor (hereinafter referred to as the "Tenderer/Service Providers/Contractor")

## **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 Tenderers/Service Providers/Contractors.

To achieve these goals, Transnet and the Tenderer/Service Provider/Contractor hereby enter into this agreement hereinafter referred to as the "Integrity Pact" which will form part of the Tenderer's/Service Provider's/Contractor'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 Tenderers/Service Providers/Contractor's 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 Tenderer/Service Provider/Contractor 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 underpricing 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 Tenderers/Service Providers/Contractors 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 Tenderer, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the tendering process, Tender evaluation, contracting or implementation process related to any contract.

- 2.2 Transnet will, during the registration and tendering process treat all Tenderers/ Service Providers/Contractor with equity, transparency and fairness. Transnet will, before and during the registration process, provide to all Tenderers/ Service Providers/Contractors the same information and will not provide to any Tenderers/Service Providers/Contractors confidential/additional information through which the Tenderers/Service Providers/Contractors could obtain an advantage in relation to any tendering process.
- 2.3 Transnet further confirms that its employees will not favour any prospective Tenderers/Service Providers/Contractors in any form that could afford an undue advantage to a particular Tenderer during the tendering stage and will further treat all Tenderers/Service Providers/Contractors participating in the tendering process in a fair manner.
- 2.4 Transnet will exclude from the tender process such employees who have any personal interest in the Tenderers/Service Providers/Contractors participating in the tendering process.

### 3 OBLIGATIONS OF THE TENDERER / SERVICE PROVIDER

- 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 organization 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 Tenderer/Service Provider/Contractor commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its Tender or during any ensuing contract stage in order to secure the contract or in furtherance to secure it and in particular the Tenderer/Service Provider/Contractor commits to the following:
- a) The Tenderer/Service Provider/Contractor 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 tendering process or to any third person any material or other benefit or payment, in order to obtain in exchange an advantage during the tendering process; and
  - b) The Tenderer/Service Provider/Contractor 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 tendering process, or to any person, organization or third party related to the contract in exchange for any advantage in the tendering, evaluation, contracting and implementation of the contract.
- 3.3 The Tenderer/Service Provider/Contractor will not collude with other parties interested in the contract to preclude a competitive Tender price, impair the transparency, fairness and progress of the tendering process, Tender evaluation, contracting and implementation of the contract. The Tenderer / Service Provider further commits itself to delivering against all agreed upon conditions as stipulated within the contract.
- 3.4 The Tenderer/Service Provider/Contractor will not enter into any illegal or dishonest agreement or understanding, whether formal or informal with other Tenderers/Service Providers/Contractors. This applies to certifications, submissions or non-submission of documents or actions that are restrictive or to introduce cartels into the tendering process.
- 3.5 The Tenderer/Service Provider/Contractor will not commit any criminal offence under the relevant anti-corruption laws of South Africa or any other country. Furthermore, the Tenderer/Service Provider/Contractor 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 Tenderer/Service Provider/Contractor 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 tendering process. Similarly, the Tenderer / Service Provider / Contractor of South African nationality shall furnish the name and address of the foreign principals, if any, involved directly or indirectly in the registration or tendering process.
- 3.7 The Tenderer/Service Provider/Contractor will not misrepresent facts or furnish false or forged documents or information in order to influence the tendering process to the advantage of the Tenderer/Service Provider/Contractor or detriment of Transnet or other competitors.
- 3.8 Transnet may require the Tenderer/Service Provider/Contractor 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 Tenderer/Service Provider/Contractor will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 3.10 The Tenderer/Service Provider/Contractor 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 TENDERING**

- 4.1 For the purposes of that Certificate in relation to any submitted Tender, the Tenderer declares to fully understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether affiliated with the Tenderer, who:
- a) has been requested to submit a Tender in response to this Tender invitation.
  - b) could potentially submit a Tender in response to this Tender invitation, based on their qualifications, abilities or experience; and
  - c) provides the same Goods and Services as the Tenderer and/or is in the same line of business as the Tenderer.
- 4.2 The Tenderer has arrived at his submitted Tender 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 tendering.
- 4.3 In particular, without limiting the generality of paragraph 5 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 Tender;
  - e) the submission of a Tender which does not meet the specifications and conditions of the RFP; or
  - f) tendering with the intention of not winning the Tender.



- 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 tender relates.
- 4.5 The terms of the Tender as submitted have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official Tender opening or of the awarding of the contract.
- 4.6 Tenderers are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to Tenders and contracts, Tenders 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.
- 4.7 Should the Tenderer find any terms or conditions stipulated in any of the relevant documents quoted in the Tender unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Tender. 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.

## **5 DISQUALIFICATION FROM TENDERING PROCESS**

- 5.1 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 3 of this Integrity Pact or in any other form such as to put its reliability or credibility as a Tenderer/Service Provider/Contractor into question, Transnet may reject the Tenderer's / Service Provider's / Contractor's application from the registration or tendering process and remove the Tenderer/Service Provider/Contractor from its database, if already registered.
- 5.2 If the Tenderer/Service Provider/Contractor has committed a transgression through a violation of section 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 Tenderer/Service Provider /Contractor from future tendering 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 Tenderer/Service Provider/Contractor 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 Tenderer/Service Provider/Contractor 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 TRANSNET'S LIST OF EXCLUDED TENDERERS (BLACKLIST)**

- 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 Tender shall be awarded to a Tenderer 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 Tenderer should it be established, at any time, that a tenderer 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 (CPM included) 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 Service Provider or Contractor to Transnet may not subcontract any portion of the contract to a blacklisted company.
- 6.7 Grounds for blacklisting include: If any person/Enterprise which has submitted a Tender, concluded a contract, or, in the capacity of agent or subcontractor, has been associated with such Tender or contract:
- a) Has, in bad faith, withdrawn such Tender after the advertised closing date and time for the receipt of Tenders.
  - b) has, after being notified of the acceptance of his Tender, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Tender documents.
  - c) has carried out any contract resulting from such Tender 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) caused Transnet damage, or to incur costs in order to meet the contractor's requirements and which could not be recovered from the contractor;
  - h) has litigated against Transnet in bad faith.

- 6.8 Grounds for blacklisting include a company/person recorded as being a company or person prohibited from doing business with the public sector on National Treasury's database of Restricted Service Providers or Register of Tender Defaulters.
- 6.9 Companies associated with the person/s guilty of misconduct (i.e. entities owned, controlled or managed by such persons), any companies subsequently formed by the person(s) guilty of the misconduct and/or an existing company where such person(s) acquires a controlling stake may be considered for blacklisting. The decision to extend the blacklist to associated companies will be at the sole discretion of Transnet.

## **7 PREVIOUS TRANSGRESSIONS**

- 7.1 The Tenderer/Service Provider/Contractor 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 Tenderer's/Service Provider's/Contractor's database or any tendering process.
- 7.2 If it is found to be that the Tenderer/Service Provider/Contractor made an incorrect statement on this subject, the Tenderer/Service Provider/Contractor can be rejected from the registration process or removed from the Tenderer/ Service Provider/Contractor database, if already registered, for such reason (refer to the Breach of Law Returnable Form contained in the 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 Tenderer/Service Provider/Contractor from the tendering process or call off the pre-contract negotiations without giving any compensation the Tenderer/Service Provider/Contractor. However, the proceedings with the other Tenderer/Service Provider/Contractor may continue.
  - b) Immediately cancel the contract, if already awarded or signed, without giving any compensation to the Tenderer/Service Provider/Contractor.
  - c) Recover all sums already paid by Transnet.
  - d) Encash the advance bank guarantee and performance bond or warranty bond, if furnished by the Tenderer/Service Provider/Contractor, in order to recover the payments, already made by Transnet, along with interest.

