



Transnet Property

an Operating Division of **TRANSNET SOC LTD**

[Registration Number 1990/000900/30]

REQUEST FOR PROPOSAL (RFP)

FOR THE PROVISION FOR THE APPOINTMENT OF PROFESSIONAL CONSTRUCTION PROJECT MANAGEMENT SERVICES ON RISK FOR THE REDEVELOPMENT OF TRANSNET'S NZASM BUILDING

RFP NUMBER	: TP/2023/08/0003/40204/RFP
ISSUE DATE	: 25 August 2023
COMPULSORY BRIEFING	: 01 September 2023
CLOSING DATE	: 11 September 2023
CLOSING TIME	: 12H00 PM
TENDER VALIDITY PERIOD	: 12 weeks from closing date



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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	Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building
TENDER DOWNLOADING	This Tender may be downloaded directly from the National Treasury eTender Publication Portal at www.etenders.gov.za and the Transnet website at https://transnetetenders.azurewebsites.net (please use Google Chrome to access Transnet link) FREE OF CHARGE.

COMPULSORY TENDER CLARIFICATION MEETING	<p>A Compulsory Tender Clarification Meeting will be conducted at the Transnet Nzasm Building (195 Minnaar Street, Pretoria Central) on 01 September 2023, at 11:00am [11 O'clock] for a period of ± 2 (two) hours. [Tenderers to provide own transportation and accommodation].</p> <p>The Compulsory Tender Clarification Meeting will start punctually and information will not be repeated for the benefit of Tenderers arriving late.</p> <p>A Site visit/walk will take place, tenderers are to note:</p> <ul style="list-style-type: none"> • Tenderers are required to wear safety shoes, goggles, long sleeve shirts, high visibility vests and hard hats. • Tenderers without the recommended PPE will not be allowed on the site walk. • Tenderers and their employees, visitors, clients and customers entering Transnet Offices, Depots, Workshops and Stores will have to undergo breathalyser testing. • All forms of firearms are prohibited on Transnet properties and premises. • The relevant persons attending the meeting must ensure that their identity documents, passports or drivers licences are on them for inspection at the access control gates. <p>Certificate of Attendance in the form set out in the Returnable Schedule T2.2-1 hereto must be completed and submitted with your Tender as proof of attendance is required for a compulsory site meeting and/or tender briefing.</p>
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	Tenderers are required to bring this Returnable Schedule T2.2-1 to the Compulsory Tender Clarification Meeting to be signed by the <i>Employer's</i> Representative. Tenderers failing to attend the compulsory tender briefing will be disqualified.
CLOSING DATE	12:00pm on 11 September 2023 Tenderers must ensure that tenders are uploaded timeously onto the system. If a tender is late, it will not be accepted for consideration.

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.

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.

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);

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- 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 T2.12, [**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 returnables 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 National Treasury's 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**

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).

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 <i>Employer</i> is	Transnet SOC Ltd (Reg No. 1990/000900/30)
C.1.2 The tender documents issued by the <i>Employer</i> 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 Pricing Schedule
Part C3: Scope of work	C3.1 Scope

	Part C4: Site information	C4.1 Site information (Note not a defined term under the PSC)	
C.1.4	The Employer's agent is:	Procurement Officer	
	Name:	Alfred Matsepe	
	Address:	150 Commissioner Street, Carlton Centre, Johannesburg	
	E – mail	Alfred.matsepe@transnet.net	
C.2.1	Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:		E
	<p>1. Stage One - Eligibility with regards to attendance at the compulsory clarification meeting: An authorised representative of the tendering entity or a representative of a tendering entity that intends to form a Joint Venture (JV) must attend the compulsory clarification meeting in terms C2.7</p> <p><i>Any tenderer that fails to meet the stipulated Eligibility criteria will be regarded as an unacceptable tender</i></p>		
	<p>2. Stage Two – Technical Functionality Questionnaire</p> <p>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 for score for functionality is 80 points.</p> <p>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.</p> <p><i>Any tenderer that fails to meet the stipulated pre-qualifying criteria will be regarded as an unacceptable tender.</i></p>		
C.2.7	<p>The arrangements for a 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.</p> <p>Tenderers are also required to bring their RFP document to the briefing session and have their returnable document T2.2-01 certificate of attendance signed off by the Employer's authorised representative.</p>		

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 offer are as follows:

Identification details:

The tender documents must be uploaded with:

- Name of Tenderer: **(insert company name)**
- Contact person and details: **(insert details)**
- The Tender Number: TP/2023/08/0003/40204/RFP
- The Tender Description: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

Documents must be marked for the attention of:
Employer's Agent:

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 the **11 September 2023**.
Location: The Transnet e-Tender Submission Portal:
(<https://transnetetenders.azurewebsites.net>)

NO LATE TENDERS WILL BE ACCEPTED

C.2.16 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 finalised within the validity period.

C.2.23 The tenderer is required to submit with his tender:

Mandatory for Bidding Company:

1. Professional Construction Project Manager

Professional Registration: A compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager;

2. Letter of Good Standing with SACPCMP;

3. Valid Letter of Good Standing (COIDA) from the Department of Labour or its agencies; and

4. Proof of Professional Indemnity Insurance of 3x fees or a minimum Ten Million Rands only (R10 000 000), whichever is higher.

Essential Returnable Documents:

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

Returnable Documents used for scoring:

4. 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 case of all EMEs and QSEs with 51% black ownership or more together with the tender.

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

Note: Refer to Section T2.1 for List of Returnable Documents.

C3.11 The minimum number of evaluation points for functionality is: **80 Points.**

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

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.

Functionality Criteria

Bidders to refer to a detailed evaluation criteria scoring matrix of how bidders will be allocated points associated to the functionality questionnaire. The functionality criteria and maximum score in respect of each of the criteria are as follows:

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

- a) Quality Plan – **10 points;**
- b) Programme – **10 points;**
- c) Management and CV's of Key Persons - **30 points;**
- d) Company Experience and References – **25 points;**
- e) Method Statement – **25 points;**

Each evaluation criteria will be assessed in terms of scores of (0, 2, 4, 6, 8, 10); (0, 4, 8), (0, 3, 6, 9, 12, 15) and (0, 5, 10, 15, 20). The scores of each of the evaluators will be averaged, weighted and then totalled to obtain the final score for functionality, (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.

C.3.11. Only tenders that achieve the minimum qualifying score for functionality will be evaluated 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, and/or

Thresholds	Minimum Threshold
Technical / functionality	80 Points

Evaluation Criteria	Final Weighted Scores
Price and Total Cost of Ownership	80
Specific goals - Scorecard	20
TOTAL SCORE:	100

Up to 100 minus W_1 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 STATUS LEVEL OF CONTRIBUTION Level 1 or 2	10
South African Enterprises	10
Non-Compliant and/or B-BBEE Level 3-8 contributors	0

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
South African Enterprises	CIPC Certificate

The maximum points for this bid are allocated as follows:

DISCRIPTION	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION: B-BBEE LEVEL OF CONTRIBUTOR (1 OR 2); and SOUTH AFRICAN ENTERPRISES	20
Total points for Price and Specific Goals must not exceed	100

Note: Transnet reserves the right to carry out an independent audit of the tenderers 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.

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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 justify the award of the tender to another tenderer. Objective criteria include but are not limited to the outcome of a due diligence exercise to be conducted. The due diligence exercise may take the following factors into account inter alia; the tenderer:
- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
 - b) is not undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,
 - c) can, as necessary and in relation to the proposed contract, demonstrate that he or she 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,
 - d) has the legal capacity to enter into the contract,
 - e) is not insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
 - f) complies with the legal requirements, if any, stated in the tender data and
 - g) 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).

T2.1 List of Returnable Documents

2.1.1 These schedules are required for eligibility purposes:

T2.2-01 **Stage One:** Eligibility Criteria Schedule - Certificate of attendance at Compulsory Tender Clarification Meeting

2.1.2 Stage Two: these schedules will be utilised for Functionality evaluation purposes:

T2.2-02 Evaluation Schedule: Quality Plan

T2.2-03 Evaluation Schedule: Programme

T2.2-04 Evaluation Schedule: Management and CV's of Key Persons

T2.2-05 Evaluation Schedule: Company Experience and References

T2.2-06 Evaluation Schedule: Approach Paper

2.1.3 Returnable Schedules:

General:

T2.2-07 B-BBEE Status Level

T2.2-08 Authority to submit tender

T2.2-09 Record of addenda to tender documents

T2.2-10 Valid Letter of Good Standing from the Department of Labour or its agencies

Agreement and Commitment by Tenderer:

T2.2-11 Non-Disclosure Agreement

T2.2-12 RFP Declaration Form

T2.2-13 RFP – Breach of Law

T2.2-14 Certificate of Acquaintance with Tender Document

T2.2-15 Service Provider Integrity Pact

T2.2-16 Supplier Code of Conduct

T2.2-17 Compulsory Enterprise Questionnaire

T2.2-18 Agreement in terms of POPIA

T2.2-19 Supplier Declaration Form

Bonds/Guarantees/Financial/Insurance:

T2.2-20 Insurance provided by the Consultant

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

C1.2 Contract Data

C2.1 Pricing Instructions (Term Service Task Order Based)

C2.2 Priced Activity Schedule (Term Service Task Order Based)



T2.2-01: Eligibility Criteria Schedule: Certificate of Attendance at Tender Clarification Meeting

This is to certify that

(Company Name or member of a Joint Venture)

Represented
By:

(Name and Surname)

Was represented at the compulsory tender clarification meeting

Held at:		
On (date)		Starting time:

Attendance of the above company/joint venture at the meeting was confirmed:

Name

Signature

**For and on Behalf of the
Employers Agent.**

Date



T2.2-02: Evaluation Schedule: Quality Plan

The development of a project specific quality management plan for the construction project management services. The plan should clearly state which construction project management quality management systems will be provided and applied by the Consultant at different stages of the project from inception to close out. The quality plan should be aligned to best practice, industry norms and standards within the construction project management profession, if possible, preferable be aligned to international standards principles (ISO Standards).

	Quality Plan (10)
Score 0	The tenderer has submitted no information or inadequate information to determine a score.
Score 20	Quality plan submitted fails to address most of the scope items
Score 40	Quality Plan submitted is less than acceptable and fails to cover certain aspects of the scope
Score 60	Quality plan submitted is acceptable and demonstrates a fair understanding of the requirements
Score 80	Quality plan submitted is excellent
Score 100	Quality plan submitted is above acceptable and demonstrates real understanding of the requirements

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____
Name _____ Position _____
Tenderer _____



T2.2-03: Evaluation Schedule: Programme

Note to tenderers:

The Tenderer details the proposed programme below or makes reference to his proposed programme and attaches it to this schedule.

The tenderer shall provide the proposed programme showing as a minimum the following:-

Ability to provide the services:

Ability to provide the services in terms of the Employer's requirements within the required timeframe indicating, in a logical sequence, the order and timing of the services that will take place in order to Provide the Works clearly indicating the capacity & capability to achieve the dates stated in the Contract Data.

Programme (10)	
Score 0	The tenderer has submitted no information or inadequate information to determine a score.
Score 20	<p>The programme is not acceptable as it will not satisfy project objectives or requirements.</p> <ul style="list-style-type: none"> • The programme does not meet all the required timeframes. • The programme does not follow a logical sequence or has critical logic errors. • Critical components of the scope is excluded and not to the level required in the scope. • The tenderer has misunderstood the scope of work and does not deal with the critical aspects of the project. • The tenderer has addressed some but not all date requirements and submission is missing critical activities and dates which renders it unrealistic / unachievable.
Score 40	<p>The programme is generic, not practical and realistic, therefore is unlikely to satisfy project objectives or Employer's requirements.</p> <ul style="list-style-type: none"> • The programme does not meet all the required timeframes. • The programme is missing some logic but is does not influence the tendered timeframe. • Some components of the scope is excluded and not to the level required in the scope. • The tenderer has misunderstood certain aspects of the scope of services and does not deal with the critical aspects of the project. • The tenderer has addressed some but not all date requirements and submission contains some missing logic and sequencing, and renders the submission unrealistic but



	may be achievable.
Score 60	<p>The programme addresses certain specific project objectives but does not adequately deal with the critical characteristics of the project.</p> <ul style="list-style-type: none"> • The programme meets all the required timeframes. • The programme is not missing logic but has minor errors or omissions in critical path/s. • The complete scope is captured and decomposed in the programme to the level required in the scope • The tenderer has addressed most date requirements correctly and submission contains logic and sequencing which is accurate, and renders the submission realistic and achievable.
Score 80	<p>The programme addresses specific project objectives.</p> <ul style="list-style-type: none"> • The programme meets all the required timeframes. • The programme is not missing any logic • The complete scope is captured and decomposed in the programme to the level required in the scope • The tenderer has addressed all date requirements correctly and submission contains logic and sequencing which is accurate, and renders the submission realistic and achievable.
Score 100	<p>Besides meeting the above "80" rating, the important issues are approached in an innovative and efficient way.</p> <ul style="list-style-type: none"> • The duration of the project is less than the stipulated time frame



The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		_____
	_____		_____



T2.2-04: Management & CV's of Key Persons – PSC¹

Please describe the management arrangements for the *Services*.

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

1. The experience of assigned key persons in relation to the scope of services will be evaluated from three different points of view below:

i. General experience (total duration of years as a registered Professional Construction Project Manager and Professional Construction Manager) and positions held of each discipline specific team member.

ii. The education, training and skills of the assigned staff in the specific sector, field, subject, etc. which is directly linked to the scope of services. Certified copies of education and training must be attached to the C.V.

iii. The key staff members' / experts' knowledge of issues which the tenderer considers pertinent to the project e.g. local conditions, affected communities, legislation, techniques etc.

2. The Project Manager must be registered as a Professional Construction Project Manager with SACPCMP and be in good standing with Council, the Construction Manager must be registered as a Professional Construction Manager with SACPCMP and be in good standing with Council.

3. CV's for key people proposed for all identified posts including, amongst others:

Key Person Role	Name of Resource
Professional Construction Project Manager	
Professional Construction Manager	

Comprehensive CV's should be attached to this schedule:

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

i. Personal particulars

- Name

- Date and place of birth

- Place (s) of tertiary education and dates associated therewith

- Professional awards

¹NEC3 Professional Services Contract (June 2005)(amended June 2006).



- ii. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)
- iii. Skills
- iv. Name of current employer and position in enterprise
- v. Overview of post graduate / diploma experience (year, organization and position)
- vi. Outline of recent assignments / experience that has a bearing on the scope of services

Note: CV's and profiles should show experience, background and track record in similar types of projects

Details of experience for proposed staff working in similar projects in terms of nature, complexity and value.

