



Transnet Pipelines

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

REQUEST FOR INFORMATION [RFI] FOR INTERIM OFFICE SPACE REQUIRED ON A RENTAL BASIS FOR TRANSNET PIPELINES HEAD OFFICE REQUIREMENTS FOR APPROXIMATELY 140 EMPLOYEES.

RFI NUMBER: TPL/2026/04/0236/4122/RFI
ISSUE DATE: 13 APRIL 2026
CLOSING DATE: 24 APRIL 2026
CLOSING TIME: 12:00 PM

Note to the bidders:

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

SCHEDULE OF CONTENTS

Section No	Page
SECTION 1: SBD1 FORM.....	3
SECTION 2 : NOTICE TO RESPONDENTS	5
1 INFORMATION REQUEST	5
2 RESPONSE SUBMISSION	6
3 RFI INSTRUCTIONS.....	6
4 B-BBEE LEVEL	6
5 COMMUNICATION	6
6 CONFIDENTIALITY	7
7 STATUS OF THIS RFI AND SUBSEQUENT PROCESS	7
8 DISCLAIMER	7
9 NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE.....	7
10 TAX COMPLIANCE	8
SECTION 3 : RFI SCOPE OF REQUIREMENTS.....	9
1 INTRODUCTION.....	9
2 BACKGROUND.....	9
3 KEY OBJECTIVES OF THIS RFI PROCESS	9
4 GENERAL RESPONDENT OBLIGATIONS	9
5 CONFIDENTIALITY AND COMPLIANCE	9
6 UNDERTAKINGS BY RESPONDENT	10
7 COSTS TO RESPOND TO THE RFI.....	10
8 AUTHORITY OF SIGNATORY	10
9 OFFERING OF COMMISSION OR GRATUITY.....	10
10 UNDERTAKING BY TRANSNET	10
SECTION 4 : TRANSNET’S RFI INFORMATION	11
SECTION 5 : REQUEST FOR INFORMATION.....	14
SECTION 6 : CERTIFICATE OF ACQUAINTANCE WITH RFI, TERMS & CONDITIONS & APPLICABLE DOCUMENTS ..	16
SECTION 7 : RFI CLARIFICATION REQUEST FORM	17
SECTION 8: PROTECTION OF PERSONAL INFORMATION	18

SECTION 1: SBD1 FORM**PART A****INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF INTERIM OFFICE SPACE REQUIRED ON A RENTAL BASIS FOR TRANSNET PIPELINES HEAD OFFICE REQUIREMENTS FOR APPROXIMATELY 140 EMPLOYEES, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	TPL/2026/04/0236/4122/RFI	ISSUE DATE:	13/04/2026	CLOSING DATE:	24/04/2026	CLOSING TIME:	12:00 PM
DESCRIPTION	RFI FOR INTERIM OFFICE SPACE REQUIRED ON A RENTAL BASIS FOR TRANSNET PIPELINES HEAD OFFICE REQUIREMENTS FOR APPROXIMATELY 140 EMPLOYEES						
BID RESPONSE DOCUMENTS SUBMISSION							
RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH BID/RFI SELECTED (please refer to section 2, paragraph 2 for a detailed process on how to upload submissions): https://esupplierportal.transnet.net/portal/advertisedTenders							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	Unathi Manentsa			CONTACT PERSON	Unathi Manentsa		
TELEPHONE NUMBER	031 361 3962			TELEPHONE NUMBER	031 361 3962		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	Unathi.Manentsa@transnet.net			E-MAIL ADDRESS	Unathi.Manentsa@transnet.net		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		

Respondent's Signature

Date and Company Stamp

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [[IF YES, ANSWER QUESTIONNAIRE BELOW]
--	---	---	--

QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

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

**PART B
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE: _____

SECTION 2 : NOTICE TO RESPONDENTS

1 INFORMATION REQUEST

Information is requested from interested persons, companies, close corporations or enterprises [hereinafter referred to as the **Respondent(s)**] to supply the aforementioned information to Transnet. Respondents are to note that no business will be awarded on this RFI. The information requested will merely be used to determine what is available in the market, and should Transnet decide to pursue this acquisition further, it will be on the basis of a totally open tender process to which anyone can respond. Respondents in this process will receive no preference in any subsequent open tender process, apart from their information supplied being utilized in the preparation of the Transnet scope/specification.