- e) Cancel all or any other contracts with the Tenderer/Service Provider/Contractor; and
- f) Exclude the Tenderer/ Service Provider/Contractor from entering into any Tender with Transnet in future.

## 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 tendering / 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 Tender committee member or any person involved in the sourcing process must be declared in a prescribed form.

9.3 If a Tenderer/Service Provider/Contractor 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 Tender which will be considered for the Tender process, the Tenderer/Service Provider/ Contractor:

- 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 Tenderer/Service Provider/Contractor 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 Tenderer/Service Provider/Contractor.

## 10 DISPUTE RESOLUTION

10.1 Transnet recognizes that trust and good faith are pivotal to its relationship with its Tenderer / Service Provider / Contractor. When a dispute arises between

Transnet and its Tenderer / Service Provider / Contractor, the parties should use their best endeavors 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 blacklisting 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 Tenderer / Service Provider / Contractor make a false statement either in giving evidence or on an affidavit.
- c) **Scurrilous allegations:** where a Tenderer / Service Provider / Contractor makes allegations regarding a senior Transnet employee which are without proper foundation, scandalous, abusive or defamatory; and
- d) **Abuse of court process:** when a Tenderer / Service Provider / Contractor abuses the court process in order to gain a competitive advantage during a Tender 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 tendering 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 Tenderer/Service Provider/Contractor be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Tenderer/Service Provider/Contractor 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.

TRANSNET NATIONAL PORTS AUTHORITY

TENDER NUMBER: TNPA/2023/07/0009/37643/RFP

DESCRIPTION OF THE SERVICE: FOR THE PROVISION SERVICE, REPAIR AND CLEAN ALL PENSTOCK BUND VALVES & CHAMBERS "AS & WHEN" REQUIRED IN ISLAND VIEW FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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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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I ..... duly authorized by the tendering entity, hereby certify that the tendering entity are **fully acquainted** with the contents of the Integrity Pact and further **agree to abide by it** in full.

Signature ..... Date

.....

## **T2.2-15: Supplier Code of Conduct**

Transnet SOC Limited aims to achieve the best value for money when buying or selling goods and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any supplier dealing with Transnet must understand and support. These are:

- The Transnet Procurement Policy – A guide for Tenderers.
- Section 217 of the Constitution - the five pillars of Public PSCM (Procurement and Supply Chain Management): fair, equitable, transparent, competitive, and cost effective.
- The Public Finance Management Act (PFMA);
- The Broad Based Black Economic Empowerment Act (BBBEE)
- The Prevention and Combating of Corrupt Activities Act (PRECCA); and
- The Construction Industry Development Board Act (CIDB Act).

This code of conduct has been included in this contract to formally appraise Transnet Suppliers of Transnet's expectations regarding behaviour and conduct of its Suppliers.

### **Prohibition of Bribes, Kickbacks, Unlawful Payments, and Other Corrupt Practices**

Transnet is in the process of transforming itself into a self-sustaining State-Owned Enterprise, actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organization. As such, our transformation is focused on adopting a performance culture and to adopt behaviors that will enable this transformation.

#### **1. Transnet SOC Limited will not participate in corrupt practices. Therefore, it expects its suppliers to act in a similar manner.**

- Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with, and payments to, our suppliers.
- Employees must not accept or request money or anything of value, directly or indirectly, from suppliers.
- Employees may not receive anything that is calculated to:
  - Illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;



- 
- Win or retain business or to influence any act or decision of any person involved in sourcing decisions; or
  - Gain an improper advantage.

- There may be times when a supplier is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Suppliers to use our “Tip-offs Anonymous” Hot line to report these acts. (0800 003 056).

**2. Transnet SOC Limited is firmly committed to the ideas of free and competitive enterprise.**

- Suppliers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust practices.
- Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing BBBEE spend (fronting).

**3. Transnet’s relationship with suppliers requires us to clearly define requirements, to exchange information and share mutual benefits.**

- Generally, suppliers have their own business standards and regulations. Although Transnet cannot control the actions of our suppliers, we will not tolerate any illegal activities. These include, but are not limited to:
  - Misrepresentation of their product (origin of manufacture, specifications, intellectual property rights, etc);
  - Collusion;
  - Failure to disclose accurate information required during the sourcing activity (ownership, financial situation, BBBEE status, etc.).
  - Corrupt activities listed above; and
  - Harassment, intimidation or other aggressive actions towards Transnet employees.
- Suppliers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the supplier is expected to participate in an honest and straight forward manner.
- Suppliers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

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### Conflicts of Interest

A conflict of interest arises when personal interests or activities influence (or appear to influence) the ability to act in the best interests of Transnet SOC Limited.

- Doing business with family members.
- Having a financial interest in another company in our industry

Where possible, contracts will be negotiated to include the above in the terms of such contracts. To the extent such terms are not included in contractual obligations and any of the above code is breached, then Transnet reserves its right to review doing business with these suppliers.

I, \_\_\_\_\_ of \_\_\_\_\_  
(Insert name of Director or as per Authority Resolution from Board of Directors) (Insert name of Company)

hereby acknowledge having read, understood and agree to the terms and conditions set out in the "Transnet Supplier Code of Conduct."

Signed this on day \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

## **T2.2-16 Domestic Prominent Influential Persons (DPIP) Or Foreign Prominent Public Officials (FPPO)**

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

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

As per the Transnet Domestic Prominent Influential Persons (DPIP) and Foreign Prominent Public Officials (FPPO) and Related Individuals Policy available on Transnet website

<https://www.transnet.net/search/pages/results.aspx?k=FPIDP#k=DPIP>, Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section:

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

### **Is the Respondent**

(Complete with a "Yes" or "No")

<b>A DPIP/FPPO</b>		<b>Closely Related to a DPIP/FPPO</b>		<b>Closely Associated to a DPIP / FPPO</b>	

**List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.**

<b>No</b>	<b>Name of Entity / Business</b>	<b>Role in the entity /Business (Nature of interest /</b>	<b>Shareholding %</b>	<b>Registration Number</b>	<b>Status</b> (Mark the applicable option with an X)	
					<b>Active</b>	<b>Non-Active</b>

Description Of the Services: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

		Participation)				
1						
2						
3						

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

## 2. SERVICE LEVELS

2.1 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.

2.2 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

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

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

### Acceptance of Service Levels:

<b>YES</b>	
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<b>NO</b>	
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## **T2.2-17 Agreement in terms of Protection of Personal Information Act, 4 of 2013 ("POPIA")**

### **1. PREAMBLE AND INTRODUCTION**

- 1.1. The rights and obligation of the Parties in terms of the Protection of Personal Information Act, 4 of 2013 ("POPIA") are included as forming part of the terms and conditions of this contract.

### **2. PROTECTION OF PERSONAL INFORMATION**

- 2.1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No. of 2013" (POPIA"):
- consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
- 2.2. The Operator will process all information by the Transnet in terms of the requirements contemplated in Section 4(1) of the POPIA:
- Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
- 2.3. The Parties acknowledge and agree that, in relation to personal information of Transnet and the information of a third party that will be processed pursuant to this Agreement, the Operator is ..... insert name of Tenderer/Contractor) hereinafter Operator and the Data subject is "Transnet". Operator will process personal information only with the knowledge and authorization of Transnet and will treat personal information and the information of a third party which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
- 2.4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Agreement and the Operator is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
- 2.5. In terms of this Agreement, the Operator acknowledges that it will obtain and have access to personal information of Transnet and the information of a third party and agrees that it shall only process the information disclosed by Transnet in terms of this Agreement and

only for the purposes as detailed in this Agreement and in accordance with any applicable law.