Attached submissions to this schedule:
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

The table below will be used as guidelines for scoring/evaluating the management and CV's of key persons submitted by the Tenderer:

	Management and CV's of key persons: (15)
Score 0	<p>No response</p> <ul style="list-style-type: none"> • The tenderer has submitted no information or inadequate information to determine a score.
Score 20	<p>Less than acceptable response:</p> <ul style="list-style-type: none"> • Bidder to provide detailed CV of the Professional Construction Project Manager proposed for the project • The key personnel has between 3 to 5 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications. • There is no clarity in allocation of tasks and responsibilities.
Score 40	<p>Less than acceptable response:</p>



	<ul style="list-style-type: none"> • Bidder to provide detailed CV of the Professional Construction Project Manager proposed for the project • The key personnel has between 5 to 6 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications • There is clarity in allocation of tasks and responsibilities
Score 60	<p>Acceptable response:</p> <ul style="list-style-type: none"> • Bidder to provide detailed CV of the Professional Construction Project Manager proposed for the project • The key personnel has between 6 to 8 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications • There is clarity in allocation of tasks and responsibilities
Score 80	<p>Above acceptable response:</p> <ul style="list-style-type: none"> • Bidder to provide detailed CV of the Professional Construction Project Manager proposed for the project • The key personnel has between 8 to 10 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications • There is clarity in allocation of tasks and responsibilities
Score 100	<p>Excellent response:</p> <ul style="list-style-type: none"> • Bidder to provide detailed CV of the Professional Construction Project Manager proposed for the project • The key personnel has more than 10 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications • There is clarity in allocation of tasks and responsibilities

	Management and CV's of key persons: (15)
Score 0	No response



	<ul style="list-style-type: none"> The tenderer has submitted no information or inadequate information to determine a score.
Score 20	<p>Less than acceptable response:</p> <ul style="list-style-type: none"> Bidder to provide detailed CV of the Professional Construction Manager proposed for the project The key personnel has between 3 to 5 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications. There is no clarity in allocation of tasks and responsibilities.
Score 40	<p>Less than acceptable response:</p> <ul style="list-style-type: none"> Bidder to provide detailed CV of the Professional Construction Manager proposed for the project The key personnel has between 5 to 6 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications There is clarity in allocation of tasks and responsibilities
Score 60	<p>Acceptable response:</p> <ul style="list-style-type: none"> Bidder to provide detailed CV of the Professional Construction Manager proposed for the project The key personnel has between 6 to 8 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications There is clarity in allocation of tasks and responsibilities
Score 80	<p>Above acceptable response:</p> <ul style="list-style-type: none"> Bidder to provide detailed CV of the Professional Construction Manager proposed for the project The key personnel has between 8 to 10 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications There is clarity in allocation of tasks and responsibilities
Score 100	<p>Excellent response:</p> <ul style="list-style-type: none"> Bidder to provide detailed CV of the Professional Construction Manager proposed for the project



	<ul style="list-style-type: none">• The key personnel has more than 10 years' experience post Professional registration with SACPCMP relating to the scope of services with the relevant qualifications• There is clarity in allocation of tasks and responsibilities
--	--

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____
Name _____ Position _____
Tenderer _____



Score 40	Tenderer has successfully completed 3 but less than 5 projects undertaking a full scope of professional project and construction management services on similar projects. 3 but less than 5 written references in a letter head have been provided.
Score 60	Tenderer has successfully completed 5 but less than 8 projects undertaking a full scope of professional project and construction management services on similar projects. 5 but less than 8 written references in a letter head have been provided.
Score 80	Tenderer has successfully completed 8 but less than 10 projects undertaking a full scope of professional project and construction management services on similar projects. 8 but less than 10 written references in a letter head have been provided.
Score 100	Tenderer has successfully completed 10 or more projects undertaking a full scope of professional project and construction management services on similar projects. 10 or more written references in a letter head have been provided.

Signed _____ Date _____

Name _____ Position _____

Tenderer _____



T2.2-06: Evaluation Schedule: Approach Paper

The Consultant must explain his/her understanding of the Employer's requirements as per the Scope of Services. The Consultant must articulate how he/she will achieve the required objectives and deliverables within the required timeframes. The Consultant's methodology must also include the Employer and Stakeholders' interface strategy and critical construction project management milestones. The approach paper should articulate what the tenderer will provide in achieving the stated objectives for the project which should include a high-level cost loaded activity schedule, resources, and cash flow for each required Task. The tenderer must as such explain his / her understanding of the objectives of the services and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted and demonstrate its compatibility. The approach should also include and outline processes, procedures, and associated resources, to meet the requirements and indicate how risks will be managed. A fully resourced project organogram and composition of the team to be included in the approach paper (Organogram fully resourced: Project Management, Safety, Construction Management, Contracts & document control), indicates each person role, qualification, etc.

Approach Paper (25)	
Score 0	The tenderer has submitted no information or inadequate information to determine a score.
Score 20	The approach paper is not acceptable as it will not satisfy project objectives or requirements. The tenderer has misunderstood the scope of work and does not deal with the critical aspects of the project. The qualifications of the identified staff in the organogram do not address project requirement.
Score 40	The approach is poor, not realistic and practical and is therefore unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the project. The organisational chart is vague; the staffing planning is weak in important areas.
Score 60	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The approach to managing risk is too generic. The organisational chart is complete and detailed, the technical level and composition of staffing arrangements are adequate.
Score 80	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The approach to managing risk etc. is specifically tailored to the critical characteristics of the project. Besides meeting the "acceptable response" rating, staff



	are well balanced i.e they show good coordination, complimentary skills, clear and defined duties and responsibilities.
Score 100	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has a comprehensive understanding of employer's requirements. The approach paper details ways to improve the project outcomes and the quality of the outputs. Besides meeting the "above acceptable" rating, the proposed team is well integrated and several members have worked together extensively in the past.

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed	_____	Date	_____
Name	_____	Position	_____
Tenderer	_____		

Transnet Property

Tender Number: TP/2023/08/0003/40204/RFP

Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

T2.2-07 Eligibility Criteria Schedule: B-BBEE Status Level

In an endeavour to grow and develop Black Owned (BO) companies as well as to ensure that Transnet meets its Shareholder Compact Objectives, Potential Tenderers are required to meet the eligibility criteria of B-BBEE Status Level/EME or QSE/Sub-consulting.

It is a specific tendering condition that tenderers:

- Have a minimum B-BBEE status level of 1 or 2;
- They are South African Enterprises; and
- Furthermore, tenderers are required to submit a valid B-BBEE certificates or Sworn Affidavits together with their tender submissions.

A tenderer that fails to submit the Valid B-BBEE certificate or Sworn Affidavit and meet the stipulated pre-qualifying criteria will result in the tender submission being disqualified from further evaluation.



T2.2-08: 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 organisation or alternatively attach a certified copy of a company / organisation document which provides the same information for the relevant category as requested here.

A - COMPANY	B - PARTNERSHIP	C - JOINT VENTURE	D - SOLE PROPRIETOR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A. Certificate for Company

I, _____, chairperson of the board of directors of _____
 _____, hereby confirm that by resolution of the board taken on ____
 _____ (date), Mr/Ms _____, acting in the capacity of _____
 _____, was authorised 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 authorise 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 authorise Mr/Ms _____, an authorised 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 authorisation is evidenced by the attached power of attorney signed by legally authorised 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 authorised 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	Authorising 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



T2.2-09: Record of Addenda to Tender Documents

The tenderer hereby confirms that the following communications were received from the *Employer* before the submission of this tender offer, amending the tender documents and have been taken all the Addenda into account in this tender offer:

	Date	Title or Details of Addenda
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Attach additional pages if more space is required.



T2.2-11 NON-DISCLOSURE AGREEMENT

[..... 2020]

Note to tenderers: This Non-Disclosure Agreement is to be completed and signed by an authorised 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 **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 Agents 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 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 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 unauthorised 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 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 organisational measures in place against unauthorised 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	_____
Name	_____	Position	_____
Tenderer	_____		



T2.2-12: TENDER 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:

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.

For and on behalf of duly authorised thereto
Name:
Signature:
Date:

IMPORTANT NOTICE TO RESPONDENTS

- 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 Respondent 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 Respondent to familiarise 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.
- 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
- 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 Respondents 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 bidder on its List of Excluded Bidders.



T2.2-13: 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 misdemeanours, 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 TENDERER

T2.2-14: 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 recognise 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 organisation, 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

T2.2-15 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.

In order 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 under-pricing by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:
 - a) Enable Transnet to obtain the desired contract at a reasonable and competitive price in conformity to the defined specifications of the works, goods and services; and
 - b) Enable 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, organisation 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 in particular, 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 organisation irrespective of the value.
 - c) Under **no circumstances** should gifts, business courtesies or hospitality packages be accepted from or given to prospective suppliers participating in a tender process at the respective employee's Operating Division, regardless of retail value.
 - d) Gratuities, bribes or kickbacks of any kind must never be solicited, accepted or offered, either directly or indirectly. This includes money, loans, equity, special privileges, personal favours, benefit or services. Such favours will be considered to constitute corruption.
- 3.2 The 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, organisation 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 in particular 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.



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- 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 organisation, 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 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 recognises 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 endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, following a 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.



Transnet Property

Tender Number: TP/2023/08/0003/40204/RFP

Description of the Services: Provision for the appointment of professional Quantity Surveying Services on Risk for the Redevelopment of Transnet's Nzasm Building

-
- 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.

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.

I duly authorised 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

T2.2-16: 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 organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours 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.



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

T2.2-17: 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 authorised 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:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION Level 1 or 2	10
South African Enterprises	10
Total points for Price and B-BBEE must not exceed	100

- 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 authorised body or person;
 - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
 - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.
- (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:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

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 Level of Contribution Level 1 or 2	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
South African Enterprises	CIPC Certificate

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
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME¹	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

¹ 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.



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

5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contribution: . =(maximum of 20 points)
(Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

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

(Tick applicable box)



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

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 Supplier
- Other Suppliers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of



contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

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

WITNESSES
1.
2.

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



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 interest² 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 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.



.....
.....

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 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 consortium³ 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 the Competition Commission for investigation and

³ 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.



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

T2.2-18 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 _____ hereinafter Operator and the Data subject is "Transnet".

Operator will process personal information only with the knowledge and authorisation of Transnet and will treat personal information and the information of a third party which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.

- 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 unauthorised access to personal information and the information of a third party , cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Operator must inform Transnet of the breach as soon as it has occurred to allow Transnet to take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and the information of a third party and to restore the integrity of the affected personal information as quickly as is possible.
- 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 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	<input type="checkbox"/>
------------	--------------------------

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



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 _____ 2021

Name: _____

Title: _____

Signature: _____

(Operator)

Authorised signatory for and on behalf of _____ who warrants that he/she is duly authorised to sign this Agreement.

AS WITNESSES:

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

T2.2-19 SUPPLIER DECLARATION FORM

Transnet Vendor Management has received a request to load / change your company details onto the Transnet vendor master database. Please return the completed Supplier Declaration Form (SDF) together with the required supporting documents as per Appendix A to the Transnet Official who is intending to procure your company's services / products, to enable us to process this request. Please only submit the documentation relevant to your request.

Please Note: all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury's Central Supplier Database (CSD). This needs to be done via their portal at <https://secure.csd.gov.za/> **before applying to Transnet.**

General Terms and Conditions:

Please Note: Failure to submit the relevant documentation will delay the vendor creation / change process.

Where applicable, the respective Transnet Operating Division processing your application may request further or additional information from your company.

The Service Provider warrants that the details of its bank account ("the nominated account") provided herein, are correct and acknowledges that payments due to the Supplier will be made into the nominated account. If details of the nominated account should change, the Service Provider must notify Transnet in writing of such change, failing which any payments made by Transnet into the nominated account will constitute a full discharge of the indebtedness of Transnet to the Supplier in respect of the payment so made. Transnet will incur no liability for any payments made to the incorrect account or any costs associated therewith. In such an event, the Service Provider indemnifies and holds Transnet harmless in respect of any payments made to an incorrect bank account and will, on demand, pay Transnet any costs associated herewith.

Transnet expects its suppliers to timeously renew their Tax Clearance and B-BBEE certificates (Large Enterprises and QSEs less than 51% black owned) as well as sworn affidavits in the case of EMEs and QSEs with more than 51% black ownership as per Appendices C and D.

In addition, please take note of the following very important information:

1. **If your annual turnover is R10 million or less**, then in terms of the DTI Generic Codes of Good Practice, you are classified as an Exempted Micro Enterprise (EME). If your company is classified as an EME, please include in your submission a sworn affidavit confirming your company's most recent annual turnover is less than R10 million and percentage of black ownership and black female ownership in the company (Appendix C) OR B-BBEE certificate issued by a verification agency accredited by SANAS in terms of the EME scorecard should you feel you will be able to attain a better B-BBEE score. It is only in this context that an EME may submit a B-BBEE verification certificate. These EME sworn affidavits must be accepted by the organs of state. Government introduced this mechanism specifically to reduce the cost of doing business and regulatory burden for these entities and the template for the sworn affidavit is available at no cost on the website www.thedti.gov.za or EME certificates at CIPC from www.cipic.co.za.

The B-BBEE Commission said "that only time an EME can be verified by a SANAS accredited verification professional is when it wishes to maximise its B-BBEE points and move to a higher B-BBEE recognition level, and that must be done use the QSE Scorecard".

2. **If your annual turnover is between R10 million and R50 million**, then in terms of the DTI codes, you are classified as a Qualifying Small Enterprise (QSE). A QSE which is at least 51% black owned, is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R50 million and level of black ownership (Appendix D). QSE that does not qualify for 51% of black ownership, are required to submit a B-BBEE verification certificate issued by a verification agency accredited by SANAS their QSEs are required to submit a B-BBEE verification certificate issued by a verification agency accredited by SANAS.

Please Note: B-BBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. SANAS Member).

3. **If your annual turnover exceeds R50 million**, then in terms of the DTI codes, you are classified as a Large Enterprise. Large Enterprises are required to submit a B-BBEE level verification certificate issued by a verification agency accredited by SANAS.

Please Note: B-BBEE certificate and detailed scorecard should be obtained from an accredited rating agency (e.g. SANAS Member).

4. **The supplier to furnish proof to the procurement department as required in the Fourth Schedule of the Income Tax Act. 58 of 1962** whether a supplier of service is to be classified as an "employee", "personal service provider" or "labour broker". Failure to do so will result in the supplier being subject to employee's tax.

5. **No payments can be made to a vendor until the** vendor has been registered / updated, and no vendor can be registered / updated until the vendor application form, together with its supporting documentation, has been received and processed. No payments can be made to a vendor until the vendor has met / comply with the procurement requirements.

6. It is in line with PPPFA Regulations, only valid B-BBEE status level certificate issued by an unauthorised body or person OR a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice, OR any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.

7. The B-BBEE Commission advises entities and organs of state to reject B-BBEE certificates that have been issued by verification agencies or professionals who are not accredited by South African National Accreditation Systems ("SANAS) as such B-BBEE certificates are invalid for lack of authority and mandate to issue them. A list of SANAS Accredited agencies is available on the SANAS website at www.sanas.co.za.

8. Presenting banking details. Please note: Banks have decided to enable the customers and provide the ability for customers to generate Account Confirmation/Bank Account letters via their online platform; this is a digital approach to the authentication of banking details.

SUPPLIER DECLARATION FORM

Supplier Declaration Form

Important Notice: all organisations, institutions and individuals who wish to provide goods and/or services to organs of the State must be registered on the National Treasury Central Supplier Database (CSD). This needs to be done via their portal at <https://secure.csd.gov.za/> **before applying to Transnet.**

CSD Number (MAAA xxxxxxx):

Company Trading Name						
Company Registered Name						
Company Registration No Or ID No If a Sole Proprietor						
Company Income Tax Number						
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt
	Educational Institution	Specialised Profession	Financial Institution	Joint Venture	Foreign International	Foreign Branch Office

Did your company previously operate under another name?					Yes	No
If YES state the previous details below:						
Trading Name						
Registered Name						
Company Registration No Or ID No If a Sole Proprietor						
Form of Entity	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
	Non-profit (NPO's or NPC)	Personal Liability Co	State Owned Co	National Govt	Provincial Govt	Local Govt
	Educational Institution	Specialised Profession	Financial Institution	Joint Venture	Foreign International	Foreign Branch Office

Your Current Company's VAT Registration Status	
VAT Registration Number	
If Exempted from VAT registration , state reason and submit proof from SARS in confirming the exemption status	

Transnet Property

Tender Number: TP/2023/08/0003/40204/RFP

Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

If your business entity is not VAT Registered, please submit a current original sworn affidavit (see example in Appendix I). Your Non VAT Registration must be confirmed annually.