DESCRIPTION	RFI FOR INTERIM OFFICE SPACE REQUIRED ON A RENTAL BASIS FOR TRANSNET PIPELINES HEAD OFFICE REQUIREMENTS FOR APPROXIMATELY 140 EMPLOYEES
TENDER ADVERT	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
RFI DOWNLOADING	<p>This RFI may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.</p> <p>To download RFI and Annexures:</p> <ul style="list-style-type: none"> • Click on "Tender Opportunities"; • Select "Advertised Tenders"; • In the "Department" box, select Transnet SOC Ltd; <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFI may also be downloaded from the Transnet Portal at https://esupplierportal.transnet.net/portal/advertisedTenders (please use Google Chrome to access Transnet link) free of charge (<i>refer to section 2, paragraph 3 below for detailed steps</i>)</p>
COMMUNICATION	<p>Any addenda to the RFI or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal and Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFI.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFI.</p>
BRIEFING SESSION	Not Applicable
CLOSING DATE	<p>12:00 pm on Tuesday, 24 April 2026</p> <p>Bidders must ensure that bids are uploaded timeously onto the system.</p> <p>As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Transnet will not be held liable for any challenges experienced by bidders as a result of the technical challenges. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i></p>
VALIDITY PERIOD	Not applicable since this is an RFI issued for information purposes only.

Respondent's Signature

Date and Company Stamp

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

2 RESPONSE SUBMISSION

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

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

- Log on to the Transnet eTenders management platform website/ Portal (<https://esupplierportal.transnet.net/portal/advertisedTenderst>) Please use **Google Chrome** to access Transnet link/site)
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal <https://esupplierportal.transnet.net/portal/advertisedTenders>

3 RFI INSTRUCTIONS

3.1 All returnable documents listed in this RFI must be returned with your submission.

3.2 The person or persons signing the submission must be legally authorised by the respondent to do so.

4 B-BBEE LEVEL

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

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

5 COMMUNICATION

5.1 For specific queries relating to this RFI a Clarification Request Form should be submitted onto the system and to [Unathi Manentsa] before **12:00 pm on 20 April 2026**, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency Transnet's response to such a query will be published on the e-tender portal and Transnet website.

- 5.2 After the closing date of the RFI a Respondent may only communicate with **Unathi Manentsa** at telephone number **031 361 3962**, email **Unathi.Manentsa@transnet.net** on any matter relating to its RFI Proposal.

6 CONFIDENTIALITY

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

7 STATUS OF THIS RFI AND SUBSEQUENT PROCESS

- 7.1 This RFI is not an offer to purchase and Transnet is under no obligation to accept any proposals in this process.
- 7.2 As this is a Request for Information only, no business will be awarded through this process.

8 DISCLAIMER

- 8.1 Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that Transnet reserves the right and at its sole and full discretion to:
- a) utilise any information provided to it in response to this RFI to draft the scope of requirements for inclusion in an RFQ;
 - b) take no further action whatsoever, if it so decides
 - c) withdraw from this process and the provisions of this project at any time;
 - d) select the RFI participants based on Transnet's criteria;
 - e) not bind itself to accept any or all of the RFIs;
 - f) increase or decrease the quantities/scope as indicated in the RFI; and/or
 - g) validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so.
- 8.2 Kindly note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

9 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

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

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

10 TAX COMPLIANCE

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


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

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










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

Transnet urges its clients, suppliers and the general public to report any fraud or corruption to

TIP-OFFS ANONYMOUS:



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

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

SECTION 3 : RFI SCOPE OF REQUIREMENTS

1 INTRODUCTION

The purpose of this request is to invite Realtor/Letting Agent/Building Owner/Building Landlord (Building Owner) to submit proposals for a fully serviced plug-and-play office work building and/or alternative office. It should be able to accommodate approximately 140 employees.

2 BACKGROUND

Transnet Pipelines requires the services of a Realtor/Letting Agent/Building Owner/Building Landlord (Building Owner) to office space required on a rental basis for Transnet Pipelines Head office requirements for approximately 140 employees.

The office and the health and wellbeing of its employees is of paramount importance to the organization.