- 2.6. Should there be a need for the Operator to process the personal information and the information of a third party in a way that is not agreed to in this Agreement, the Operator must request consent from Transnet to the processing of its personal information or and the information of a third party in a manner other than that it was collected for, which consent cannot be unreasonably withheld.
- 2.7. Furthermore, the Operator will not otherwise modify, amend, or alter any personal information and the information of a third party submitted by Transnet or disclose or permit the disclosure of any personal information and the information of a third party to any third party without prior written consent from Transnet.
- 2.8. The Operator shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to the services offered to Transnet in terms of this Agreement (physically, through a computer or any other form of electronic communication).
- 2.9. The Operator shall notify Transnet in writing of any unauthorized access to personal information and the information of a third party, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Operator must inform Transnet of the breach as soon as it has occurred to allow Transnet to take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and the information of a third party and to restore the integrity of the affected personal information as quickly as is possible.
- 2.10. Transnet may, in writing, request the Operator to confirm and/or make available any personal information and the information of a third party in its possession in relation to Transnet and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA.
- 2.11. Transnet may further request that the Operator correct, delete, destroy, withdraw consent or object to the processing of any personal information and the information of a third party relating to the Transnet or a third party in the Operator's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.

- 2.12. In signing this addendum that is in terms of the POPIA, the Operator hereby agrees that it has adequate measures in place to provide protection of the personal information and the information of a third party given to it by Transnet in line with the 8 conditions of the POPIA and that it will provide to Transnet satisfactory evidence of these measures whenever called upon to do so by Transnet.

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

YES	
-----	--

NO	
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- 2.13. Further, the Operator acknowledges that it will be held liable by Transnet should it fail to process personal information in line with the requirements of the POPIA. The Operator will be subject to any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that Transnet submitted to it.

- 2.14. Should a Tenderer have any complaints or objections to processing of its personal information, by Transnet, the Tenderer 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

### **3. SOLE AGREEMENT**

- 3.1. The Agreement, constitute the sole agreement between the parties relating to the subject matter referred to in paragraph 1.1 of this and no amendment/variation/change shall be of any force and effect unless reduced to writing and signed by or on behalf of both parties.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2024

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**XXXXX (Pty) Ltd**

(Operator)

Authorized signatory for and on behalf of ..... (Pty) Ltd who warrants that he/she is duly authorized to sign this Agreement.

AS WITNESSES:

1. Name: \_\_\_\_\_

Signature:

\_\_\_\_\_

2. Name: \_\_\_\_\_

Signature:

\_\_\_\_\_



**T2.2-18: Insurance provided by the Contractor.**

Clause 83.1 in NEC3 Term Service Contract (June 2005) (amended June 2006 and April 2013) requires that the Contractor provides the insurance stated in the insurance table except any insurance which the Employer is to provide as stated in the Contract Data.

Please provide the following details for insurance which the Contractor is still to provide. Notwithstanding this information all costs related to insurance are deemed included in the tenderer's rates and prices.

<b>Insurance against (See clause 83.1 of the TSC)</b>	<b>Name of Insurance Company</b>	<b>Cover</b>	<b>Premium</b>
Liability for death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract			
Motor Vehicle Liability Insurance comprising (as a minimum) "Balance of Third Party" Risks including Passenger and Unauthorized Passenger Liability indemnity with a minimum indemnity limit of R5 000 000/R10 000 000.			
Insurance in respect of loss of or damage to own property and equipment.			
(Other)			

**T2.2-19: Three (3) years audited financial statements.**

Attached to this schedule is the last three (3) years audited financial statements of the single tenderer/members of the Joint Venture.

NAME OF COMPANY/IES and INDEX OF ATTACHMENTS:

.....

.....

.....

.....

.....

.....

.....

.....

.....

## C1.1 Form of Offer & Acceptance

### Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter a contract for the procurement of:

**Description of the Services: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban**

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the Contract Data.

The offered total of the Prices exclusive of VAT is	<b>R</b>
Value Added Tax @ 15% is	<b>R</b>
The offered total of the Prices inclusive of VAT is	<b>R</b>
(in words)	

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the Contractor in the conditions of contract identified in the Contract Data.

Signature(s) Name(s)

Capacity

**For the tenderer:**

(Insert name and address of organization)

Name & signature of witness

Date

Transnet National Ports Authority

Enquiry Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

Tenderer's CIDB registration number:

Transnet National Ports Authority

Enquiry Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

## Acceptance

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the conditions of contract identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the Employer and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1	Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
Part C2	Pricing Data
Part C3	Scope of Work: Service Information
Part C4	Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date of award.

Unless the tenderer (now Contractor) within five working days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the Parties.

Signature(s) Name(s)

Capacity \_\_\_\_\_

Transnet National Ports Authority

Enquiry Number: TNPA/2023/08/0003/37838/RFP

Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban

**for the** Transnet SOC Ltd trading through its operating division Transnet National Ports Authority  
**Employer**

-----  
(Insert name and address of organization)

Date

Name &  
signature of

witness

-----

-----

## Schedule of Deviations

Note:

1. To be completed by the Employer prior to award of contract. This part of the Offer & Acceptance would not be required if the contract has been developed by negotiation between the Parties and is not the result of a process of competitive tendering.
2. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
3. A tenderer's covering letter must not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid be the subject of agreement reached during the process of Offer and Acceptance, the outcome of such agreement shall be recorded here and the final draft of the contract documents shall be revised to incorporate the effect of it.

No.	Subject	Details
1		
2		
3		
4		
5		
6		
7		

By the duly authorized representatives signing this Schedule of Deviations below, the Employer and the tenderer agree to and accept this Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules, as well as any confirmation, clarification or changes to the terms of the Offer agreed by the tenderer and the Employer during this process of Offer and Acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Form shall have any meaning or effect in the contract between the parties arising from this Agreement.

	<b>For the tenderer:</b>	<b>For the Employer</b>
Signature	-----	-----
Name	-----	-----
	-----	-----

Transnet National Ports Authority  
 Enquiry Number: TNPA/2023/08/0003/37838/RFP  
 Description of the Service: The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban.....

Capacity

On behalf of	(Insert name and address of organization)	(Transnet SOC Ltd trading through its operating division Transnet National Ports Authority)
--------------	---	---

Name & signature of witness		
-----------------------------	--	--

Date		
------	--	--



## C1.2 Contract Data

### Part one - Data provided by the Employer.

Clause	Statement	Data
<b>1</b>	<b>General</b>	
	The conditions of contract are the core clauses and the clauses for main Option:	
	dispute resolution Option	<b>A: Priced contract with price list</b>
	and secondary Options	<b>W1: Dispute resolution procedure</b>
		<b>X1: Price adjustment for inflation</b>
		<b>X2 Changes in the law</b>
		<b>X17 Low service damages</b>
		<b>X18 Limitation of liability</b>
		<b>X19: Task Order</b>
	of the NEC3 Term Service Contract (June 2005) (and amended June 2006 and April 2013)	<b>Z: Additional conditions of contract</b>
10.1	The Employer is:	<b>Transnet SOC Ltd</b>
	Address	<b>Registered address: Transnet Corporate Centre 138 Eloff Street Braamfontein JOHANNESBURG 2000</b>
	Having elected its Contractual Address for the purposes of this contract as:	<b>Transnet SOC Ltd (Registration No. 1990/000900/30) trading through its operating division Transnet National Ports Authority 237 Mahatma Ghandhi Queens warehouse Port of Durban 4001</b>
	Tel No.	.....
10.1	The Service Manager is (name):	<b>TBA</b>
	Address	<b>TBA</b>
	Tel	<b>TBA</b>