Company Banking Details		Bank Name	
Universal Branch Code		Bank Account Number	

Company Physical Address		Code	
Company Postal Address		Code	
Company Telephone number			
Company Fax Number			
Company E-Mail Address			
Company Website Address			

Company Contact Person Name	
Designation	
Telephone	
Email	

Is your company a Labour Broker?	Yes	No
Main Product / Service Supplied e.g. Stationery / Consulting / Labour etc.		
How many personnel does the business employ?	Full Time	Part Time
Please Note: Should your business employ more than 2 full time employees who are not connected persons as defined in the Income Tax Act, please submit a sworn affidavit, as per Appendix II.		

Most recent Financial Year's Annual Turnover	<R10Million EME	>R10Million <R50Million QSE	>R50Million Large Enterprise
--	---------------------------	--	--

Does your company have a valid proof of B-BBEE status?										Yes	No		
Please indicate your Broad Based BEE status (Level 1 to 9)					1	2	3	4	5	6	7	8	9
Majority Race of Ownership													
% Black Ownership		% Black Women Ownership		% Black Disabled person(s) Ownership				% Black Youth Ownership					
% Black Unemployed		% Black People Living in Rural Areas		% Black Military Veterans									
Please Note: Please provide proof of B-BBEE status as per Appendix C and D:													

- Large Enterprise and QSEs with less than 51% black ownership need to obtain a B-BBEE certificate and detailed scorecard from an accredited rating agency;
- EMEs and QSEs with at least 51% black ownership may provide an affidavit using the templates provided in Appendix C and D respectively;
- Black Disabled person(s) ownership will only be accepted if accompanied with a certified letter signed by a physician on the physician's letterhead confirming the disability;
- A certified South African identification document will be required for all Black Youth Ownership.

Supplier Development Information Required	
EMPOWERING SUPPLIER An Empowering Supplier is a B-BBEE compliant Entity which complies with at least three criteria if it is a large Entity, or one criterion if it is a Qualifying Small Enterprise ("QSE"), as detailed in Statement 400 of the New Codes. In terms of the requirements of an Empowering Supplier, numerous companies found it challenging to meet the target of 25% transformation of raw materials or beneficiation including local manufacturing, particularly so, if these companies imported goods or products from offshore. The matter was further compounded by the requirement for 25% of Cost of Sales, excluding labour cost and depreciation, to be procured from local producers or suppliers.	YES <input type="radio"/> NO <input type="radio"/>
FIRST TIME SUPPLIER A supplier that we haven't as yet Traded within Transnet and will be registered via our database for the 1 st time.	YES <input type="radio"/> NO <input type="radio"/>
SUPPLIER DEVELOPMENT PLAN Supplier Development Plan is a plan that when we as Transnet award a supplier a long term contract depending on the complexity of the Transaction. We will negotiate supplier development obligations that they must meet throughout the contract duration. e.g. we might request that they (create jobs or do skills development or encourage procurement from designated groups. (BWO, BYO & BDO etc.).	YES <input type="radio"/> NO <input type="radio"/>
DEVELOPMENT PLAN DOCUMENT Agreed plan that will be crafted with the supplier in regards to their development (It could be for ED OR SD in terms of their developmental needs they may require with the company.	YES <input type="radio"/> NO <input type="radio"/> *If Yes- Attach supporting documents
ENTERPRISE DEVELOPMENT BENEFICIARY	YES <input type="radio"/> NO <input type="radio"/>

Transnet Property

Tender Number: TP/2023/08/0003/40204/RFP

Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

A supplier that is not as yet in our value chain that we are assisting in their developmental area.	
<p>SUPPLIER DEVELOPMENT BENEFICIARY</p> <p>A supplier that we are already doing business with or transacting with and we are also assisting them assisting them in their developmental area e.g. (They might require training or financial assistance etc.)</p>	<p>YES <input type="radio"/> NO <input type="radio"/></p>
<p>GRADUATION FROM ED TO SD BENEFICIARY</p> <p>When a supplier that we assisted with as an ED beneficiary then gets awarded a business and we start Transacting with.</p>	<p>YES <input type="radio"/> NO <input type="radio"/></p>
<p>ENTERPRISE DEVELOPMENT RECIPIENT</p> <p>A supplier that isn't in our value chain as yet but we have assisted them with an ED intervention</p>	<p>YES <input type="radio"/> NO <input type="radio"/></p>

By signing below, I hereby verify that I am duly authorised to sign for and on behalf of firm / organisation and that all information contained herein and attached herewith are true and correct

Name and Surname		Designation	
Signature		Date	



Transnet Property
 Tender Number: TP/2023/08/0003/40204/RFP
 Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

APPENDIX B

Affidavit or Solemn Declaration as to VAT registration status

Affidavit or Solemn Declaration

I, _____ solemnly swear/declare
 that _____ is not a registered VAT
 vendor and is not required to register as a VAT vendor because the combined value of taxable supplies
 made by the provider in any 12 month period has not exceeded or is not expected to exceed R1million
 threshold, as required in terms of the Value Added Tax Act.

Signature: _____

Designation: _____

Date: _____

Commissioner of Oaths

Thus signed and sworn to before me at _____ on this the _____
 day of _____ 20_____,

the Deponent having knowledge that he/she knows and understands the contents of this Affidavit,
 and that he/she has no objection to taking the prescribed oath, which he/she regards binding on
 his/her conscience and that the allegations herein contained are all true and correct.

 Commissioner of Oaths

APPENDIX C

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE – GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>

Definition of "Black Designated Groups"	Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
--	--

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____%
- Black Disabled % = _____%
- Black Unemployed % = _____%
- Black People living in Rural areas % = _____%
- Black Military Veterans % = _____%

- Based on the Financial Statements/Management Accounts and other information available on

Transnet Property
 Tender Number: TP/2023/08/0003/40204/RFP
 Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),

- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature

.....

Date

.....

Commissioner of Oaths

Signature & stamp

APPENDIX D

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	

Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent;</p> <p>or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>
Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <p>(a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution;</p> <p>(b) Black people who are youth as defined in the National Youth Commission Act of 1996;</p> <p>(c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act;</p> <p>(d) Black people living in rural and under developed areas;</p> <p>(e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"</p>

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- Black Designated Group Owned % Breakdown as per the definition stated above:
- Black Youth % = _____ %
- Black Disabled % = _____ %
- Black Unemployed % = _____ %
- Black People living in Rural areas % = _____ %
- Black Military Veterans % = _____ %

- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

- Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature

Date

Commissioner of Oaths

Signature & stamp

VENDOR REGISTRATION DOCUMENTS CHECKLIST

Please note that you will have to provide the first two documents on the list (highlighted in red) and the rest will be provided by the supplier:

	Yes	No
1. Complete the "Supplier Declaration Form" (SDF) (commissioned). See attachment.		
2. Complete the "Supplier Code of Conduct" (SCC). See attachment.		
3. Copy of cancelled cheque OR letter from the bank verifying banking details (with bank stamp not older than 3 Months & sign by Bank Teller).		
4. Certified (Not Older than 3 Months) copy of Identity document of Shareholders/Directors/Members (where applicable).		
5. Certified copy of certificate of incorporation, CM29 / CM9 (name change).		
6. Certified copy of share Certificates of Shareholders, CK1 / CK2 (if CC).		
7. A letter with the company's letterhead confirming both Physical and Postal address.		
8. Original or certified copy of SARS Tax Clearance certificate and Vat registration certificate.		
9. BBBEE certificate and detailed scorecard from a SANAS Accredited Verification Agency and/or Sworn Certified Affidavit.		
10. Central Supplier Database (CSD) Summary Registration Report.		



T2.2-20: Insurance provided by the *Consultant*

Clause 81.1 in NEC3 Professional Services Contract (June 2005) (amended June 2006 and April 2013) requires that the *Consultant* 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 *Consultant* is still to provide. Notwithstanding this information all costs related to insurance are deemed included in the tenderer's rates and prices.

Insurance against (See clause 81.1 of the PSC)	Minimum amount stated in the Contract Data & Name of Insurance Company	Cover	Premium
Liability of the <i>Consultant</i> for claims made against him arising out of his failure to use the skill and care normally used by professionals providing services similar to the <i>services</i>	The amount stated in the Contract Data		
Liability for death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i>	The amount stated in the Contract Data for any one event		
Liability for death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract	The greater of the amount required by the applicable law and the amount stated in the Contract Data for any one event		
(Other)			



C1.1 FORM OF OFFER & ACCEPTANCE

Offer

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

Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

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 authorised, signing this part of this Form of Offer and Acceptance the tenderer offers to perform all of the obligations and liabilities of the NEC3 PSC *Consultant* 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	Not Applicable – Task Order based
Value Added Tax @ 15% is	Not Applicable
The offered total of the Prices inclusive of VAT is	Not Applicable – Task Order based
(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 *NEC3 PSC Consultant* in the *conditions of contract* identified in the Contract Data.



Signature(s)

Name(s)

Capacity

**for the
Consultant:**

Name &
signature of
witness

Date



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 *Consultant* 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 Services

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 and *conditions of contract* 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 of contract. Unless the tenderer (now the *NEC3 PSC Consultant*) 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

**for the
Employer:**

Name &
signature of
witness

Date



Schedule of Deviations

No.	Subject	Details

By the duly authorised 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.



For the *Consultant*:

For the *Employer*

Signature

Name

Capacity

On behalf
of

Name &
signature
of witness

Date

C1.2 Contract Data

Part one - Data provided by the *Employer*

Clause	Statement	Data
1	General	
	The <i>conditions of contract</i> are the core clauses and the clauses for main Option	
	dispute resolution Option and secondary Options	<p>G: Term contract</p> <p>W1: Dispute resolution procedure</p> <p>X1: Price adjustment for inflation</p> <p>X2: Changes in the law</p> <p>X7: Delay damages</p> <p>X9: Transfer of rights</p> <p>X10: Employer's Agent</p> <p>X11: Termination by the Employer</p> <p>X18: Limitation of liability</p> <p>X20: Key performance indicators</p> <p>Z: Additional conditions of contract</p>
	of the NEC3 Professional Services Contract (June 2005) (amended June 2006 and April 2013)	
10.1	The <i>Employer</i> is (Name):	Transnet SOC Ltd
	Address	Registered address: Transnet Corporate Centre 138 Elloff Street Braamfontein Johannesburg 2000
	Having elected its Contractual Address for the purposes of this contract as:	Transnet Corporate Centre 138 Elloff Street Braamfontein Johannesburg 2000



Transnet Property

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Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

11.2(9)	The <i>services</i> are	Transnet on behalf of Transnet Property an operating division of Transnet seeks to appoint Professional Construction Project Management Services on Risk for the Redevelopment of Nzasm	
11.2(10)	The following matters will be included in the Risk Register	None	
11.2(11)	The Scope is in	Part C3.1: The Scope of the Contract Document	
12.2	The <i>law of the contract</i> is the law of	the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.	
13.1	The <i>language of this contract</i> is	English	
13.3	The <i>period for reply</i> is	2 (two) weeks	
13.6	The <i>period for retention</i> is	3 (three) years following Completion or earlier termination.	
2	The Parties' main responsibilities		
3	Time		
31.2	The <i>starting date</i> is	The <i>starting date</i> would be as at date of appointment subject to approval of the development approval	
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is	The <i>completion date</i> is 36 months from date of appointment	
31.1	The <i>Consultant</i> is to submit a first programme for acceptance within	2 (two) weeks of the Contract Date.	
32.2	The <i>Consultant</i> submits revised programmes at intervals no longer than	4 (four) weeks.	
4	Quality		
40.2	The quality policy statement and quality plan are provided within	2 (two) weeks of the Contract Date.	
41.1	The <i>defects date</i> is	52 weeks after Completion of the whole of the <i>services</i>.	
5	Payment		
50.1	The <i>assessment interval</i> is on the	18th day of each successive month.	
50.3	The <i>expenses</i> stated by the <i>Employer</i> are	Item	Amount
		Economy air fares	Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time.



Transnet Property

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		Car hire not exceeding group B	Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time.
		Accommodation – 3 Start equivalent (Maximum of R1400/night)	Charged at proven costs strictly on limits as set out in National Treasury Instructions as amended from time to time.
51.1	The period within which payments are made is	Payment will be effected on or before the last day of the month following the month during which a valid Tax Invoice and Statement were received.	
51.2	The <i>currency of this contract</i> is the	South African Rand (ZAR).	
51.5	The <i>interest rate</i> is	The prime lending rate of the Standard Bank of South Africa.	
6	Compensation events	No additional data required for this section of the <i>conditions of contract</i>.	
7	Rights to material	No additional data required for this section of the <i>conditions of contract</i>.	
8	Indemnity, insurance and liability		
81.1	The amounts of insurance and the periods for which the <i>Consultant</i> maintains insurance are		
	Event	Cover	Period following Completion of the whole of the <i>services</i> or earlier termination
	failure by the <i>Consultant</i> to use the skill and care normally used by professionals providing services similar to the <i>services</i>	Professional Indemnity insurance for not less than R30 000 000.00 (Thirty Million Rand) in respect of each claim, without limit to the number of claims	52 Weeks



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<p>death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i></p>	<p>General Third Party Liability Insurance for all amounts falling within the excess of the policy, currently R25 000.00 (Fifty Thousand Rand) each and every claim, and/or for all amounts in excess of the policy limits as detailed in the policy document or whatever the <i>Consultant</i> deems desirable in respect of each claim, without limit to the number of claims</p>	<p>0 Weeks</p>
<p>death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of their employment in connection with this contract</p>	<p>The minimum limit of indemnity for insurance in respect of death of or bodily injury to employees of the <i>Consultant</i> arising out of and in connection with this contract for any one event is that which is prescribed by the Compensation for Occupation Injuries and Diseases Act No. 130 of 1993 as amended.</p>	<p>0 Weeks</p>
<p>Motor Vehicle Liability Insurance</p>	<p>Comprising (as a minimum) “Balance of Third Party” Risks including Passenger Liability Indemnity for an amount of not less than R 5 000 000.00</p>	
<p>81.1</p>	<p>The <i>Employer</i> provides the following insurances</p>	<p>Professional Indemnity insurance in respect of failure of the <i>Consultant</i> to use the skill and care normally used by Professionals providing services similar to the <i>services</i></p> <p>General Third-Party Liability cover in respect of death of or bodily injury to a person (not an employee of the <i>Consultant</i>) or loss of or damage to property resulting from an action or failure to take action by the <i>Consultant</i></p>