Your submission should include in detail your proposed methodology, and preliminary program of expected activities.

3 KEY OBJECTIVES OF THIS RFI PROCESS

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

3.1 The Employer wishes to identify market availability of a building owner for the purpose of inviting proposals

for a fully serviced plug n play office work building work building and/or alternative office space. It should be able to accommodate approximately 140 employees.

3.2 In addition to your primary proposal, please include at least two alternative office space options that meet the specified criteria in terms of size, location, accessibility and cost.

3.3 Only a minimal setup or input may be required by the tenant.

3.4 The intention is to provide a plug and play/or alternative option service to relevant employees daily, including weekends, for the purpose of carrying out Transnet Pipelines administration works. The proposal should highlight available leasing terms.

4 GENERAL RESPONDENT OBLIGATIONS

4.1 The Respondent(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.

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

5 CONFIDENTIALITY AND COMPLIANCE

This RFI and information contained herein or provided for purposes thereof, remain the property of Transnet and may not be reproduced, sold or otherwise disposed of. All recipients of this document

(whether an RFI is submitted or not) shall treat the details of this document as strictly private and confidential.

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

6 UNDERTAKINGS BY RESPONDENT

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

7 COSTS TO RESPOND TO THE RFI

All Respondents wishing to submit an RFI response must be in possession of this document, the RFI. Transnet will not be responsible for or pay any expense or losses which may be incurred by any Respondent in the preparation and submission of the RFI. Costs, if any, will be for each Respondent's own account.

8 AUTHORITY OF SIGNATORY

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

9 OFFERING OF COMMISSION OR GRATUITY.

If a Respondent, or any person employed by him, is found to have either directly or indirectly offered, promised or given to any person in the employ of Transnet, any commission, gratuity, gift or other consideration, Transnet shall have the right and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to disqualify the RFI Respondent from further participation in this process and any other subsequent processes in this regard. The RFI Respondent will be responsible for all and any loss that Transnet may suffer as a result thereof. In addition, Transnet reserves the right to exclude such a Respondent from future business with Transnet.

10 UNDERTAKING BY TRANSNET

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

SECTION 4 : TRANSNET'S RFI INFORMATION

1 STATISTICS [The Services]

1.1 For Interim office space required on a rental basis for Transnet Pipelines Head office requirements for approximately 140 employees

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

2 REQUIREMENTS FOR RFI

Respondents expressing an interest to participate must clearly indicate capacity/ability to provide the full range of Services, as set out below, which must be clearly indicated on the proposal submission.

Location Requirements

1. The preferred area for the office building is in the vicinity of the Durban CBD and/or surrounding areas within a 25km radius of the Durban CBD.
2. It must be easily accessible via major transport routes.
3. It must be easily accessible via major public transport routes.
4. It must be in a safe and secure business area.

Space Requirements

1. The area required is approximately 1735 m² to accommodate approximately 140 employees.
2. Space usage to be maximised with minimal dead space.
3. Cellular office space required.
4. Open plan space required.
5. Hot desk space required.

Workspace

1. Plug-and-play scenario
2. The premises must be fully fitted and ready for immediate occupation.
3. Approximately 140 fully equipped workstations (desks, ergonomic chairs, etc)
4. Adequate spacing for workstations, in compliance with OHS regulations.

1. It must be easily accessible via major transport routes.
2. It must be easily accessible via major public transport routes.
3. It must be in a safe and secure business area.

Offices

1. Executive offices – 8
2. Executive PA's - 8
3. Management offices - 15
4. Open plan - to accommodate for approximately 120

Meeting Rooms

1. Boardroom (x1) - to accommodate 20
2. Boardroom (x1) - to accommodate 10
3. Meeting room (x4) - to accommodate 4

Collaboration and Support Areas

1. Reception area
2. Breakaway area
3. Kitchen/Canteen Facility
4. Printing/Copy areas
5. Storage/filing areas

IT/Telecommunications

1. High-speed fibre & connectivity
2. Structured data and cabling (cat 6 or higher preferred)
3. Server room (compliant with server room requirements)
4. Sufficient power outlets at all workstations.