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11.2(2)	The Affected Property is	<b>Port of Durban</b>
11.2(13)	The service is	<b>The supply, installation and removal of glass and aluminum components as and when required for a period of thirty - six (36) months around the Port of Durban.</b>
11.2(14)	The following matters will be included in the Risk Register	<b>1. Working in an operational area. 2. Working in high voltages area 3. Working too close to operational machinery</b>
11.2(15)	The Service Information is in	<b>The Scope of Services</b>
12.2	The law of the contract is the law of	<b>The Republic of South Africa subject to the jurisdiction of the Courts of South Africa.</b>
13.1	The language of this contract is	<b>English</b>
13.3	The period for reply is	<b>Two (2) weeks.</b>
<b>2</b>	<b>The Contractor's main responsibilities</b>	(If the optional statement for this section is not used, no data will be required for this section)
21.1	The Contractor submits a first plan for acceptance within	<b>Two (2) weeks of the Contract Date</b>
<b>3</b>	<b>Time</b>	<b>The contract period will be 36 months from the date of the contractor being notified of the acceptance of his tender till the end of the 36 months or the monetary value whichever comes first</b>
30.1	The starting date is.	<b>TBA</b>
30.1	The service period is	<b>Thirty -six (36) months.</b>
<b>4</b>	<b>Testing and defects</b>	<b>No additional data is required for this section of the conditions of contract.</b>
<b>5</b>	<b>Payment</b>	
50.1	The assessment interval is	<b>Twenty fifth (25<sup>th</sup>) day of each successive month.</b>
51.1	The currency of this contract is the	<b>South African Rand.</b>
51.2	The period within which payments	are made is

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**Payment will be affected on or before the last day of the month following the month during which a valid Tax Invoice and Statement were received.**

51.4	The interest rate is.	<b>The prime lending rate of the Rand Merchant Bank South Africa.</b>
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**6 Compensation events**

## 6. Compensation events

60.1(13) The weather measurements to be recorded for each calendar month are,

The place where weather is to be recorded (on the Site) is:

The weather data are the records of past weather measurements for each calendar month which were recorded at: and which are available from:

**1 the cumulative rainfall (mm)**

**2 the number of days with rainfall more than 10 mm**

**Port of Durban**

**Durban Weather Station**

**South African Weather Service 012 367 6023 or info3@weathersa.co.za**

**No additional data is required for this section of the conditions of contract.**

<b>7</b>	<b>Use of Equipment Plant and Materials</b>	
<b>8</b>	<b>Risks and insurance</b>	<b>Whatever Contractor deems necessary as the Employer is not carrying this indemnity.</b>
84.1	The minimum limit of indemnity for insurance in respect of loss and damage to property (except goods, plant and materials and equipment) and liability for bodily injury or death of a person (not an employee of the Service Provide) caused by activity in connection with this contract for any one event is:	
84.1	The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with this contract for any one event is:	<b>As prescribed by the Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 and the Contractor's common law liability for people falling outside the scope of the Act.</b>
84.1	The Contractor liability to the Employer for indirect or consequential loss including loss of profit, revenue, and goodwill, is limited to:	<b>The total of the prices.</b>
84.1	For any one event, the Contractor liability to the Employer for loss of or damage to the Employers property is limited to:	<b>The total of the prices.</b>
84.1	The Contractor total liability to the Employer for all matters arising under or in connection with this contract, other than the excluded matters, is limited to:	
<b>9</b>	<b>Termination</b>	<b>There is no Contract Data required for this section of the conditions of contract.</b>

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## **10 Data for main Option clause**

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### **A Priced contract with price list**

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20.5	The Contractor prepares forecasts of the final total of the Prices for the whole of the service at intervals no longer than	<b>Twelve (12) weeks.</b>
<b>11</b>	<b>Data for Option W1</b>	
W1.1	The Adjudicator is (Name)	<b>Both Parties will agree as and when a dispute arises. If the Parties cannot reach an agreement on the Adjudicator, the chairman of the Association of Arbitrators will appoint an Adjudicator.</b>
W1.2(3)	The Adjudicator nominating body is:  If no Adjudicator nominating body is entered, it is	<b>The Association of Arbitrators (Southern Africa)</b>
W1.4(2)	The tribunal is:	<b>Arbitration</b>
W1.4(5)	The arbitration procedure is	<b>The Rules for the Conduct of Arbitrations of the Association of Arbitrators (Southern Africa)</b>
	The place where arbitration is to be held is	<b>Durban, South Africa</b>
	The person or organization who will choose an arbitrator.	
	- if the Parties cannot agree a choice or	
	- if the arbitration procedure does not state who selects an arbitrator, is	<b>The Chairman of the Association of Arbitrators (Southern Africa)</b>
<b>12</b>	<b>Data for secondary Option clauses</b>	
<b>X1</b>	<b>Price adjustment for inflation</b>	
X1.1	The base date for indices is	<b>January 2024</b>
	The proportions used to calculate the Price Adjustment Factor are:	
		<b>Proportion</b>
		<b>linked to index for</b>
		<b>0.45</b>
		<b>Labour (People)</b>
		<b>Index prepared by</b>
		<b>The Consumer Price Index (CPI) for "All Items" in Table 1 (Consumer price indices for the total country) of the Statistical Release P0141 "Consumer Price Index - Additional Tables" published by Statistics South Africa.</b>

	<b>0.14</b>	<b>Plant (Equipment)</b>	<b>The "Plant and Equipment" index in Table 4 (Mining and construction plant and equipment price index) of the Statistical Release P0151.1 "Construction Materials Price Indices" published by Statistics South Africa.</b>
	<b>0.15</b>	<b>Material (Civil)</b>	<b>The "Civil Engineering Material - Total" index in Table 6 (Civil engineering material price indices) of the Statistical Release P0151.1 "Construction Materials Price Indices" published by Statistics South Africa.</b>
	<b>0.11</b>	<b>Fuel</b>	<b>The "Diesel" index in Table 1 (PPI for final manufactured goods) of the Statistical Release P0142.1 "Producer Price Index" published by Statistics South Africa.</b>
	<b>0.15</b>	<b>Non-adjustable</b>	
	<b>1.00</b>		
<b>X2</b>	<b>Changes in the law</b>	<b>No additional data is required for this Option</b>	

**X17 Low service damages**

X17.1	The service level table is in	<b>Low Service Damage Description</b>	<b>Value of Low Service Damages</b>	<b>Limit of Low Service Damage</b>
		Service delays not finishing as per agreed upon project plan submitted and approved by the Supply Manager	1% per total value of the Purchase Order(s) per day	Limited to 10% of the total value of the Purchase Order(s) of the activity item.
		NCR raised on item defects are not corrected within agreed timeline.	2% per total value of the Purchase Order(s) per day	Limited to 10% of the total value of the Purchase Order(s) of the activity item.
		Using Personnel/ Subcontractor which are not Qualified/ experienced as per the contract. conditions.	1% per total value of the Purchase Order(s) per day	Limited to 10% of the total value of the Purchase Order(s) of the activity item.

**X18 Limitation of liability**

X18.1	The Contractor's liability to the Employer for indirect or consequential loss is limited to	<b>Nil.</b>
X18.2	For any one event, the Contractor's liability to the Employer for loss of or damage to the Employer's property is limited to	<b>The deductible of the relevant insurance policy</b>
X18.3	The Contractor's liability for Defects due to his design of an item of Equipment is limited to	<b>The cost of correcting the defect.</b>



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X18.4	The Contractor's total liability to the Employer, for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	<b>Total of the Prices.</b>
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X18.5	The end of liability date is	One	<b>One (1) year after the end of the service period.</b>
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## **X19 Task Order**

X19.5	The Contractor submits a Task Order programme to the Service Manager within	<b>Three (3) working days of receiving the Task Order</b>
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## **Z Additional conditions of contract**

### **Z1 Obligations in respect of Termination**

Z1.1	<p>The following will be included under core clause 91.1:</p> <p>In the second main bullet, after the word 'partnership' add 'joint venture whether incorporated or otherwise (including any constituent of the joint venture)'; and</p> <p>Under the second main bullet, insert the following additional bullets after the last sub-bullet:</p> <ul style="list-style-type: none"> <li>• commenced business rescue proceedings (R22)</li> <li>• repudiated this Contract (R23)</li> </ul>
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Z1.2	<p>Termination Table</p> <p>The following will be included under core clause 90.2 Termination Table as follows:</p> <p>Amend "A reason other than R1 – R21" to "A reason other than R1 – R23"</p>
Z1.3	<p>Amend "R1 – R15 or R18" to "R1 – R15, R18, R22 or R23."</p>