82.1	The <i>Consultant's</i> total liability to the <i>Employer</i> for all matters arising under or in connection with this contract, other than the excluded matters, is limited to	For all matters covered under the Employer's Professional Indemnity (PI) and General Third Party Liability policies, the Consultant's liability will be limited to the excesses applicable under the Employer's Professional Indemnity and General Third Party Liability policies as detailed in the policy wordings. The current excesses amounts to R5 000 000.00 (Five Million Rand) PI and R50 000.00 (Fifty Thousand Rand) General Third Party Liability, respectively, each and every claim. For all matters not covered under the Employer's Professional Indemnity and General Third Party Liability policies the Consultants liability will be limited to <i>the final total of the Prices.</i>
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9	Termination	Additional data clause Z2 (Additional Obligations in respect of termination)
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10	Data for main Option clause	
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G	Term contract	
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21.4	The <i>Consultant</i> prepares forecasts of the total Time Charge and <i>expenses</i> at intervals no longer than	4(four) weeks.
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11	Data for Option W1	
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W1.1	The <i>Adjudicator</i> is	Both parties will agree to an <i>Adjudicator</i> as and when a dispute arises. If the parties cannot reach an agreement on the <i>Adjudicator</i>, the Chairman of the Association of Arbitrators (Southern Africa) will appoint an <i>Adjudicator</i>.
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W1.2(3)	The <i>Adjudicator nominating body</i> is:	the Association of Arbitrators (Southern Africa)
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W1.4(2)	The <i>tribunal</i> is:	Arbitration
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W1.4(5)	The <i>arbitration procedure</i> is	The latest addition of the South African Rules for the Conduct of Arbitrations of the Association of Arbitrators (Southern Africa)
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The place where arbitration is to be held is **Johannesburg, South Africa**

The person or organisation 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 **The Chairman of the Association of Arbitrators (Southern Africa)**

12	Data for secondary Option clauses	
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X1	Price adjustment for inflation	
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X1.1	Price adjustment factor	<p>PAF = (Current/Base)</p> <p>Current: Index for the assessment date as per payment certificate or any assessment prepared by the Employer's Agent</p> <p>Base: Index as per the base date</p> <p>The <i>indices</i></p> <p>The base date for indices is</p> <p>Table 9 - CPI for Gauteng - Group for Miscellaneous goods and services: indices for other goods and services (STATS SA P0141)</p> <p>The last value of the <i>index</i> published before the Contract Date</p> <p>Transnet's requirement for CPA is that Prices must be Fixed and Firm for the First 12 Months of the contract and only subject to escalation thereafter</p>
X2.1	The <i>law of the project</i> is	South African Law.
X7	Delay damages	
X7.1	Delay damages for late Completion of the whole of the <i>services</i> are	R 5000.00 per day
X9	Transfer of rights	The <i>Employer</i> owns the <i>Consultant</i> rights over any of the material whatsoever prepared for the Services of this Contract by the <i>Consultant</i>. The <i>Consultant</i> provides on request by the <i>Employer's Agent</i>, all documentation in whatever form as required (native's, PDF's, CD's, etc) and all other material items which transfer these rights to the <i>Employer</i>.
X10	The <i>Employer's Agent</i>	
X10.1	The <i>Employer's Agent</i> is	
	Name:	TBA
	Address	TBA
	The authority of the <i>Employer's Agent</i> is	Fully empowered to act on behalf of the <i>Employer</i> for the services covered by the contract.
X18	Limitation of liability	
X18.1	The <i>Consultant's</i> liability to the <i>Employer</i> for indirect or consequential loss is limited to:	Total of Prices Excluding VAT



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X18.2	The <i>Consultant's</i> liability to the <i>Employer</i> for Defects that are not found until after the <i>defects date</i> is limited to:	The cost of correcting the defect (The Total of the Prices)
X18.3	The <i>end of liability date</i> is	2 (Two) years after Completion of the whole of the <i>services</i>.

Z **Additional conditions of contract**

The *additional conditions of contract* are

Z1 **Obligations in respect of Joint Venture Agreements**

Z1.1 Insert the additional core clause 21.5

21.5.1 In the instance that the *Consultant* is a joint venture, the *Consultant* shall provide the *Employer* with a certified copy of its signed joint venture agreement, and in the instance that the joint venture is an 'Incorporated Joint Venture,' the Memorandum of Incorporation, within 4 (four) weeks of the Contract *starting date*.

The Joint Venture agreement shall contain but not be limited to the following:

- A brief description of the Contract and the Deliverables;
- The name, physical address, communications addresses and domicilium citandi et executandi of each of the constituents and of the Joint Venture;
- The constituents' interests;
- A schedule of the insurance policies, sureties, indemnities and guarantees which must be taken out by the Joint Venture and by the individual constituents;
- Details of an internal dispute resolution procedure;



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- Written confirmation by all of the constituents:
 - i. of their joint and several liability to the *Employer* to Provide the *services*;
 - ii. proof of separate bank account/s in the name of the joint venture;
 - iii. identification of the leader in the joint venture confirming the authority of the leader to bind the joint venture through the *Consultant's* representative;
 - iv. Identification of the roles and responsibilities of the constituents to provide the *services*.
- Financial requirements for the Joint Venture:
 - i. the working capital requirements for the Joint Venture and the extent to which and manner whereby this will be provided and/or guaranteed by the constituents from time to time;
 - ii. the names of the auditors and others, if any, who will provide auditing and accounting services to the Joint Venture

Z1.2

Insert additional core clause 21.6

21.6. The *Consultant* shall not alter its composition or legal status of the Joint Venture without the prior approval of the *Employer*.

Z2 Additional obligations in respect of Termination

Z2.1

The following will be included under core clause 90.1:
In the second main bullet, after the word 'partnership' add 'joint venture whether incorporate or otherwise (including any constituent of the joint venture)' and

Under the second main bullet, insert the following additional bullets after the last sub-bullet:

- commenced business rescue proceedings
- repudiated this Contract

Z2.2

Clause 90.5 is added as an additional clause

Where all or part of the Services are suspended for a period of six months or more either party may terminate the Contract by notifying the other.

Z3 Right Reserved by the *Employer* to Conduct Vetting through SSA

Z3.1

The *Employer* reserves the right to conduct vetting through State Security Agency (SSA) for security clearances of any *Consultant* who has access to National Key Points for the following without limitations:

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.
 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.
 3. Top Secret – this clearance is based on information, which may be used by malicious, opposing or hostile elements to neutralise the objectives and functions of an organ of state.
-

Z4 Additional Clause Relating to the *Employer's* rights to take appropriate action



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Z4.1	The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to:	Any declared, exposed or confirmed tender rigging.
Z4.1.1		The <i>Consultant</i> further undertakes: not to give or cause any offer, payment, consideration, or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, either directly or indirectly, as an inducement or reward for the award or in execution of this contract.
Z 4.1.2		To comply with all laws, regulations or policies relating to the prevention and combating of bribery, corruption and money laundering to which it or the <i>Employer</i> is subject, including but not limited to the Prevention and Combating of Corrupt Activities Act, 12 of 2004.
Z4.1.3		The <i>Consultant's</i> breach of this clause constitutes grounds for terminating the <i>Consultant's</i> obligation to Provide the Services or taking any other action as appropriate against the <i>Consultant</i> (including civil or criminal action). However, lawful inducements and rewards shall not constitute grounds for termination.
Z4.1.4		If the <i>Consultant</i> is found guilty by a competent court, administrative or regulatory body of participating in illegal or corrupt practices, including but not limited to the making of offers (directly or indirectly), payments, gifts, gratuity, commission or benefits of any kind, which are in any way whatsoever in connection with the contract with the <i>Employer</i> , the <i>Employer</i> shall be entitled to terminate the contract forthwith and take any other action as appropriate against the <i>Consultant</i> (including civil or criminal action).
Z4.2	The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to:	Politically Exposed Persons including any allegations with regards to State Capture.
Z4.3	The contract award is made without prejudice to any rights the <i>Employer</i> may have to take appropriate action later with regard to:	Blacklisting by any State Entity on the National Treasury database.
Z5	Protection of Personal Information Act	



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Z5.1 The *Employer* and the *Consultant* are required to process information obtained for the duration of the Contract in a manner that is aligned to the Protection of Personal Information Act.

Z6 Time

Z6.1 *Clause 33.2. is added as an additional clause.*

The *Employer* may at any time suspend part or all of the *services*. As a consequence, if the *Consultant* is required to demobilise and then remobilise its staff and equipment, the *Consultant* will be reimbursed at cost. The *Consultant* will be required to reduce and mitigate all its costs during the period of suspension and will be entitled to compensation only to the extent that it can demonstrate it has incurred costs which were not capable of being mitigated.

Z7 Compensation Events

Z7.1 Clause 61.4: The first bullet point is amended to read as follows: arises from the fault, error, negligence or default of the *Consultant*.

Z8 Limitation of liability

Z8.1 Add to core clause 82.1 and X18

For the avoidance of doubt the parties expressly agree that the total liability of the *Consultant* to the *Employer* applies jointly and severally across all organisations comprising of the *Consultant*.

Z9 Additional clauses relating to cession of rights

Z9.1 The *Consultant* shall not cede any rights under this contract without the approval of the *Employer*.

Z9.2 The *Employer* may on written notice to the *Consultant* cede and assign its rights and obligations under this contract to any of its subsidiaries or any of its present divisions or operations which may be converted into separate legal entities as a result of the restructuring of the *Employer*.

Z10 Additional clauses relating to interpretation of the law

Z10.1 Add to core clause 12.3 Any extension, concession, waiver or relaxation of any action by the Parties, the *Employers' Agent* or *Adjudicator* does not constitute a waiver of rights and does not give rise to an Estoppel or Lien, unless the Parties agree otherwise and confirm such an agreement in writing.



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Z11 *Employer's Step in rights*

Z11.1

If the *Consultant* defaults by failing to comply with his obligations and fails to remedy such default within 2 weeks of the notification of the default by the *Employer's Agent*, the *Employer*, without prejudice to his other rights, powers and remedies under the contract, may remedy the default either himself or procure a third party (including any *sub-consultant* or supplier of the *Consultant*) to do so on his behalf. The reasonable costs of such remedial works shall be borne by the *Consultant*.

Z11.2

The *Consultant* co-operates with the *Employer* and facilitates and permits the use of all required information, materials and other matter (including but not limited to documents and all other drawings, CAD materials, data, software, models, plans, designs, programs, diagrams, evaluations, materials, specifications, schedules, reports, calculations, manuals or other documents or recorded information (electronic or otherwise) which have been or are at any time prepared by or on behalf of the *Consultant* under the contract or otherwise for and/or in connection with any subsequent *works*) and generally does all things required by the *Employers' Agent* to achieve this end.

Z12 *On Risk Appointment*

Z12.1

The *Consultant* will be appointed On Risk, no payment for services rendered to perform Stages 1 and 2 including any other stated, defined, additional and supplementary services included or grouped under Stages 1 and 2 Work Stages in the Scope of services including the Pricing Data, etc. Thereafter, the Concept and Viability will be presented to the Client's Board and relevant internal investment committees for approval. Should the *Employer* approve the Project to proceed to Stage 3, the *Consultant's* appointment shall revert to full appointment and the fees shall be paid as per Priced Task Order for Stages 1 and 2. Should the Project not be approved, the agreement between the *Employer* and the *Consultant* shall terminate and neither party shall claim compensation. All On Risk Intellectual Property is that of the *Employer*.

C1.2 Contract Data

Part two - Data provided by the *Consultant*

The tendering consultant is advised to read both the NEC3 Professional Services Contract (April 2013) and the relevant parts of its Guidance Notes (PSC3-GN) in order to understand the implications of this Data which the tenderer is required to complete. An example of the completed Data is provided on pages 151 to 159 of the PSC3 Guidance Notes.

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

Clause	Statement	Data
10.1	The <i>Consultant</i> is (Name): Address Tel No. Fax No.	
22.1	The <i>Consultant's</i> key persons are: 1 Name: Job: Responsibilities: Qualifications: Experience: 2 Name: Job: Responsibilities: Qualifications: Experience:	
Info.		CV's (and further <i>key persons</i> data including CVs) are appended to Tender Schedule entitled.....
11.2(3)	The <i>completion date</i> for the whole of the <i>services</i> is	TBD
11.2(10)	The following matters will be included in the Risk Register	N/A
11.2(13)	The <i>staff rates</i> are:	As per Pricing Data
25.2	The <i>Employer</i> provides access to the following persons, places and things	TBD
31.1	The programme identified in the Contract Data is	TBD

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50.3	The <i>expenses</i> stated by the <i>Consultant</i> are	As per Pricing Data
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G	Term contract
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11.2(25)	The <i>task schedule</i> is in	As indicated in the Scope of Works
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PART C2: PRICING DATA

Document reference	Title	No of pages
C2.1	Pricing instructions: Option G	
C2.2	Pricing Schedule	



C2.1 Pricing assumptions: Option G

C2.1.1 Pricing Instructions

- 1) The *Consultant* shall be paid under Option G (Term Service) for services performed and in accordance with C2.1.3 for Work on Risk and Remuneration for Work on Risk.
- 2) The staff rates are the prices charged for staff and shall include for all the costs to the *Consultant*, including basic salary, any additional payments or benefits and social costs, overhead charges incurred as part of normal business operations including the cost of management, as well as payments to administrative, clerical and secretarial staff used to support professional and technical staff in general and not on a specific project only.
- 3) The total annual cost of employment of a person is the total amount borne by the *Consultant* in respect of the employment of such a person per year, calculated at the amounts applicable to such a person at the time when the services are rendered, including basic salary, or a nominal market related salary, fringe benefits not reflected in the basic salary, including normal annual bonus; *Employer's* contribution to medical aid; group life insurance premiums borne by the *Consultant*; the *Consultant's* contribution to a pension or provident fund; and all other benefits or allowances payable in terms of a letter of appointment, including any transportation allowance or company vehicle benefits, telephone and / or computer allowances, etc; and amounts payable in terms of an Act.
- 4) The hourly rates for salaried professional or technical staff (staff rate category 4 in Pricing Schedule) shall not exceed that payable professionally qualified responsible for carrying out the service (staff rate category 3 in Pricing Schedule).
- 5) The hourly rates for salaried staff include all protective clothing and all standard equipment.
- 6) The staff rate for casual labour shall include the provision of all protective clothing.
- 7) Payment to a director or member not providing strategic guidance in planning and executing a project or performing quality management checks shall be paid under another relevant category.
- 8) The staff rates derived from the Pricing Schedule exclude value added tax.
- 9) The staff rates for categories 1 to 5 when staff travelling more than 1,5 hours from their normal place to or from a jobsite (or vice versa) shall be reduced.

C2.1.2 Expenses

- 1) A subsistence allowance is an amount intended to cover incidental costs incurred by reason of living away from home, such as the cost of meals, liquid refreshments, phone calls, internet access, laundry and job-related out of pocket expenses that are not paid for in terms of the contract.
- 2) A subsistence allowance may only be claimed in respect of each night that a staff member is away from home.
- 3) Travel expenses may only be claimed in respect of the cost of transportation of the *Consultant's* staff from their usual place of business to the jobsite, and return from the jobsite to *Consultant's* usual place of business.
- 4) The transportation and accommodation costs and costs for excavation of test pits, boreholes, drilling, testing and sampling and making good, shall be multiplied by a factor to compensate the *Consultant* for any unrecovered costs associated with these items.
- 5) All air travel shall be in economy class on a scheduled airline.
- 6) Accommodation means a
 - a) bed and breakfast;
 - b) guest house;
 - c) self-catering; or



d) hotel having a star rating of 1, 2 or 3

as defined by the Tourism Grading Council of South Africa (see www.tourismgrading.co.za).

Note: A lodge, country house or 4 star or higher star rated hotel is not accommodation. Any stay in such a facility cannot be claimed as an expense.