Power & Business Continuity

1. Backup power (generator and UPS) to support full business needs
2. Minimal downtime during power interruptions (planned or unplanned)
3. Compliance with relevant Electrical standards/regulations

HVAC

1. Fully functioning and effective airconditioning
2. Regular maintenance plan in place

SECURITY

1. 24/7 Physical security
2. Modern functioning access control system
3. 24/7 CCTV surveillance in common areas
4. Visitor management system
5. Contractor management system

PARKING FACILITIES

1. Approximately 140 parking bays required
2. Approximately 4 parking for disability required
3. Car Wash facility (optional)

FACILITIES MANAGEMENT

1. Cleaning Services (daily/weekly as per schedule)
2. Waste management
3. Maintenance support (on-site or on call)

HEALTH AND SAFETY COMPLIANCE

1. Fire detection and suppression system
2. Clearly marked emergency exits and evacuation plans
3. Compliance with OHS regulations and relevant SANS codes
4. Disability access compliant

Furniture and Finishes

1. Modern, good quality finishes
2. Fully furnished (plug n play ready)
3. Professional corporate environment

ADDITIONAL AMENITIES (NICE TO HAVE)

1. Nearby food outlets/takeaway
2. Public transport access
3. Energy efficient

DELIVERY TIMELINE

1. Respondents to note that space must be readily available for occupation.
2. Clearly advise if any lead times, delays etc

FORMAT OF SUBMISSION

Respondents are required to submit word/PDF documents clearly indicating and addressing all requirements outlined above.

SECTION 5 : REQUEST FOR INFORMATION

I/We _____

[name of company, close corporation or partnership]

of [full address] _____

carrying on business under style or title of [trading as]

represented by _____

in my capacity as _____

being duly authorised, hereby lodge an **Request for Information** in the Interim office space required on a rental basis for Transnet Pipelines Head office requirements for approximately 140 employees, as follows:

ADDRESS FOR NOTICES

Respondent to indicate its *domicilium citandi et executandi* hereunder:

Name of entity: _____

Facsimile: _____

Address: _____

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

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

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

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

(iii) Full name(s) of director/member(s): Address/Addresses: ID Number/s:

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RETURNABLE DOCUMENTS

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

Minimum Requirements - Returnable Documents	Submitted [√]
SECTION 1 : SBD1 FORM	
SECTION 2 : Notice to Respondents	
SECTION 3 : RFI Scope of Requirements	
SECTION 4 : Transnet’s RFI Information	
SECTION 5 : Request for Information	
SECTION 6 : Certificate Of Acquaintance with RFI, Terms & Conditions & Applicable Documents	
SECTION 7: RFI CLARIFICATION REQUEST FORM	
SECTION 8: Protection of Personal Information	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The Respondent will be required to ensure the validity of all returnable documents, including but not limited to its valid proof of B-BBEE status, for the duration of this RFI process.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT’S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

SECTION 6 : CERTIFICATE OF ACQUAINTANCE WITH RFI, TERMS & CONDITIONS & APPLICABLE DOCUMENTS

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

1	Transnet's General Bid Conditions
2	Transnet's Supplier Integrity Pact

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in this RFI unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond on, before submitting the bid. The Bidder agrees that he/she will have no claim or cause of action based on an allegation that any aspect of this RFI was unclear but in respect of which he/she failed to obtain clarity.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date and Company Stamp

SECTION 7 : RFI CLARIFICATION REQUEST FORM

RFI No: TPL/2026/04/0236/4122/RFI

Deadline for RFI clarification submissions: Before **12:00 pm on 20 April 2026**

TO: Transnet SOC Ltd
ATTENTION: Unathi Manentsa
EMAIL: Unathi.Manentsa@transnet.net
DATE:
FROM:

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

REQUEST FOR RFI CLARIFICATION:

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Respondent's Signature

Date and Company Stamp

SECTION 8: PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFI, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFI and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFI, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.
8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFI (physically, through a computer or any other form of electronic communication).
9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant

Respondent's Signature

Date and Company Stamp

authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

- 10. The Respondent may, in writing, request Transnet to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that Transnet correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in Transnet's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
- 11. In submitting any information or documentation requested in this RFI, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFI and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

YES	NO
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- 12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
- 13. The Respondent declares that the personal information submitted for the purpose of this RFI is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by Transnet, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za