## **Z2 Right Reserved by Transnet to Conduct Vetting through SSA**

Z2.1	<p>Transnet reserves the right to conduct vetting through State Security Agency (SSA) for security clearances of any Contractor who has access to National Key Points for the following without limitations:</p> <ol style="list-style-type: none"> <li>1. Confidential – this clearance is based on any information which may be used by malicious, opposing or hostile elements to harm the objectives and functions of an organ of state.</li> <li>2. Secret – clearance is based on any information which may be used by malicious, opposing or hostile elements to disrupt the objectives and functions of an organ of state.</li> <li>3. Top Secret – this clearance is based on information which may be used by malicious, opposing or hostile elements to neutralize the objectives and functions of an organ of state.</li> </ol>
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**Z3 Additional clause relating to Collusion in the Construction Industry**

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Z3.1	<p>The contract award is made without prejudice to any rights Transnet may have to take appropriate action later with regard to any declared bid rigging including blacklisting.</p>
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**Z4 Protection of Personal Information Act**

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Z4.1	<p>The Employer and the Contractor are required to process information obtained for the duration of the Agreement in a manner that is aligned to the Protection of Personal Information Act</p>
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## C1.2 Contract Data

### Part two - Data provided by the Contractor.

The tendering contractor is advised to read both the NEC3 Term Service Contract (June 2005) and the relevant parts of its Guidance Notes (TSC3-GN) in order to understand the implications of this Data which the tenderer is required to complete.

Completion of the data in full, according to Options chosen, is essential to create a complete contract.

Clause	Statement	Data
10.1	The Contractor is (Name): Address Tel No. Fax No.	
11.2(8)	The direct fee percentage is The subcontracted fee percentage is	.....% .....%
11.2(14)	The following matters will be included in the Risk Register	.....
11.2(15)	The Service Information for the Contractor's plan is in:	.....
21.1	The plan identified in the Contract Data is contained in:	.....
24.1	The key persons are:	
	1 Name:	.....
	Job:	.....
	Responsibilities:	.....
	Qualifications:	.....
	Experience:	.....
	2 Name:	.....
	Job	.....
	Responsibilities:	.....
	Qualifications:	.....
	Experience:	.....
		.....

**CV's (and further key person's data including CVs) are in .....**

<b>A            Priced contract with price list</b>		
11.2(12)	The price list is in	.....
11.2(19)	The tendered total of the Prices is	<b>R</b> .....

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## PART 2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option B	5
C2.2	The bill of quantities	2

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## C2.1 Pricing instructions: Option B

### 1. The conditions of contract

#### 1.1. How the contract prices work and assesses it for progress payments

Clause 11 in NEC3 Engineering and Construction Contract, June 2005 and 2013 (ECC) Option B states:

**Identified  
and defined  
terms**

11

11.2

(21) The Bill of Quantities is the bill of quantities as changed in accordance with this contract to accommodate implemented compensation events and for accepted quotations for acceleration.

(22) Defined Cost is the cost of the components in the Shorter Schedule of Cost Components whether work is subcontracted or not excluding the cost of preparing quotations for compensation events.

(28) The Price for Work Done to Date is the total of

- the quantity of the work which the Contractor has completed for each item in the Bill of Quantities multiplied by the rate and
- a proportion of each lump sum which is the proportion of the work covered by the item which the Contractor has completed.

Completed work is work without Defects which would either delay or be covered by immediately following work.

(31) The Prices are the lump sums and the amounts obtained by multiplying the rates by the quantities for the items in the Bill of Quantities.

This confirms that Option B is a re-measurement contract, and the bill comprises only items measured using quantities and rates or stated as lump sums. Value related items are not used. Time related items are items measured using rates where the rate is a unit of time.

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## **1.2. Function of the Bill of Quantities**

Clause 55.1 in Option B states, "Information in the Bill of Quantities is not Works Information or Site Information". This confirms that instructions to do work or how it is to be done are not included in the Bill, but in the Works Information. This is further confirmed by Clause 20.1 which states, "The Contractor Provides the Works in accordance with the Works Information". Hence the Contractor does **not** Provide the Works in accordance with the Bill of Quantities. The Bill of Quantities is only a pricing document.

## **1.3. Guidance before pricing and measuring.**

Employers preparing tenders or contract documents, and tendering contractors are advised to consult the sections dealing with the bill of quantities in the NEC3 Engineering and Construction Contract (June 2005) Guidance Notes before preparing the bill of quantities or before entering rates and lump sums into the bill.

Historically bill of quantities-based contracts in South Africa have been influenced by the different approaches of the civil engineering and building sectors of the industry through their respective discipline based standard forms of contract and methods of measurement. This is particularly apparent in the approach to the Preliminary and General bill. On the other hand, because ECC caters for a number of disciplines in the same contract, including electrical works, a different approach not currently found in local methods of measurement to the Preliminary & General bill items may have been used.

The NEC approach to the P & G bill assumes use will be made of method related charges for Equipment applied to Providing the Works based on durations shown in the Accepted Programme, fixed charges for the use of Equipment that is required throughout the construction phase, time related charges for people working in a supervisory capacity for the period required, and lump sum charges for other facilities or services not directly related to performing work items typically included in other parts of the bill.



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## 2. Measurement and payment

### 2.1. Symbols

The units of measurement described in the Bill of Quantities are metric units abbreviated as follows:

Abbreviation	Unit
%	Percent
h	Hour
m	Metre
mm	Millimetre
m <sup>2</sup>	square metre
m <sup>3</sup>	cubic metre
No.	Number
Prov sum <sup>1</sup>	provisional sum
R/only	Rate only
sum	Lump sum
p/day	Per day

<sup>1</sup> Provisional Sums should not be used unless absolutely unavoidable. Rather include specifications and associated bill items for the most likely scope of work, and then change later using the compensation event procedure if necessary. This is because tenderers cannot programme effectively for unknown scopes of work.

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## **2.2. General assumptions**

- 2.2.1. Unless otherwise stated, items are measured net in accordance with the drawings, and no allowance has been made in the quantities for waste.
- 2.2.2. The Prices and rates stated for each item in the Bill of Quantities shall be treated as being fully inclusive of all work, risks, liabilities, obligations, overheads, profit and everything necessary as incurred or required by the Contractor in carrying out or providing that item.
- 2.2.3. Clause 63.13 in Option B provides that these rates and Prices may be used as a basis for assessment of compensation events instead of Defined Cost.
- 2.2.4. Where this contract requires detailed drawings, designs or other information to be provided, and no rates or prices are included in the bill specifically for such matters, then the Contractor is deemed to have allowed for all costs associated with such requirements within the tendered rates and Prices in the Bill of Quantities.
- 2.2.5. An item against which no Price is entered will be treated as covered by other Prices or rates in the bill of quantities. If a number of items are grouped together for pricing purposes, this will be treated as a single lump sum.
- 2.2.6. The quantities contained in the Bill of Quantities may not be final and do not necessarily represent the actual amount of work to be done. The quantities of work assessed and certified for payment by the Project Manager at each assessment date will be used for determining payments due and not the quantities given in the Bill of Quantities.
- 2.2.7. The short descriptions of the items of payment given in the bill of quantities are only for the purposes of identifying the items. More detail regarding the extent of the work entailed under each item is provided in the Works Information.

## **2.3. Departures from the method of measurement**

## **2.4. Amplification of or assumptions about measurement items**

For the avoidance of doubt the following is provided to assist in the interpretation of descriptions given in the method of measurement. In the event of any ambiguity or inconsistency between the statements in the method of measurement and this section, the interpretation given in this section shall be used.