7) Breakfast not included in accommodation is not an expense as it falls under the subsistence allowance.

8) A hired car means a motor vehicle having an engine capacity of not more than 1600cc.

Note: A hired car having an engine capacity greater than 1600cc is not a hired car and cannot be claimed as an expense.

C2.1.3 Work On Risk and Renumeration for Work On Risk

Project Stages	Description	Work On Risk	Renumeration	Is Prior Approval to proceed to this stage Required from the Client?
Stage 1	Inception	Yes	On Risk, to be paid only if approval to execute stage 3 is granted. To be paid as per the Task Order	Yes and a Task Order to be Issued
Stage 2	Concept & Viability	Yes	On Risk, to be paid only if approval to execute stage 3 is granted. To be paid as per the Task Order	Yes and a Task Order to be Issued
Stage 3	Design Development	No	As per the Task Order	Yes and a Task Order to be Issued
Stage 4	Documentation and Procurement	No	As per the Task Order	Yes and a Task Order to be Issued
Stage 5	Construction	No	As per the Task Order	Yes and a Task Order to be Issued
Stage 6	Close Out	No	As per the Task Order	Yes and a Task Order to be Issued
Other Stages	Standard & Defined Supplementary Stages to be Performed & Included on Stage 1 & 2 on the Pricing Data	Yes	On Risk, to be paid only if approval to execute stage 3 is granted. To be paid as per the Task Order	Yes and a Task Order to be Issued
Other Stages	Standard & Defined Supplementary Stages not to be performed & not Included on Stage 1 & 2 on the Pricing Data	No	As per the Task Order	Yes and a Task Order to be Issued



C2.2 Pricing Schedule

The staff rates are:

Category	Designation	Basis of staff rate, excluding VAT	Applicable parameter
1	Principals/Directors	Rate per hour in Rand	R \ hour
2	Principal Project Manager	Rate per hour in Rand	R \ hour
3	Senior Project Manager	Rate per hour in Rand	R \ hour
4	Project Manager	Rate per hour in Rand	R \ hour
5	Junior Project Manager	Rate per hour in Rand	R \ hour
6	Principal Construction Manager	Rate per hour in Rand	R \ hour
7	Senior Construction Manager	Rate per hour in Rand	R \ hour
8	Construction Manager	Rate per hour in Rand	R \ hour
9	Junior Construction Manager	Rate per hour in Rand	R \ hour
10	Construction Supervisor	Rate per hour in Rand	R \ hour
11	Health and Safety Manager	Rate per hour in Rand	R \ hour
12	Health and Safety Agent	Rate per hour in Rand	R \ hour
13	Health and Safety Officer	Rate per hour in Rand	R \ hour
14	Lead Contract Administrator	Rate per hour in Rand	R \ hour
15	Contract Administrator	Rate per hour in Rand	R \ hour
16	Lead Document Controller	Rate per hour in Rand	R \ hour
17	Document Controller	Rate per hour in Rand	R \ hour
18	Specialist/Consultant	Rate per hour in Rand	R \ hour

The expenses are:

category	Expense item	Basis of expense, excluding VAT	Applicable parameter
1	Travel by Car	Cost per km in Rands	R /km
2	Toll Fees	Factor times cost	Factor =
3	Car Hire	Factor times cost	Factor =
4	Printing of Drawings (all sizes up to A0)	Factor times cost	Factor =
5	Parking	Factor times cost	Factor =
6	Flights	Factor times cost	Factor =
7	Accommodation	Factor times cost	Factor =
8	Living Out Allowance	Amount Per day	



C2.3 Task Schedule

Task Order No.	Construction Project Management, Health, and Safety Deliverables	Unit	Qty	Total
Task Order 1	Inception (On Risk)			
1.1	Project Management Services including for the Planning, Study, Investigation and Assessments (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
1.2	Project Management Services including for the Normal Services Stage 1: Inception (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
1.3	Construction Health and Safety Services including for the Normal Services Stage 1: Project Initiation and Briefing (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
1.4	Contract Administration Services for the Normal Services Stage 1: Inception (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
1.5	Document Control Services for the Normal Services Stage 1: Inception (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
1.6	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 1	Section Total:			R
Task Order 2	Concept and Viability (On Risk)			
2.1	Project Management Services including for the Normal Services Stage 2: Concept and Viability (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
2.2	Construction Health and Safety Services including for the Normal Services Stage 2: Concept and Feasibility (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
2.3	Contract Administration Services for the Normal Services Stage 2: Concept and Viability (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
2.4	Document Control Services for the Normal Services Stage 2: Concept and Viability (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
2.5	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 2	Section Total:			R
Task Order 3	Design Development			
3.1	Project Management Services including for the Normal Services Stage 3: Design Development (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
3.2	Construction Health and Safety Services including for the Normal Services Stage 3: Design Development (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
3.3	Contract Administration Services for the Normal Services Stage 3: Design Development (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
3.4	Document Control Services for the Normal Services Stage 3: Design Development (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R



3.5	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 3	Section Total:			R
Task Order 4	Documentation and procurement			
4.1	Project Management Services including for the Normal Services Stage 4: Documentation and Procurement (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
4.2	Construction Health and Safety Services including for the Normal Services Stage 4: Tender Documentation and Procurement (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
4.3	Contract Administration Services for the Normal Services Stage 4: Documentation and Procurement (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
4.4	Document Control Services for the Normal Services Stage 4: Documentation and Procurement (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
4.5	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 4	Section Total:			R
Task Order 5	Construction			
5.1	Project Management Services including for the Normal Services Stage 5: Construction (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
5.2	Construction Health and Safety Services including for the Normal Services Stage 5: Construction Documentation and Management (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
5.3	Contract Administration Services for the Normal Services Stage 5: Construction (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
5.4	Document Control Services for the Normal Services Stage 5: Construction (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
5.5	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 5	Section Total			R
Task Order 6	Close Out			
6.1	Project Management Services including for the Normal Services Stage 6: Close Out (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
6.2	Construction Health and Safety Services including for the Normal Services Stage 6: Project Close Out (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
6.3	Contract Administration Services for the Normal Services Stage 6: Close Out (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
6.4	Document Control Services for the Normal Services Stage 6: Close Out (This includes all allowance for all required resources to ensure proper execution of this stage of the project)	Sum	1	R
6.5	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 6	Section Total			R
Task Order	Other Services			



7				
7.1	Developing and preparing project and construction management; and health and safety documentation in accordance with Transnet SOC Ltd Project Lifecycle Plan (PLP) guidelines including the requirements for FEL3 & FEL4 deliverables and Gate Reviews	Sum	1	R
7.2	Estimated project expenses based on a detailed provision made for the assignment	Sum	1	R
Task Order 7	Section Total			R
Total		R		

C2.3 Task Schedule must be completed in full in order to reduce the price quoted by bidders to a comparative basis. None of the items on this task schedule must be left unpriced unless bidder is not charging for the items. Failure to follow above instruction will lead to bid disqualification.



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C3 Scope of services: Works Information

1. **Employer's objectives**

The objective of this tender is to appoint a service provider for the Nzasm building redevelopment project. This will ensure that the entire project is delivered in a cost-effective manner and in line with designs, statutory requirements, standards and best practices.

2. **Background**

- 2.1 Transnet Property on behalf of Transnet Freight Rail (TFR) seeks to house TFR in a new Head office. TFR is currently housed in various buildings with its leases due for expiry September 2025. Nzasm building has been earmarked as the new Head Offices for TFR. Nzasm building is located in the Pretoria Central Business District, across from the City Hall and close to the Pretoria Gautrain train Station. It is a seven-storey heritage building with an approximate Gross Building Area (GBA) of 23 863m² and a Gross lettable area (GLA) of 21 532m². The building consists of one parking level basement and has on-site parking available adjacent and in front of the building.
- 2.2 Due to building's age, it has obtained a heritage status. Due consideration and necessary due diligence will need to be undertaken to ensure adherence with Heritage regulations when applying the necessary design changes internally and externally to the property.
- 2.3 TFR intends to house approximately 1700 employees in an open plan setting, with due consideration for senior officials and the necessary requirements. The property currently houses various Transnet departments and will be occupied for the duration of the development, due care and consideration to the building occupants should be given.
- 2.4 Transnet Property aims to include green technologies to ensure effective energy and water management targeting a minimum level 4 green star rating. Over and above the green star rating upon completion the property should hold a SAPOA grading, minimum grade A office building that will attract the commensurate rentals in the open market.

3. **Constraints on how the *Consultant* Provides the Services.**

3.1. **People restrictions, hours of work, conduct and records**

- 3.1.1. The work under this contract is to be carried out under operational conditions of the building and is therefore subject to several special requirements and conditions to ensure the safe operation of the building at all times.
- 3.1.2. The *Consultant* keeps records of his people working on the Employer's property, including those of his Sub-*Consultants*, and the Employer's Agent shall have access to these records at any time.



3.2. Programme and monthly feedback

- 3.2.1. A preliminary programme shall be issued as part of the tender documentation in the form of a Gantt chart, which will include the logic associated with completing all the tasks, the resources required to complete the tasks and the estimated cash flows associated with completing the tasks.
- 3.2.2. The detailed programme issued to the Employer after contract award shall include additional information to the level required including the constraints, predecessors and successors, and costs and resources required to complete the required activities.
- 3.2.3. The programme submitted with the tender shall be issued in the form of a Gantt chart. This programme and all subsequent programmes shall be submitted on A3 copies or larger, in MS Project format and include a standard calendar which includes all public holidays promulgated under law in South Africa.

3.3. Understanding the Services

- 3.3.1. The Employer is not responsible for the failure of the *Consultant* to understand the precise nature of his undertaking under this contract or for any erroneous interpretation concerning the conditions affecting his performance.
- 3.3.2. The Employer provide will provide the site briefing to the *Consultant* and enough opportunity after site clarification to ask the Employer for clarification of the terms and conditions of this contract prior to submission of his tender to provide the services.

3.4. Working on the Employer's property

- 3.4.1. Work done in or near an occupied building is subjected to several special requirements and conditions to ensure the safe operation of the lodge at all times. Various limitations and requirements are to be taken during the preparation of the tender and construction programme.
- 3.4.2. This work will be in a lodge serving as a students' accommodation, normal operations must be able to continue for the duration of the contract.

3.5. Management meetings

- 3.5.1. To be able to manage the contract, the Employer and *Consultants* will have various meetings, to proactively and jointly manage and minimise adverse risks to the project
- 3.5.2. The attendees shall have the necessary delegated authority to make decisions in respect of matters discussed at such meetings.
- 3.5.3. Regular meetings of a general nature may be convened and chaired by the Employer's Agent as follows:

Title and Purpose	Approximate time and Interval	Location	Attendance by
Risk events and	Every week	Nzasm Building,	Employer's Agent



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Compensation events		Pretoria CBD	and <i>Consultant</i>
Overall Contract progress and feedback	Weekly	Nzasm Building, Pretoria CBD	Employer's Agent and <i>Consultant</i>
Stakeholders Engagements	Monthly	Nzasm Building, Pretoria CBD	Employer's Agent, Stakeholders and <i>Consultant</i>
Management Meetings	Monthly	Nzasm Building, Pretoria CBD	Employer's Agent and <i>Consultants, etc</i>

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

3.6. Documentation control

3.6.1. The *Consultant* shall submit all documentation complying with the *Employer's* standards and requirements. The *Employer* will issue all relevant documentation to the *Employer*, but control, maintenance and handling of these documents will be the *Consultant's* sole responsibility and at its expense and managed with a suitable document control system.

3.6.2. All documents issued to third Party contractors and to the *Employer* must be submitted through the *Employer's* Document Control Department.

3.7. Health & Safety Requirements

3.7.1. The *Consultant* shall comply with the Health and Safety requirements contained in the HAS-STD-001 'Transnet Property Health and Safety and Procedural Compliance with the Occupational Health and Safety Act and Applicable Regulations' to this Works Information.

3.7.2. The *Consultant* shall comply with all applicable legislation, regulations issued in terms thereof and Transnet's safety rules which shall be entirely at the *Consultant's* cost and which shall be deemed to have been allowed for in the rates and prices.

3.7.3. The *Consultant* will be required to submit particulars of his Health and Safety Programme within 1 (one) week of award of tender. Requirements of the *Employer*, if any, will be made known on award of the contract.

3.7.4. The *Consultant* shall comply with the following Act:

- The Compensation for Occupational Injuries and Diseases Act, no.130 of 1993. The *Consultant* shall produce proof of his registration and good standing with the Compensation Commissioner in terms of the Act and submit with his tender.



- Occupational Health and Safety Act, Act 85 of 1993.
- The Provisional Ordinances and Local Authority, by-laws and all relevant regulations framed there under.
- The *Consultant* and his employees shall have valid safety inductions when accessing or working on site. Copies of which shall be submitted to the Employer's Agent.
- All personnel working on site must have attended the Health and Safety induction course and be in possession of a permit to access the site.

3.8. Project Site Safety

- 3.8.1. Before any work done, a daily DSTI must be done to all *Consultant's* staff of any hazards in the site and precautionary measures taken to alleviate any risks of injury to the *Consultants'* staff.
- 3.8.2. All *Consultant's* staff must sign the DSTI attendance register and kept on site.
- 3.8.3. During the inspection, testing and repairing period of the works, a weekly report will be submitted of all incidents and accidents.

3.9. Environmental constraints and management

- 3.9.1. The *Consultant* shall always comply with the health and safety requirements prescribed by law as they may apply to the services.
- 3.9.2. The *Consultant* shall provide a *Consultant's* Environmental Management Plan (CEMP) addressing all the potential impacts of his activities. The *Employer's Agent* has the right to request additional specific work method statements should in his opinion this be required.
- 3.9.3. The *Consultant* shall make good all damages to the environment to the satisfaction of the Employer's Agent.
- 3.9.4. The *Consultant* shall always comply with the statutes that prohibit pollution of any kind. These statutes are enacted in the following legislation:
 - The National Environmental Management Act, 107/1998
 - The Environmental Conservation Act, 73/1989; and
 - The National Water Act, 36/1998
- 3.9.5. The *Consultant* shall appoint a responsible person to ensure that no incident shall occur on site that could cause pollution. Where the *Consultant* was negligent and caused any form of pollution the damage shall be rectified at the *Consultant's* cost.

3.10. Quality assurance requirements



3.10.1. The onus rests on the *Consultant* to produce work that will conform in quality and accuracy of detail to the requirements of the Scope of Services. The *Consultant* must, at his own expense, institute a quality control system and constitute the technical experience, instruments and equipment to ensure adequate supervision and positive control of the works always.

3.10.2. The *Consultant* shall submit his proposed Quality Control Procedures (QCP) to the *Employer's Agent* for approval. Site Access will not be permitted until the QCP is to the *Employer's Agent* satisfaction.

3.11. *Consultant's* management, supervision and key people

3.11.1. The *Consultant* shall provide an organogram showing his key people and their lines of authority and communication.

3.12. Insurance provided by the *Employer*

3.12.1. Procedures for making insurance claims can be obtained from the *Employer's Agent*.

3.13. Contract change management

3.13.1. The standard reporting forms that shall be used will be provided to the *Consultant*.

4. Procurement

4.1. People

4.1.1. BBBEE and preference scheme

-
-
-

4.1.2. Preferred sub-*Consultants*

- The *Consultant* shall not appoint or bring sub-*Consultants* onto site without the prior approval of the *Employer's Agent*, and all sub-contractors will be required to conform to the requirements as set out herein as if they were employees of the *Consultant*.
- The *Consultant* shall not deviate from the approved sub contractor's list without prior approval of the *Employer's Agent*.



4.1.3. Sub-Consultant documentation, and assessment of sub-Consultant tenders

- The *Consultant* shall appoint his sub-*Consultants* based on the NEC3 PSC agreements, i.e. on the same terms and conditions applicable to the agreement between Transnet and the *Consultant*.

4.1.4. Attendance on sub-Consultants

- The *Consultant* shall ensure that the quality assurance requirements placed on him under this Contract are transferred into any sub-*Consultants*.

4.1.5. Plant & Materials provided "free issue" by the Employer

- No plant or materials are provided as "free issue" by the *Employer*

5. Management structures

- 5.1. The Task Orders shall indicate who the *Employer's Agent* is. The *Employer's Agent* is fully empowered to act on behalf of the *Employer* for the services covered by the Task Order. The *Employer's Agent* will accept, or not accept, the *Consultant's* assessment of the amount due in terms of the contract.

6. Description of the services

6.1. Gross Requirements:

- TFR intends to house approximately 1700 employees in an open plan setting, with due consideration for senior officials and the necessary requirements.
- The building must meet the minimum South African Property Owner' Association (SAPOA) office building minimum **grade A** after renovations.
- The infrastructure design should support green building standards, minimum 4-star rating as per Green Building Council of South Africa (operation, energy efficiency, resource efficiency, environmental friendliness, etc.).
- 100% standby power cover.
- All critical services must have the redundancy of "**n+1**"
- Preservation of the building heritage status and Transnet SOC Ltd Heritage items currently in the building and entire site.
- Incorporate the "Africanicity", Transnet theme.
- Reconfiguration Clinic services, currently in the building to be incorporate into the design.



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- Furniture lay-out configuration not limited to building facilities such as kitchen, pause areas, offices, boardrooms, meeting rooms, filling rooms, storerooms, dining area, canteen facility, waiting areas, roof top pause/smoking area.
- Mechanical services such as vertical transportation, HVAC, etc.
- Fire Protection services such as detection systems, suppression systems, evacuation systems etc.
- Electrical services such lighting (natural and artificial), sensors etc.
- Electronic services such as data reticulation, CCTV and access control systems, security systems, public address system, building management systems etc,
- Wet services such as plumbing services (including ablution facilities, taps and builders' vertical ducts, drainage system, water reticulation etc.), drainage system, water reticulation, potable water storage, hot water storage reticulation etc.
- Stormwater drainage systems.
- Parking allowances and parking provision at 4 bays/100m² of GLA through basement parking/parkade/on available land/ existing car port or on grade and traffic management into and out of the building.
- Landscaping on the roof top including pause areas
- External signage for the building and branding (to be guided by Transnet branding agency)
- Social investment such as catering for the vendors currently around the building.
- Perimeter fence for the entire precinct including parking.
- Integrated traffic control i.e. pedestrians and vehicles.
- The building must be complying with all statutory and People with Disability (PwD) requirements.

It will be expected of the successful bidder to provide full Construction Project Management services for the following stages of the project:

- Stage 1 and Stage 2 to be work carried out on Risk and remuneration will be on Risk

Project Stages	Description	Work On Risk	Remuneration	Is Prior Approval to proceed to this stage Required from the Client?
Stage 1	Inception	Yes	On Risk, to be paid only if approval to	Yes and a Task Order to be



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			execute stage 3 is granted. To be paid as per the Task Order	Issued
Stage 2	Concept & Viability	Yes	On Risk, to be paid only if approval to execute stage 3 is granted. To be paid as per the Task Order	Yes and a Task Order to be Issued
Stage 3	Design Development	No	As per the Task Order	Yes and a Task Order to be Issued
Stage 4	Documentation and Procurement	No	As per the Task Order	Yes and a Task Order to be Issued
Stage 5	Construction	No	As per the Task Order	Yes and a Task Order to be Issued
Stage 6	Close Out	No	As per the Task Order	Yes and a Task Order to be Issued
Other Stages	Standard & Defined Supplementary Stages to be Performed & Included on Stage 1 & 2 on the Pricing Data	Yes	On Risk, to be paid only if approval to execute stage 3 is granted. To be paid as per the Task Order	Yes and a Task Order to be Issued
Other Stages	Standard & Defined Supplementary Stages not to be performed & not Included on Stage 1 & 2 on the Pricing Data	No	As per the Task Order	Yes and a Task Order to be Issued

Planning, Studies, Investigation and Assessments

- Consultation with the client's authorised representative.
- Inspection of the site of the project.
- Developing a scope of work where required.
- Preliminary investigation, route location, planning and a level of design appropriate to allow decisions on feasibility and the selection of the most desirable project option.
- Assessments of existing built environment elements with a view to developing operations and maintenance options and strategies, informing capital project options and related scope of work as well as how to refurbish and /or integrate the works with the existing works.
- Consultation with authorities having rights or powers of sanction as well as consultation with the public and stakeholder groups.
- Advise the client as to regulatory and statutory requirements, including environmental screening management and the need to surveys, analysis, tests and site or other investigations, as well as approvals.
- Where such are required for the completion of the report and arranging for these to be carried out at the client's expense.
- Searching for, obtaining, investigating and collating available data, drawings and plans relating to the works.
- Investigating financial and economic implications relating to the proposals or feasibility studies.



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• **Deliverables:**

- Collation of information
- Reports on options and technical and financial feasibility and related implications
- List of consents and approvals
- Schedule of required surveys, tests, analyses, site and other investigations.

Construction Project Managers shall perform the following standard services under the following stages:

Services as per Government Gazette Board Notice 168 of 2019 (Project and Construction Management Professions Act (48/2000): Amended Guideline Scope of Services, Gazette No. 42697). The Gazette mentioned above should be used for reference to the scope of services only as prescribed and published by the SACPCMP in relation to the scope of services in relation to this enquiry.

Standard Services

Stage 1 – Inception

Work On Risk: Remuneration is On Risk

This stage is in broad terms defined as follows:

Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objectives, priorities, constraints, assumptions and strategies in consultation with the client.

Stage 1 services

- Facilitate the development of a Clear Project Brief
- Establish the client's Procurement Policy for the Project
- Assist the client in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities and liabilities.
- Establish in conjunction with the client, consultants, and all relevant authorities the site characteristics necessary for the proper design and approval of the intended project
- Manage the integration of the preliminary design to form the basis for the initial viability assessment of the project
- Prepare, co-ordinate and monitor a Project Initiation Programme
- Facilitate the preparation of the Preliminary Viability Assessment of the project
- Facilitate client approval of all Stage 1 documentation

Stage 1 deliverables



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- Project brief
- Project Procurement Policy
- Signed Consultant/Client Agreements
- Project Initiation Programme
- Record of all meetings
- Approval by Client to proceed to Stage 2

Stage 2 - Concept and Viability

Work On Risk: Remuneration is On Risk

This stage is in broad terms defined as follows:

Finalization of the project concept and feasibility

Stage 2 Services

- Assist the client in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities and liabilities.
- Advise the client on the requirement to appoint a Health and Safety Consultant
- Communicate the project brief to the consultants and monitor the development of the Concept and Feasibility within the agreed brief
- Co-ordinate and integrate the income stream requirements of the client into the concept design and feasibility
- Agree the format and procedures for cost control and reporting by the cost consultants on the project.
- Manage and monitor the preparation of the project costing by other consultants
- Prepare and co-ordinate an Indicative Project Documentation and Construction Programme
- 3.2.8 Manage and integrate the concept and feasibility documentation for presentation to the client for approval
- Facilitate client approval of all Stage 2 documentation

Stage 2 deliverables

- Signed Consultant/Client Agreements
- Indicative Project Documentation and Construction Programme.
- Approval by Client to proceed to Stage 3

Stage 3 – Design Development

This stage is in broad terms defined as follows:

Manage, co-ordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.



Stage 3 Services

- Assist the client in the procurement of the balance of the consultants including the clear definition of their roles, responsibilities and liabilities.
- Establish and co-ordinate the formal and informal communication structure, processes and procedures for the design development of the project.
- Prepare, co-ordinate and agree a detailed Design and Documentation Programme, based on an updated Indicative Construction Programme, with all consultants
- Manage, co-ordinate and integrate the design by the consultants in a sequence to suit the project design, documentation programme and quality requirements.
- Conduct and record the appropriate planning, co-ordination and management meetings
- Facilitate any input from the design consultants required by Construction Manager on constructability.
- Facilitate any input from the design consultants required by Health and Safety consultant
- Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals
- Establish responsibilities and monitor the information flow between the design team, including the cost consultants.
- Monitor the preparation by the cost consultants of cost estimates, budgets, and cost reports
- Monitor the cost control by the cost consultants to verify progressive design compliance with approved budget, including necessary design reviews to achieve budget compliance
- Facilitate and monitor the timeous technical co-ordination of the design by the design team
- Facilitate client approval of all Stage 3 documentation

Stage 3 deliverables

- Project Management Deliverables
- Signed Consultant/Client Agreements
- Detailed Design & Documentation Programme
- Updated Indicative Construction Programme
- Record of all meetings
- Approval by Client to proceed to Stage 4

Stage 4 - Documentation and Procurement

This stage is in broad terms defined as follows:



The process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation, for effective and timeous execution of the project.

Stage 4 Services

- Select, recommend and agree the Procurement Strategy for contractors, subcontractors and suppliers with the client and consultants
- Prepare and agree the Project Procurement Programme.
- Co-ordinate and monitor the preparation of the tender documentation by the consultants in accordance with the Project Procurement Programme.
- Facilitate and monitor the preparation by the Health and Safety Consultant of the Health and Safety Specification for the project
- Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate contractors for approval by the client.
- Advise the client, in conjunction with other consultants on the appropriate insurances required for the implementation of the project.
- Monitor the reconciliation by the cost consultants of the tender prices with the project budget
- Agree the format and procedures for monitoring and control by the cost consultants of the cost of the works.
- Facilitate client approval of the tender recommendation(s).

Stage 4 deliverables

- Contractors, subcontractors, and suppliers Procurement Strategy
- Project Procurement Programme
- Project Tender/Contract Conditions
- Record of all meetings
- Approval by Client of tender recommendation(s).

Stage 5 – Construction

This stage is in broad terms defined as follows:



The management and administration of the construction contracts and processes, including the preparation and co-ordination of the necessary documentation to facilitate effective execution of the works.

Stage 5 Services

- Appoint contractor(s) on behalf of the client including the finalization of all agreements.
- Instruct the contractor on behalf of the client to appoint subcontractors.
- Receive, co-ordinate, review and obtain approval of all contract documentation provided by the contractor, subcontractors, and suppliers for compliance with all of the contract requirements.
- Monitor the ongoing projects insurance requirements.
- Facilitate the handover of the site to the contractor.
- Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
- Regularly conduct and record the necessary site meetings
- Monitor, review and approve the preparation of the Contract Programme by the contractor.
- Regularly monitor the performance of the contractor against the Contract Programme.
- Review and adjudicate circumstances and entitlements that may arise from any changes required to the Contract Programme.
- Monitor the preparation of the contractor's Health and Safety Plan and approval thereof by the Health and Safety Consultant.
- Monitor the auditing of the Contractors' Health and Safety Plan by the Health and Safety Consultant.
- Monitor the compliance by the contractors of the requirements of the Health and Safety Consultant.
- Monitor the production of the Health and Safety File by the Health and Safety Consultant and contractors
- Monitor the preparation by the Environmental Consultants of the Environmental Management Plan
- Establish the construction information distribution procedures.
- Agree and monitor the Construction Documentation Schedule for timeous delivery of required information to the contractors.
- Expedite, review and monitor the timeous issue of construction information to the contractors.
- Manage the review and approval of all necessary shop details and product propriety information by the design consultants.



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- Establish procedures for monitoring, controlling and agreeing all scope and cost variations.
- Agree the quality assurance procedures and monitor the implementation thereof by the consultants and contractors.
- Monitor, review, approve and certify monthly progress payments.
- Receive, review and adjudicate any contractual claims.
- Monitor the preparation the preparation of monthly cost reports by the cost consultants.
- Monitor long lead items and off-site production by the contractors and suppliers.
- Prepare monthly project reports including submission to the client
- Manage, co-ordinate and monitor all necessary testing and commissioning by consultants and contractors.
- Co-ordinate, monitor and issue the Practical Completion Lists and the Certificate of Practical Completion.
- Co-ordinate and monitor the preparation and issue of the Works Completion List by the consultants to the contractors.
- Monitor the execution by the contractors of the defect items to achieve Works Completion.
- Facilitate and co-ordinate adequate access with the occupant for the rectification of defects by the contractors

Stage 4 deliverables

- Signed Contractor(s) Agreements
- Agreed Contract Programme
- Adjudication and award of contractual claims
- Construction Documentation Schedule
- Monthly progress payment certificates
- Monthly project progress reports.
- Record of all meetings
- Certificates of Practical Completion.

Stage 6 – Close Out

This stage is in broad terms defined as follows:

The process of managing and administering the project closeout, including preparation and co-ordination of the necessary documentation to facilitate the effective operation of the project

Stage 6 Services

- Issue the Works Completion Certificate



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- Manage, co-ordinate and expedite the preparation by the design consultants of all as-built drawings and design documentation.
- Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees.
- Manage and expedite the procurement of all statutory compliance certificates and documentation.
- Manage the finalization of the Health and Safety File for submission to the Client.
- Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
- Manage, co-ordinate and expedite the preparation and agreement of the final account by the cost consultants with the relevant contractors.
- Co-ordinate, monitor and issue the Final Completion Defects list and Certificate of Final Completion.
- Prepare and present Project Closeout Report.

Stage 6 deliverables

- Works Completion Certificate
- Certificate of Final Completion
- Record of all meetings
- Project closeout report

Stage 7 - Supplementary Services Pertaining to all Stages of the Project: Contract

Administration Services

The Consulting Contracts Administrator/Contracts Manager shall be an integrated member of the multidisciplinary professional team. The Consulting Contracts Administrator shall furnish the required technical expertise, labour component, materials, and devices for the provision of consulting contract administration services for Transnet Property on the Project from Inception to Close-Out Stage for all contracts including all contract work packages during execution stage to close out.