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## C2.2 The Bill of Quantities

PAYME NT REF.	DESCRIPTION	UNIT	Estimated Quantities	RATE	Total
<b>1.</b>	<b>Fixed Charges</b>				
1.1	Safety File (file to be updated yearly) permits	sum	1		
1.2	Erect scaffolding including castors according to National Building Regulations size 2mx2mx3m high	p/day	5		
1.3	Cherry picker 12m high	p/day	4		
1.4	Hot work permits	p/day	10		
1.5	Callout rate for repairs	p/day	150		
<b>2.</b>	<b>Supply and Installation of Glass Aluminum Components</b>				
2.1	Supply and fit 4mm clear float glass	m <sup>2</sup>	70		
2.2	Supply and fit 4mm obscure clear float glass	m <sup>2</sup>	65		
2.3	Supply and fit 6mm clear float glass	m <sup>2</sup>	70		
2.4	Supply and fit 5mm obscure glass	m <sup>2</sup>	33		
2.5	Supply and fit 4mm Toughened glass	m <sup>2</sup>	60		
2.6	Supply and fit 5mm Toughened glass	m <sup>2</sup>	60		
2.7	Supply and fit 6mm Toughened glass	m <sup>2</sup>	80		
2.8	Remove of old solar film	m <sup>2</sup>	33		
2.9	Supply and fit solar film	m <sup>2</sup>	70		
2.10	Supply and fit 6.38mm safety glass	m <sup>2</sup>	33		
2.11	Aluminium Beading 45 degree	m	100		
2.12	Aluminium Square beading	m	70		
2.13	Supply and install single action floor spring with 90 degrees QS880/4SHO hold open.	no.	12		
2.15	Supply and fit aluminum door closure	no.	10		
2.16	Supply and fit friction stay to windows	no.	70		
2.18	Supply and fit aluminum window handles	no.	70		
2.19	Supply and fit 100mm aluminum hinges	no.	100		
2.20	Supply and fit aluminum door handle lever latch type	no.	50		

Contract

C2.1

Pricing instructions ECC3 Option B

Part C2: Pricing Data  
CPM 2020 Rev 01

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2.21	Supply and fit lock for aluminum door CISA or equivalent approved	no.	28		
2.22	Supply and fit aluminum door handle stainless steel type Crank D	no.	28		
2.22	Supply and fit aluminum door handle stainless steel type D	no.	34		
2.23	Supply and fit door handle stainless steel type C	no.	80		
2.24	Repair to shower doors	no.	28		
2.25	Supply and install 1000mmx1000mm aluminum window and frame	no.	5		
2.26	Supply and install 600mmx600mm window and frame	no.	20		
2.27	Supply and install aluminum doors and frames 2,1m x 0.9m	no.	7		
2.28	Service to panic bars	no.	3		
2.29	Service and repairs to automated aluminum doors	no.	3		
2.30	Supply and installation of dry wall partitioning and all necessary fittings (Aluminium frames etc.)	m <sup>2</sup>	70		
2.31	Plaster all window and door opening/reveals after repair	m <sup>2</sup>	40		
2.32	Supply and install Décor World: Aloe- 483365 wallpaper or similar	m <sup>2</sup>	40		
2.33	Supply and install new wooden partitioning doors and all necessary fittings. Handles, locks to be aluminum to match existing doors (2.1m x 0.9m)	no.	10		
2.34	Supply and install trailer gate 2,1m x 0,9m	m <sup>2</sup>	3		
2.35	Supply and install trailer gate 2,25m X1,2m	no	6		
2.36	Supply silicone and seal aluminum windows and doors,100% modulus 0,33Mpa, Base neutral Oxime, density 1.26g/ml, Tensile strength 1.3Mpa	m <sup>2</sup>	50		
2.37	Supply and install new aluminum grid & suspended ceiling boards 0.6m x 1.2m	m <sup>2</sup>	50		
	<b>Cost Year 1 (Y1) value (excluding vat and inflation)</b>				
	<b>Total contract value for 3 years = (Cost Year 1 (Y1) excluding vat and inflation) X 3</b>				
	<b>Total contract value for 3 years (including VAT)</b>				

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#### Notes to the Multi - Year Pricing Table:

The first year of the contract will not be subject to price escalation

Cost for Year 2 (Y2) will be Total costs of Year 1 (Y1) x CPI adjustment

Cost for Year 3 (Y3) will be Total costs of Year 2 (Y2) x CPI adjustment

#### Notes to Pricing:

a) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for a period of 12 months, subject thereafter to adjustment (i.e., after the initial period of 12 months), utilizing the Consumer Price Index (CPI) as per below:

#### CONTRACT PRICE ADJUSTMENTS

##### Formula

b) Prices submitted for this bid will be regarded as non-firm and subject to adjustment(s) in terms of the formula set out below,

c) Applications for price adjustments must be accompanied by documentary evidence in support of any adjustment claim.

d) The following price adjustment formula will be applicable for calculating Contract price adjustments (CPA).

**$P_a = (1-V) P_t ((CPI)) + V P_t$  where:**

$P_a$	=	The new adjusted price to be calculated
$(1-V)P_t$	=	85% of the original bid price
CPI	=	In this tender Transnet will only use the Consumer Price Index (CPI) as a single factor from the Statistical Release "P0141" – Consumer Price Index, published by the Department of Statistics, South Africa.
$V P_t$	=	15% (or 0.15) of the original bid price. This portion of the bid price remains fixed, i.e., it is not subject to price adjustment.

#### Formula component definitions:

##### Adjustable amount: $(1-V) P_t$

e) The adjustable amount is the portion of the bid price, which is subject to adjustment. In this contract, the adjustable amount is 85% of the original bid price. For example, if the bid price is R1000, then only R850 will be subject to adjustment.

f)

##### Fixed portion: $V P_t$

g) The fixed portion represents those costs that will not change over the adjustment period and DOES NOT represent the profit margin. In this bid, the fixed portion is 15% of the original bid price. Using the same example as above, it would amount to R150 which will remain fixed over the contract period.

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**Cost components and proportions: D1**

h) The cost components of the Contract price usually constitute the cost of materials (raw material or finished product), cost of direct labour, cost of transport and those other costs that are inclined to change. The proportions are the contribution to the contract price of each of these cost components. In this bid, the Consumer Price Index (CPI) Statistical release P0141 will be used to adjust the price adjustments.

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Cost Component	% Contribution
D1 – Consumer Price Index	100% of 85%
TOTAL (Cost components must add up to 100%)	100 %

#### Applicable indices/references:

i) The applicable index refers to the relevant market index, which is a true reflection of price movement(s) in the cost over time. In this bid the following indices or reference will be applicable:

Cost component	Index Publication	Index Reference
D1- Consumer Price Index	Stats SA, Statistical Release P0141	P0141

#### Base Index Date

j) The base index date applicable to the formula is defined as the date of advertisement of the bid. The P0141 Stats SA Statistical release in the month of the tender will be used as the base index. If a Stats SA Statistical release P0141 is not published in the month in which the tender is advertised, the first Statistical Release P0141 in the month immediately prior to the month of the tender being advertised shall be used.

#### End Index Date

k) The end index dates are the dates at predetermined points in time during the Contract period. In this bid, the end indices are the indices published in the month immediately following the annual anniversary of the month in which the tender is advertised. In other words, months 13, 26, 39 etc.

#### Price Adjustment Periods

l) Adjustments to contract prices will be applied on an annual basis

#### General 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 utilize a different format. Deviation from this pricing schedule could 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.

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f) 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.