Contract Administration Services

- Provision of input into the compilation of the contract document, ensuring that those documents comply with best practice principles
- Interpret and apply Transnet Property construction contracting principles, applicable laws, regulations, policies, and procedures to ensure compliance



- Ensure that the principal Controlled Insurance, Project Specific Insurance, etc and required performance or other bonds are in place and received for each contract and it is in accordance with Transnet policy
- Ensure that the performance bond is requested and approved and is in accordance with Transnet Policy.
- Ensure that all Contract data is timeously and correctly captured and kept updated in SAP and Primavera
- Ensure accuracy of advice provided to Principal / Senior Project Managers or Project Managers on contractual issues, ensuring that queries or disputes are referred for professional advice when required
- Advice and provide input to other project members on the handling and responses to contractual issues arising from contracts.
- Report and update status of all active contracts via the format of the contract register
- Report and update status of all performance or other bonds via the format of the bond register
- Update management tools such as contract registers & bond registers.
- Ensure that contracts are effectively handed over from Procurement department at the award of a contract including attending hand-over meeting
- Preparation, arranging, and minute taking of contract kick-off, progress, risk reduction meetings, etc. including leading and highlighting discussions meetings regarding contractual terms and requirements
- Attending and providing feedback at monthly project status report (PSR's) meetings.
- Administer change management which includes preparation and implementation of contract changes
- Attend and participate in cost and PSR review meetings including updating and maintaining associated tools such as SAP, Primavera Contracts Manager etc.
- Administer the contract once awarded thus including typically; arranging, attending and minute taking of progress, early warnings / risk reduction and CE meetings; updating contract, CE and correspondence registers; progress payment assessment and approvals; management of change focusing on receipt, drafting, evaluation, responding, finalisation and approval of CE's; tracking and management of CE's in terms of approved Delegation Consent Form (DCF); drafting and finalisation of acquisition council motivations; final account approval and closing out of contracts.
- Drafting and compilation of contractual correspondence including certificates, instructions, and general correspondence, preparation of Project Manager's Instructions, notifications, access certificates, completion certificates



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- Preparation and maintenance of compensation, risk, and communication registers
- Undertake regular interaction with clients to ensure a professional service is delivered and that queries are timeously and satisfactorily resolved
- Review and respond to all extra work or contractual matters made by contractors
- Conduct contractual evaluation of contracts as and when required and provide advice and clarification to Project Managers/Senior Project Managers/Principal Project Managers on resolving contractual issues
- Ensure that suppliers and service providers comply with contractual terms and conditions in the conduct of their work and delivery of projects
- Reconcile costs on contracts, attend cost report meetings and check payments against contract payment schedules
- Negotiate contract amendments with contractors and ensure that best value is obtained for Transnet Property
- Drafting and compilation of documents in collaboration with SCM officials for tabling at Acquisition Council and National Treasury when required
- Ensure compliance with all requirements of the Project Execution Plans (PEP), the Transnet Procurement Procedure Manual (PPM), the Transnet Detailed Procurement Procedures (DPP) and the Project Commercial Levels of Authority Framework
- Administer including coordination of the commercial close-out of contracts.
- Input, coordination of audit requests and ensuring overall adherence to Transnet governance processes and procedures

Stage 8 - Supplementary Services Pertaining to all Stages of the Project: Document Control Management Services

The Consulting Document Controller shall be an integrated member of the multidisciplinary professional team. The Consulting Document Controller shall furnish the required technical expertise, labour component, materials, and devices for the provision of consulting document control management services for Transnet Property on the Project from Inception to Close-Out Stage for all professional services contracts including all contract work packages during execution stage to close out.

Document Control Management Services

Responsible for ensuring that a hands-on service in managing all project-related documentation is provided to Transnet Property.



-
- Ensure Technical document and drawing numbers are allocated.
 - Ensure Technical documents/drawings are registered
 - Ensure Technical documents/drawings are released and distributed under cover of a Transmittal Note
 - Ensure 'Master' hard copy storage of Technical and Contractor Deliverable documents/drawings
 - Liaise with the Engineering Co-ordinator/Manager to ensure that the project's Engineering Documentation and Contractor (Vendor) Documentation requirements are fulfilled according to programme
 - Obtain Engineering and Contractor Deliverable schedules from the Responsible Engineer(s)
 - Take instructions from the Engineering Co-ordinator/Manager with regard to the system operation
 - Discuss documentation problems and their solutions with the Engineering Co-ordinator/Manager
 - Prepare Document Control Reports for the Engineering Co-ordinator/Manager
 - Ensure that appropriate procedures for the project are available to the Team on the project
 - Discuss any deficiencies, requirements, problems, etc. with the Document Control Manager or Project Manager
 - Obtain documentation routing details, i.e., "Document Distribution" matrices and other input data from the Engineering Co-ordinator/Manager, and ensure implementation thereof
 - Source Client original and reference documents
 - Review the awarded Contract with a view to understanding what the documentation requirements are
 - Source the complete Engineering and Contractor (Vendor) Deliverable lists from Engineering and bulk update into the specified EDMS. Maintain this list in conjunction with Engineering
 - Ensure that specified directives for the preparation of documentation are adhered to and continuously check the adherence to these directives
 - Maintain registers of documentation on the specified EDMS,
 - Establish the filing system
 - Ensure that all Incoming and Outgoing Technical documentation is controlled and recorded
 - Ensure that documents for Internal and External review are issued and recorded
 - Ensure that all documents are correctly filed
 - Supervise Document Control staff designated to projects or sites
 - Ensure that Design and Contractor (Vendor) documentation is processed in accordance with project procedures
 - Provide support to all project participants in the Document Control practice
 - Ensure that administrative tasks including filing, copying, etc. are executed as required in the role
 - Ensure that Document Control Procedures and Work Instructions are implemented and conformed to
 - Ensure that a 24-hour document turn-around time is achieved and maintained
 - Ensure that enquiry and (or) Contract related documentation is provided to Procurement and (or) Engineering personnel as per their specified requirements
 - Attend Project Engineering Meetings



- Liaise with Contractors (i.e., their appointed person for handling documentation) on day-to-day Document Control related issues and provide focal point for Contractor Document Control related queries
- Prepare all Engineering, Procurement, Construction and Management documentation for archiving. Liaise with IT or the specified EDMS Functional Technical Team to organize electronic archive
- Prepare handover documentation and reports.
- Handover deliverables as per Client requirements
- Close Out the project
- Track Contractor (Vendor) reviews by running expediting reports and registering reports into the relevant Report area of the specified EDMS
- Set up and maintain Distribution Matrixes and Contact Lists
- Advise the Project team on the specified EDMS structure, or liaise with the specified EDMS functional/technical team to ensure the best possible the specified EDMS structure is adopted
- Ensure Engineering, Procurement, Expediting, Construction and Commissioning reporting from the Document Control data is accurate
- Prioritize workload and develop a sense of urgency in the execution of duties
- Maintain confidentiality of documentation
- Manage the electronic transfer of documents and data to Internal and External Clients, including (if required) posting of documentation to the specified EDMS Contractor portal or other method of distribution as part of the Procurement and Construction enquiry processes
- Any other Document Control related task as delegated/instructed by the Document Control Manager or Project Manager.

Stage 8 - Supplementary Services Pertaining to all Stages of the Project: Transnet PLP Documentation, Deliverables and Gate Reviews

- Project Execution Plan
- Health and Safety Management Plan
- Health and Safety Design Criteria
- Quality Management Plan
- Risk Management Plan
- Master Schedules (engineering, procurement, construction, commissioning, Tie-in)
- Schedule Basis
- Cost Management Report
- Construction Management Plan
- Issue for Construction Drawings
- Environmental Management Plan
- Operational Readiness Plan
- Construction Work Packages (CWP)
- Constructability Assessment and Report
- Construction Execution Plan (CEP)
- Construction Procedures



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- Site Organisation Chart
- Legal Register – (Detailed hazard identification and risk assessment, Method statement, communication plan, Implementation of Occupational Health Risk Assessments, Control measures)
- Health and Safety Contractual Requirements

Description of the services

The services that are required involve:

Construction Health and Safety Professionals shall perform the following standard services under the following stages:

Services as per Government Gazette Board Notice 167 of 2019 (Project and Construction Management Professions Act (48/2000): Amended Guideline Scope of Services, Gazette No. 42697). The Gazette mentioned above should be used for reference to the scope of services only as prescribed and published by the SACPCMP in relation to the scope of services in relation to this enquiry.

Standard Services

Stage 1 – Project Initiation and Briefing:



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Work On Risk: Remuneration is On Risk

This stage is in broad terms defined as follows:

Agreeing client requirements and preferences, assessing user needs and options, appointment of necessary consultants in establishing project brief, objections, priorities, constraints, assumptions and strategies in consultation with the client.

Stage 1 Services

- Demonstrate the Construction Health and Safety Professional competency and resource.
- Define the Construction Health and Safety Professional scope of work and services.
- Conclude the terms of the agreement with the client.
- Assist in developing a clear construction project health and safety brief.
- Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project.
- Advise the client on the adequacy of health and safety competency and resources of the other consultants.
- Identify construction project health and safety risk profile.
- Attend the construction project initiation meetings.
- Provide necessary information within the agreed scope of the construction project to the other consultants.

Stage 1 deliverables

- Record of Construction Health and Safety Professional competency and resource
- Construction project health and safety brief
- Agreed scope of work
- Agreed services
- Signed agreement
- Record of consultants' construction health and safety competency and resource assessments
- Schedule of required surveys, tests, analyses, site and other investigations
- Preliminary construction project risk profile
- Record of construction project health and safety risk communication

Stage 2 – Concept and Viability:

Work On Risk: Remuneration is On Risk

This stage is in broad terms defined as follows:



Finalisation of the project concept and feasibility.

Stage 2 Services

- Advise and agree with the other consultants regarding their construction project health and safety requirements and related design risk management responsibilities.
- Agree the format and procedures for health, safety and hygiene construction project control.
- Agree the documentation programme with the principal consultant and other consultants.
- Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants.
- Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project.
- Prepare draft construction project baseline risk assessment.
- Prepare the draft construction project health and safety specification.
- Advise on preliminary cost estimates/budgets for construction project health and safety.
- Assist the client and principal consultant in the procurement of the necessary and appropriate specialists, including a clear definition of their roles, responsibilities and liabilities.
- Advise the client on the adequacy of the health and safety competency and resources of the appropriate specialists.
- Assess and approve the appropriate specialist's health and safety plans.
- Monitor the implementation of the appropriate specialist's health and safety plans, including periodic audits.
- Attend design and consultants' meetings.
- Liaise, co-operate and provide necessary information to the client/principal consultant and the other consultants.

Stage 2 deliverables

- Updated construction project health and safety risk profile
- Agreed construction project health and safety policy for the project
- Draft construction project baseline risk assessment
- Draft construction project health and safety specification
- Record of appropriate specialists' health and safety competency and resource assessments
- Schedule of required surveys, tests and other investigations and related reports
- Record of construction project health and safety risk communication
- Design risk management process
- Preliminary cost estimates/budgets for construction project health and safety
- Approved specialists' health and safety plans
- Specialists' health and safety audit reports and records



Stage 3 – Design Development

This stage is in broad terms defined as follows:

Manage, coordinate and integrate the detail design development process within the project scope, time, cost and quality parameters.

Stage 3 Services

- Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure.
- Agree on a format for the health and safety file.
- Review the documentation programme with the principal consultant and the other consultants.
- Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme.
- Finalise the construction project health and safety risk profile.
- Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process and finalise the construction project baseline risk assessment.
- Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications.
- Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets.
- Assess and approve necessary construction project health and safety plans for early works.
- Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works.
- Attend design and consultants' meetings.
- Liaise, co-operate and provide necessary construction project health and safety information to the client, principal consultant and the other consultants.

Stage 3 deliverables

- Final construction project health and safety risk profile
- Record of construction project health and safety risk communication
- Final construction project health and safety baseline risk assessment
- Updated draft construction project health and safety specification
- Design risk management records
- Schedule of precautions necessary for construction project health, safety and hygiene control
- Approved early works health and safety plans



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- Early works audit reports and records
- Initial schedule of construction project health and safety cost estimates/budgets
- Template for health and safety file

Stage 4 – Tender Documentation and Procurement

This stage is in broad terms defined as follows:

The process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation for effective and timeous execution of the project

Stage 4 Services

- Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants.
- Assist in developing a clear construction project health and safety procurement process.
- Assess samples, mock-ups and products for construction project, structural maintainability and operability health and safety compliance.
- Finalise construction project tender health and safety specifications and integrate with procurement documentation.
- Prepare project specific health and safety documentation for distribution to contractors for inclusion into their tender / bid submissions.
- Assist the cost consultant in the finalisation of the construction project health and safety cost estimate/budget.
- Prepare construction project health and safety mobilisation and access plans for the construction work.
- Participate in construction project tender clarification meetings.
- Assist with the evaluation of tenders and verify the contractor's competencies, knowledge and resources to carry out the construction works in a safe and healthy manner.
- Attend design and consultant meetings.
- Assist with the preparation of contract documentation for signature.
- Prepare construction project health and safety documentation for submission to authorities.

Stage 4 deliverables

- Final construction project tender health and safety specifications
- Records of construction project health and safety procurement process
- Construction project health and safety tender evaluation and records
- Finalised schedule of construction project health and safety cost estimate/budget



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- Construction project health and safety contract documentation
- Construction project health and safety mobilisation and access plans
- Design risk management records
- Record of construction project health and safety risk communication
- Construction project health and safety documentation for authorities
- Evaluation schedule of samples / mock-ups and products

Stage 5 – Construction Documentation and Management

This stage is in broad terms defined as follows:

The management and administration of the construction contracts and processes, including the preparation and coordination of the necessary documentation to facilitate effective execution of the works.

Stage 5 Services

- Assess, discuss, negotiate and approve the contractor(s) construction project health and safety plans.
- Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work.
- Attend site handover meetings and lead construction project health and safety mobilisation and access plans.
- Ensure that health and safety communication structures and systems are established and maintained, including distribution of health and safety specific documents and site safety inductions to contractors.
- Attend regular site, technical and progress meetings.
- Monitor design risk management.
- Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes.
- Monitor the implementation, review and update of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes.
- Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits.
- Ensure the identification of the hazards and risks relevant to the construction project through regular coordinated site inspections.
- Recommend stop work orders where necessary.



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- Ensure that project specific emergency response and preparedness plans are compiled and tested.
- Conduct construction health and safety management system audits.
- Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements.
- Facilitate construction health and safety system and plans reviews and ensure changes are incorporated for continual improvement.
- Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers.
- Perform incident and accident investigations where necessary.
- Monitor the compilation of the construction project health and safety file(s) by the contractor(s).
- Prepare and maintain the consolidated health and safety file.
- Prepare the structure commissioning health and safety plans.

Stage 5 deliverables

- Approved contractor(s) construction project health and safety plans, including all construction health and safety appointments
- Permits to commence construction work
- Record of meetings, including all construction health and safety matters to be actioned
- Record of revised changes to the construction project health and safety risk profiles
- Record of revised changes to the construction project health and safety specifications
- Record of revised changes and commissioning of the construction project health and safety plans
- Record of revised construction project health and safety cost estimate/budget
- Records of design risk management
- Record of construction project health and safety audit reports
- Record of contractor(s) construction health and safety performance
- Record of construction project health and safety work stoppage reports
- Record of incident and accident investigations and corrective actions
- Record of interactions with the Compensation Commissioner or similar
- Record of construction health and safety system and plans reviews
- Record of construction project health and safety risk communication
- Interim health and safety file
- Structure commissioning health and safety plans

Stage 6 – Project Close Out

This stage is in broad terms defined as follows:



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The process of managing and administering the project close-out, including preparation and coordination of the necessary documentation to facilitate the effective operation of the project.

Stage 6 Services

- Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defect's liability period.
- Cancel all construction project health and safety legal appointments.
- Prepare the health and safety operations and maintenance report.
- Prepare the consolidated construction project health and safety close-out report.