# Scope of Work: Service Information

## Service Information

### 1. Description of the Service and Executive Overview

For the purpose of this contract, "work" shall include the supply, installation and removal of glass, aluminum components and the dry wall partitioning on an "as and when required" basis for a period of thirty-six (36) months around the Port of Durban. The current contract is coming to an end and the Port would like to have peace of mind knowing that we have a contract in place in the event glass or aluminum is damaged, so that it can be repaired as soon as possible which will prevent injuries from broken glasses or unauthorized entry into buildings preventing putting Transnet assets at risk of theft and damage.

	SERVICE / DUTIES	FREQUENCY
1.	<b>Safety File (file to be updated yearly) permits</b>	Yearly
2.	<b>Erect scaffolding including castors according to National Building Regulations size 2mx2mx3m high</b>	On Request
3	<b>Cherry picker 12m high</b>	On Request
4	<b>SUPPLY AND INSTALLATION OF GLASS &amp; ALUMINIUM COMPONENTS</b>	On Request
	The Services of a persons certified in glazing will be required on an adhoc basis to carry out glass and aluminum repairs to various Buildings and structures located in the Port of Durban	
	<b>Duties will include, but not limited to:</b>	On Request
	<ul style="list-style-type: none"> <li>Supply and fit various types of glass (clear float glass, obscure glass, toughened glass, and safety glass)</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and installation of Aluminium Beading (45 degree and square beading)</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and install single action floor springs</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and fit aluminum door closure</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and fit friction stay, hinges and handles to windows</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and fit aluminum door handle and locks</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and install new aluminum shower doors</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and install aluminum windows and frames</li> </ul>	

	<ul style="list-style-type: none"> <li>Supply and install aluminum doors and frames</li> </ul>	
	<ul style="list-style-type: none"> <li>Service to panic bars</li> </ul>	
	<ul style="list-style-type: none"> <li>Service and repairs to automated aluminum doors</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply Silicone and seal aluminum Windows and doors.</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and fit solar film, solar film to provides at least a 20% reflective Visible Light Transmission (VLT) which will reflect at least 80% of solar heat gain and should reduce glare by at least 75% with good visible light transmission. It should have a scratch resistant coating in accordance with the manufacturers' specifications. The film should offer a 10-year manufacturer's warranty against peeling, fading, or bubbling</li> </ul>	
	<ul style="list-style-type: none"> <li>Contractor to remove broken glass, damaged doors, window frames and dispose of accordingly</li> </ul>	
	<ul style="list-style-type: none"> <li>Repairs to awning, louvre and sliding style windows</li> </ul>	
	<ul style="list-style-type: none"> <li>Replacing wheels and tracks for sliding doors</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and install Décor World wallpaper on walls.</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and installation of dry wall partitioning and all necessary fittings (76mm, comprising 50mm galvanized steel tracks and studs with one layer of 12,5mm, gypsum plasterboard in 1,2m modules on each side. All butt joints to manufacture's specification.</li> </ul>	
	<ul style="list-style-type: none"> <li>Supply and install aluminum trailer gate</li> </ul>	
	<ul style="list-style-type: none"> <li>Plaster all window and door opening/ reveals after repair</li> </ul>	
	<ul style="list-style-type: none"> <li>The service provider as a SAGGA member or issuing competency glazing certificates after installing as required by building regulations.</li> </ul>	
	<ul style="list-style-type: none"> <li>Glass and aluminum contractor to guarantee all work for a period of 12 months and ensure works are carried out by a competent team</li> </ul>	

## SUMMARY

### 2. Staff Requirements and Supervision

- 2.1 The Contractor shall provide the staff for the execution of the Service which shall be supervised by means of regular inspections as requested by the Employer by a Supervisor of the Contractor who is expected to:

- have a thorough knowledge of the various tasks, equipment and material
- to be able to properly train and manage employees in their individual tasks To maintain and control an effective inspection and follow-up programme.

2.2 The Contractor shall at all times ensure that **all** staff have been provided with uniforms/ PPE and will have visible identification.

2.3 The Contractor shall provide relief staff within 2 (two) hours in the event of any personnel being absent.

2.4 The Contractor is to maintain Site Daily Diaries indicating the material and personal used for each task which will be verified and signed off by the Transnet Service Manager on various as requested. This will form that basis of verification of material, work completed on site and paid against these verified.

### 3. Equipment, Material & Consumables

3.1 The Contractor shall allow for all necessary equipment, cleaning materials, consumables, transport, inductions, medicals, tools, Safety Files and Personal Protective Equipment for the execution of the follows works in his Rate. Transnet shall however provide water and electricity free of charge.

3.2 All Consumables e.g. cleaning chemicals will be **SABS** Approved or Equivalent

3.3 All equipment to be always kept in good and safe condition and will comply with all safety regulations, including all extensions cords etc.

3.4 Only SABS Approved material to be utilized on this project.

### 4. Working Hours

- Working hours Monday-Friday are 07:00am – 15:30pm, weekend and working after hours to be approved by Service Manager.

### 5. Management and start up

## 5.1 Management meetings

It is the Employer's specific intention that the Parties and their agents use the techniques of partnering to manage the contract by holding meetings designed to manage the administration of the contract proactively and jointly with the objective of minimizing the adverse effects of risks and surprises for both Parties.

Regular meetings of a general nature may be convened and chaired by the Service Manager as follows:

<b>Title and purpose</b>	<b>Approximate time &amp; interval</b>	<b>Location</b>	<b>Attendance by:</b>
Kick-off meeting	Once off at beginning of contract	Queens Warehouse	<i>Service Manager</i> (and appropriate key persons) and <i>Contractor</i>
Risk register and compensation events	Bi – Weekly	Building and marine, 223 Maydon Road, board room	<i>Service Manager</i> (and appropriate key persons) and <i>Contractor</i>
Overall contract progress and feedback	Bi – Weekly	Building and marine, 223 Maydon Road, board room	<i>Service Manager</i> (and appropriate key persons) and <i>Contractor</i>
Safety Meetings	On Request	On Site	Construction Manager ( <i>and key persons</i> ), Safety Manager and <i>Contractor</i>

Meetings of a specialist nature may be convened as specified elsewhere in this Works Information or if not so specified by persons and at times and locations to suit the Parties, the nature and the progress of the works. Records of these meetings are to be submitted to the *Service Manager* by the person convening the meeting within five days of the meeting.

All meetings are to be recorded using minutes or a register prepared and circulated by the person who convened the meeting. Such minutes or register are not to be used for the purpose of confirming actions or instructions under the contract as these are to be done separately by the person identified in the conditions of contract to carry out such actions or instructions.

The *Contractor* attends management meetings at the *Service Manager's* request as set out in the table above. At these meetings the *Contractor* presents all relevant data including safety, health and environmental issues, progress reports, quality plans, Sub-Contractor management reports, as may be required.

## 5.2 Documentation Control

The *Contractor* is to ensure that the latest versions of the required application software and a suitable 'IT' Infrastructure are in place to support the electronic transmission of documentation.

All documentation requirements for the works will be dealt with in accordance with TNPA document system extracted from the Standard Project Protocol document (SPP).

The Head of Documentation Control shall be the Management Representative for Quality (MRQ). The Document Controller shall provide assurance that all project related documents shall be fully controlled. All project related incoming and outgoing e-mails, faxes, letters, documents and drawings shall be copied to the Document Controller and *Service Manager*. The Document Controller shall allocate a reference and sequence number, and file the documents electronically within 48 hours of receipt.

Drawings shall be issued as per *Service Manager's* requirements to Documentation Control. Document Controller shall register drawings and issue with an electronic document transmittal.

All project related incoming and outgoing correspondence (internal Origin) shall be sent to Documentation Control for date stamping and distribution as per the *Service Manager's* and/or *Supervisor's* requirements. This shall exclude e-mails.

All incoming documents (external origin) shall be forwarded to the Documentation Control for scanning, filing, including reference, sequential number allocation and registration.

Outgoing documents of external origin shall be forwarded to the Documentation Control with the Request Instruction Forms. The Document Controller shall register the documents and issue a transmittal note.

## 5.3 Safety risk management

The *Contractor* complies with the following Safety Management Plan (SMP): All health and safety matters associated with the *works* will be dealt with in accordance with Occupational Health & Safety Act, 1993 (Act No. 85 of 1993) and the Transnet National Ports Authority Health and Safety Specifications contained in **Annexure A** to this *Works Information*.

The *Contractor* shall prepare, implement and administer the *Contractor's* Health and Safety Management Plan (CHSMP). The Health and Safety Management Plan must provide a systematic method of managing hazards and implementing control measures.

The *Contractor* must prepare and submit the Occupational Health & Safety file to the *Service Manager* for acceptance. The Safety file will then be submitted to the TNPA Legal & Compliance Department for approval before start of the works.

**SHE File is to be kept on site at all times. The file as to contain amongst others, if applicable:**

- Principal Contractors Organogram
- Letter Of Good Standing with Compensation Fund
- Notification Letter of Construction Work ~ Department of Labour (If Applicable)

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- 
- Appointments

- 
- Induction: Employees and Visitors: Staff Medical Certificates
  - Principal Contractor's SHEQ Policy
  - Health & Safety Plan, Integrated Legal Register, Client Specification
  - Fall Protection Plan (If Applicable)
  - Risk Assessments: Method Statements: Safe Operating Procedures
  - Incidents / Accidents Register and Investigation Reports
  - Health And Safety Training Records - Induction Records And Toolbox Talks
  - Emergency Contact Telephone Numbers
  - Business Continuity Plan Including Emergency Plan
  - Documented Proof of Daily Toolbox Safety Talks/ DSTI
  - Inspections Checklist
  - All Registers
  - Welfare Facilities
  - Electrical Compliance
  - Mandatory Agreement
  - Communication Plan
  - Training Records and Competency Certificates
  - General (Section 37(2), Site Access Certificate)

As well as exit medicals will be required and must further include for chest X-rays. These medical examinations must be carried out by a registered Occupational Health practitioner. All costs associated will be to the Contractor's account.

The Contractor ensures that its Sub-Contractors comply with the CHSMP and relevant statutory requirements of the Occupational Health & Safety Act, 1993 (Act No. 85 of 1993).

The roles and responsibilities of the various personnel acting on behalf of the Service Manager with respect to the SMP and health and safety issues are as stated in the paragraphs following:

The Construction Manager is responsible (in the context of the SMP only) for health and safety on the Site and Working Areas and reports to the Service Manager.

The Construction Manager specific tasks (in the context of the SMP) are:

- a) Implement the Employers safety management system.
- b) Monitor Contractor's compliance to the CHSMP.
- c) Ensure risk is at an acceptable level.
- d) Ensure the Contractor's workforce and Construction Management Team is competent.

The Project Site Safety Manager (PSSM) is responsible for ensuring that the Contractor complies with the SMP. The PSSM acts on behalf of the Service Manager.

The Project Site Safety Manager (PSSM) specific tasks are:

- a) Ensure that the overall project safety requirements are complied with.
- b) Provide guidance on safety related issues arising during the execution of the project.

## **5.4 Environmental constraints and management**

The Contractor complies with the following ENV-STD-001 Rev01 (CEMP):

The Contractor performs the works and all construction activities within the Site and Working Areas having due regard to the environment and to environmental management practices as more particularly described within the SES and PES.

The SES describes the minimal acceptable standard for environmental management for a range of environmental aspects commonly encountered on construction projects and sets environmental objectives and targets, which the Contractor observes and complies.

The PES may require higher minimal standards than those described in the SES as may be required by the Service Manager or Others.

The overarching obligations of the Contractor under the CEMP before construction activities commence on the Site and/or Working Areas is to provide an environmental method statement for a particular construction operation at the Site and/or Working Area by the Contractor and where requested by the CM and to comply with the following:

Where relevant, method statements, as detailed in the SES and PES, shall be provided by the Contractor. These include, but are not limited to, the following where applicable:

- Establishment of construction lay down area
- Hazardous and non-hazardous solid waste management
- Storm water management
- Contaminated water management
- Prevention of marine pollution
- Hydrocarbon spills
- Diesel tanks and refueling procedures
- Dust control
- Spoil dumping
- Sourcing, excavating, transporting and dumping of fill material
- Noise and vibration control
- Removal of rare, endemic or endangered species
- Removal and stockpiling of topsoil
- Rodent and pest control
- Environmental awareness training
- Site division
- Emergency procedures for environmental incidents
- Contractor's SHE Officer
- Closure of construction laydown area

The Contractor shall ensure that his management, foremen and the general workforce, as well as all suppliers and visitors to Site have attended the Induction Programme prior to commencing any work on Site. If new personnel commence work on the Site during construction, the Contractor shall ensure that these personnel undergo the Induction Programme and are made aware of the environmental specifications on Site.

Where applicable, the Contractor ensures that he appoints a suitably qualified Subcontractor, to be approved by the Service Manager, to undertake the "Removal of rare, endemic or endangered



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other work on Site.

## **6. Waste Disposal**

All waste generated from new, or repair work shall be disposed at an accredited waste disposal/recycle site and relevant disposal certificates issued to Employer.

## **7. The Contractor's Invoices**

When the Project Manager certifies payment (see ECC Clause 51.1) following an assessment date, the Contractor complies with the Employer's procedure for invoice submission.

The invoice must correspond to the Project Manager's assessment of the amount due to the Contractor as stated in the payment certificate.

The invoice states the following:

Invoice addressed to Transnet SOC Ltd;

Transnet SOC Limited's VAT No: 4720103177. Invoice number:

The Contractor's VAT Number; and

The Contract numbers:

The invoice contains the supporting detail.

The invoice is presented by hand delivery.

Invoices submitted presented to:

Transnet National Ports Authority  
223 Maydon Road  
Maydon Wharf  
Durban

For the attention of the Service Manager.

## **7. Termination of Services**

Transnet reserves its right to cancel the Contract/Order in whole or in in part at any time upon at least 7 [seven] days' written notice to the *Contractor*

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## **PART C4: SITE INFORMATION**

<b>Document reference</b>	<b>Title</b>	<b>No of pages</b>
	This cover page	1
	Site Information	2-3
	Total number of pages	3

## 1. Description of the Site and its surroundings

### 1.1. General description

The Port of Durban serves KwaZulu-Natal, the Gauteng region and a large portion of the Southern African hinterland. The Port of Durban currently handles containers, dry bulk, liquid bulk, automotive and break-bulk cargo. The Port of Durban handles approximately 60% of South Africa's container traffic. The port accommodates facilities for the local fishing industry, ship-repair industries, visiting cruise liner vessels and recreational boating. The Port of Durban is bounded by the city Centre to the North, residential areas to the West and East, and industrial land to the South.

The layout of the port, indicating the precincts and berth layout, is presented in Figure 1-2. Within the precinct there are roads which are leading to different terminals and buildings. Site owned and operated by TNPA.



**Figure 1-2: Precincts and berth layout of the Port of Durban**

Prospective contractors shall acquaint themselves with the nature of the Works, the condition under which the work is to be performed, and the means of access to site, any limitations or other authorities and in general will all matters that may influence or affect the contractor.

### **1.2. Existing buildings, structures, and plant & machinery on the Site**

There are various buildings within terminals in the port. These terminals are operating for the following activities:

- Dry Bulk
- Liquid bulk
- Maritime Engineering
- Harbour Services
- Bunker Services

All these activities attract lot of vehicular movements around the Port of Durban, most being the trucks.

### **1.3. Other reports and publicly available information**

The Port is exposed to extreme weather conditions such as high wind gusts and high humidity in the summer resulting in the concrete reaching surface temperatures in excess of 50 degrees Celsius.