Stage 6 deliverables

- Record of audits during the defect's liability period
- Record of construction health and safety risk communication
- Report on approved health and safety file
- Health and safety operations and maintenance report
- Consolidated construction project health and safety close-out report

Scope of services performed by the Project and Construction Management

Professionals

Stages of Project Work	Professional Construction Manager	Professional Construction Project Manager	Professional Construction Health and Safety Agent	Construction Health and Safety Manager	Construction Health and Safety Officer
1. Project Initiation and Briefing	N/A	1.1 Facilitate development of a clear project brief. 1.2 Establish the procurement policy for the project. 1.3 Assist the client in the procurement of necessary and appropriate other consultants	1.1 Demonstrate the Construction Health and Safety Agent competency and resource. 1.2 Assist in developing a clear construction project health and safety brief. 1.3 Attend the construction project initiation meetings. 1.4 Conclude the	N/A	N/A



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		<p>including the clear definition of their roles and responsibilities.</p> <p>1.4 Establish in conjunction with the client, other consultants and all relevant authorities, the site characteristics, rights and constraints for the proper design of the intended project.</p> <p>1.5 Define the consultant's scope of work and services.</p> <p>1.6 Conclude the terms of the agreement with the client.</p> <p>1.7 Facilitate a schedule of the required consents and approvals.</p> <p>1.8 Prepare, co-ordinate and monitor a project initiation programme.</p> <p>1.9 Facilitate client approval of all Stage 1 documentation.</p>	<p>terms of the agreement with the client.</p> <p>1.5 Advise on the necessary surveys, analyses, tests and site or other investigations where such information will be required for the next stage of the project.</p> <p>1.6 Advise the client on the adequacy of health and safety competency and resources of the other consultants.</p> <p>1.7 Identify construction project health and safety risk profile.</p> <p>1.8 Provide necessary information within the agreed scope of the construction project to the other consultants.</p> <p>1.9 Define the Construction Health and Safety Agent scope of work and services.</p>		
2. Concept and	N/A	2.1 Assist the	2.1 Agree the	N/A	N/A

Feasibility		<p>client in procurement of the other consultants.</p> <p>2.2 Advise the client on the requirement to appoint a health and safety consultant.</p> <p>2.3 Communicate the project brief to the other consultants and monitor the development of the concept and viability.</p> <p>2.4 Agree format and procedures for cost control and reporting by the other consultants.</p> <p>2.5 Prepare a documentation programme and indicative construction programme.</p> <p>2.6 Co-ordinate concept and viability documentation for presentation to the client for approval.</p> <p>2.7 Facilitate approval of the concept and viability by the client.</p> <p>2.8 Facilitate approval of the concept and</p>	<p>documentation programme with the principal consultant and other consultants.</p> <p>2.2 Attend design and consultants' meetings.</p> <p>2.3 Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants.</p> <p>2.4 Review, update and agree the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project.</p> <p>2.5 Advise on preliminary cost estimates/budgets for construction project health and safety.</p> <p>2.6 Prepare draft construction project baseline risk assessment</p> <p>2.7 Assist the client and principal consultant in the procurement of the necessary and appropriate specialists, including a clear definition of their</p>		
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		<p>viability by statutory authorities.</p>	<p>roles, responsibilities and liabilities</p> <p>2.8 Advise the client on the adequacy of the health and safety competency and resources of the appropriate specialists.</p> <p>2.9 Assess and approve the appropriate specialist's health and safety plans.</p> <p>2.10 Monitor the implementation of the appropriate specialist's health and safety plans, including periodic audits.</p> <p>2.11 Prepare the draft construction project health and safety specification.</p> <p>2.12 Agree the format and procedures for health, safety and hygiene construction project control.</p> <p>2.13 Advise and agree with the other consultants regarding their construction project health and safety requirements and related design risk management responsibilities.</p> <p>2.14 Liaise, co-operate and provide</p>		
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			necessary information to the client/principal consultant and the other consultants.		
3. Design Development	N/A	<p>3.1 Agree and implement communication processes and procedures for the design development of the project.</p> <p>3.2 Assist the client in the procurement of the necessary other consultants including the clear definition of their roles and responsibilities.</p> <p>3.3 Prepare, co-ordinate, agree and monitor a detailed design and documentation programme.</p> <p>3.4 Conduct and record consultants and management meetings.</p> <p>3.5 Facilitate input required by health and safety consultant.</p> <p>3.6 Facilitate design reviews for compliance and cost control.</p> <p>3.7 Facilitate timeous</p>	<p>3.1 Review the documentation programme with the principal consultant and the other consultants.</p> <p>3.2 Attend design and consultants' meetings.</p> <p>3.3 Finalise the construction project health and safety risk profile.</p> <p>3.4 Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure.</p> <p>3.5 Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme.</p> <p>3.6 Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process</p>	N/A	N/A



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		<p>technical co-ordination.</p> <p>3.8 Facilitate client approval of all Stage 3 documentation.</p>	<p>and finalise the construction project baseline risk assessment.</p> <p>3.7 Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications.</p> <p>3.8 Agree on a format for the health and safety file.</p> <p>3.9 Assess and approve necessary construction project health and safety plans for early works.</p> <p>3.10 Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works.</p> <p>3.11 Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets.</p> <p>3.12 Liaise, co-operate and provide necessary construction project health and safety</p>		
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			information to the client, principal consultant and the other consultants.		
4. Tender Documentation and Procurement	<p>4.1 Review and confirm the Construction Strategy and method for submission of the Tender.</p> <p>4.2 Prepare the Construction Management Organogram and obtain commitment from appropriate staff as required.</p> <p>4.3 Select, recommend and agree the procurement strategy for subcontractors and suppliers with the Principal Agent and consultants.</p> <p>4.4 Manage and co-ordinate the preparation and implementation of the Health and Safety requirements for inclusion in the tender.</p> <p>4.5 Manage and procure proposals for the appropriate contract insurances and guarantees required for the</p>	<p>4.1 Recommend and agree procurement strategy for contractors, subcontractors and suppliers with the client and the other consultants.</p> <p>4.2 Prepare and agree the procurement programme.</p> <p>4.3 Advise the client, in conjunction with the other consultants on the appropriate insurances.</p> <p>4.4 Co-ordinate and monitor preparation of procurement documentation by consultants in accordance with the project procurement programme.</p> <p>4.5 Manage procurement process and recommended contractors for approval by the client.</p> <p>4.6 Agree the format and procedures for monitoring and</p>	<p>4.1 Attend design and consultants' meetings.</p> <p>4.2 Assist in developing a clear construction project health and safety procurement process.</p> <p>4.3 Finalise construction project tender health and safety specifications and integrate with procurement documentation.</p> <p>4.4 Provide and record construction project health, safety, hygiene and design risk information to the principal consultant and other consultants.</p> <p>4.5 Prepare construction project health and safety documentation for submission to authorities.</p> <p>4.6 Participate in construction project tender clarification meetings</p> <p>4.7 Assist with the evaluation of tenders and verify the contractors' competencies, knowledge and resources to carry</p>	<p>4.1 Attend and participate in tender clarification meetings.</p> <p>4.2 Review the documentation programme with the client's principal consultant/agent</p> <p>4.3 Finalise baseline risk assessment.</p> <p>4.4 Identify and implement precautions necessary for health and safety control and develop health and safety plans from information obtained from the health and safety specification.</p> <p>4.5 Agree on a format for the health and safety file for the project.</p> <p>4.6 Assist the project team with detailed information for health and safety cost estimates/budgets.</p> <p>4.7 Liaise, co-operate and provide necessary health and safety information to the client, principal consultant and the other consultants.</p> <p>4.8 Manage the preparation of</p>	<p>4.1 Attend site tender clarification meetings with contractors.</p> <p>4.2 Assist in the preparation of project specific health and safety documentation for distribution to contractors for inclusion into their tender submissions.</p> <p>4.3 Assist with the evaluation of the contractor(s) competencies, knowledge and resources to carry out the works safely.</p> <p>4.4 Assist with the preparation of contract documentation related to health and safety requirements for approval and signature.</p>

	works. 4.6 Review tender documentation to establish any cost- effective alternative solutions. 4.7 Manage the preparation and submission of the tender. 4.8 Prepare and agree the Procurement Programme for subcontractors and suppliers. 4.9 Agree list of subcontractors and suppliers with the Principal Agent 4.10 Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate domestic subcontractors and suppliers. 4.11 Manage, co- ordinate and finalize negotiations on all contractual commitments.	control by the quantity surveyor of the cost of the works. 4.7 Co-ordinate the assembly of the contract documentation for signature.	out the construction works in a safe and healthy manner. 4.8 Assist the cost consultant in the finalisation of the construction project health and safety cost estimate/budget. 4.9 Assist with the preparation of contract documentation for signature. 4.10 Prepare construction project health and safety mobilisation and access plans for the construction work. 4.11 Assess samples, mock-ups: and products for construction project, structural maintainability and operability health and safety compliance.	health and safety documentation for distribution to contractors for inclusion into their tender submissions. 4.9 Facilitate the evaluation of the contractor(s) competencies, knowledge and resources to carry out the works safely. 4.10 Facilitate the preparation of contract documentation related to health and safety requirements for approval and signature.	
5. Construction Documentation & Management	5.1 Manage the preparation and agreement of the Health and Safety	5.1 Arrange site handover to the contractor. 5.2 Establish the	5.1 Assess, discuss, negotiate and approve the contractor(s)	5.1 Attend the site handover meeting and clarification of project specific	5.1 Assist with the preparation of a construction



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	<p>Plan with the Client's Health and Safety Consultants and subcontractors.</p> <p>5.2 Manage the site establishment including the provision of all necessary temporary services, storage facilities, security requirements and other site requirements.</p> <p>5.3 Establish and maintain regular monitoring of all line, level and datum of the works.</p> <p>5.4 Continuously monitor the compliance by the site management of the Health and Safety Plan.</p> <p>5.5 Provide the necessary documentation as required by the Health and Safety Consultant for the Health and Safety File.</p> <p>5.6 Manage the implementation of the requirements of the Environmental Management Plan.</p> <p>5.7 Appoint subcontractors and suppliers</p>	<p>construction documentation issue process.</p> <p>5.3 Agree and monitor issue and distribution of construction documentation.</p> <p>5.4 Instruct the contractor on behalf of the client to appoint subcontractors.</p> <p>5.5 Conduct and record regular site meetings.</p> <p>5.6 Monitor, review and approve the preparation of the construction programme by the contractor.</p> <p>5.7 Regularly monitor performance of the contractor against the construction programme.</p> <p>5.8 Adjudicate entitlements that arise from changes required to the construction programme.</p> <p>5.9 Receive, coordinate and monitor approval of all contract documentation provided by contractor(s).</p> <p>5.10 Agree quality</p>	<p>construction project health and safety plans.</p> <p>5.2 Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work.</p> <p>5.3 Attend site handover meetings and lead construction project health and safety mobilisation and access plans.</p> <p>5.4 Attend regular site, technical and progress meetings.</p> <p>5.5 Prepare revised construction project health and safety risk profile, specifications and cost estimates/budgets where there is scope of work changes</p> <p>5.6 Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification and further scope of work changes and recommend stop</p>	<p>requirements.</p> <p>5.2 Facilitate and coordinate the preparation of a site-specific construction health and safety plan.</p> <p>5.3 Ensure necessary documentation is submitted to the relevant authorities.</p> <p>5.4 Attend and participate in all project meetings.</p> <p>5.5 Manage the process for the assessments and approval of other contractor(s) health and safety plans.</p> <p>5.6 Facilitate health and safety site meetings.</p> <p>5.7 Ensure identification of the hazards and risks relevant to the construction project through regular coordinated site inspections.</p> <p>5.8 Manage and maintain health and safety and communication structures and systems, distribution of health and safety specific documents to contractors.</p> <p>5.9 Evaluate project specific emergency response and preparedness plans</p>	<p>health and safety plan.</p> <p>5.2 Confirm necessary documentation was submitted to the relevant authorities.</p> <p>5.3 Attend project planning meetings.</p> <p>5.4 Assessments and approval of contractor(s) health and safety plans.</p> <p>5.5 Attend the contractors site handover regular site, technical and progress meetings.</p> <p>5.7 Facilitate site health and safety meetings.</p> <p>5.8 Identification of the hazards and risks relevant to the construction project through regular coordinated site inspections.</p> <p>5.9 Establish and maintain health and safety communication structures and systems, distribution of health and safety specific</p>
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	<p>including the finalization of all agreements.</p> <p>5.8 Receive, co-ordinate, review and obtain approval of all contract documentation provided by the subcontractors and suppliers for compliance with all of the contract requirements.</p> <p>5.9 Monitor the ongoing projects insurance requirements.</p> <p>5.10 Facilitate and manage the establishment of subcontractors on the site.</p> <p>5.11 Finalize and agree the Quality Assurance Plan with the design consultants and subcontractors</p> <p>5.12 Continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan.</p> <p>5.13 Establish and co-ordinate the formal and informal communication structure and procedures for</p>	<p>assurance procedures and monitor implementation thereof by the other consultants and the contractors.</p> <p>5.11 Monitor preparation and auditing of the contractor's health and safety plan and approval thereof by the health and safety consultant.</p> <p>5.12 Monitor preparation of the environmental management plan by the environmental consultant.</p> <p>5.13 Establish procedures for monitoring scope and cost variations.</p> <p>5.14 Monitor, review, approve and issue certificates.</p> <p>5.15 Receive, review and adjudicate any contractual claims</p> <p>5.16 Monitor preparation of financial control reports by the other consultants.</p>	<p>work orders where necessary.</p> <p>5.7 Monitor design risk management.</p> <p>5.8 Perform incident and accident investigations where necessary.</p> <p>5.9 Audit compliance with the construction project health and safety plans and brief the project management team and contractor(s) following site audits.</p> <p>5.10 Conduct construction health and safety management system audits.</p> <p>5.11 Facilitate construction health and safety system and plans reviews for continual improvement.</p> <p>5.12 Monitor the compilation of the construction project health and safety file by the contractor(s).</p> <p>5.13 Prepare and maintain the consolidated health and safety file.</p> <p>5.14 Prepare the structure commissioning health and safety plans.</p>	<p>5.10 Monitor, measure and report on health and safety system performance through facilitating compliance health and safety audits.</p> <p>5.11 Evaluate the levels of compliance of contractors to the project specific health and safety plan and client specifications.</p> <p>5.12 Manage the reporting and investigation of project related incidents.</p> <p>5.13 Evaluate processes for reporting of non-compliance issues and implementation of identified appropriate corrective and preventative action.</p> <p>5.14 Participate and coordinate in reviews and incorporate changes of the health and safety management systems.</p> <p>5.15 Use of trends analysis to identify system deficiencies and incident trends, outline relevant improvements.</p> <p>5.16 Manage the necessary changes to the health and safety plans</p>	<p>documents to sub-contractors.</p> <p>5.10 Compiling project specific emergency response and preparedness plans.</p> <p>5.11 Testing the effectiveness of the emergency response plans.</p> <p>5.12 Conduct site safety inductions.</p> <p>5.13 Evaluate the levels of compliance of subcontractors to the project specific health and safety plan and client specifications through inspections and audits.</p> <p>5.14 Oversee the reporting and investigation of project related incidents.</p> <p>5.15 Oversee the maintenance of all records</p> <p>5.16 Participation in management reviews of the health and safety systems.</p> <p>5.17 Use of trends analysis to identify system</p>
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	<p>the construction process.</p> <p>5.14 Regularly conduct and record the necessary construction management meetings including subcontractors, suppliers, programme, progress and cost meetings.</p> <p>5.15 Finalize and agree the contract programme and revisions thereof as necessary.</p> <p>5.16 Prepare and finalize the detailed Construction Programme including resources planning.</p> <p>5.17 Prepare and agree Information Schedule for timeous implementation of construction.</p> <p>5.18 Continuously manage the review of construction documentation and information for clarity of construction requirements.</p> <p>5.19 Manage and administer the</p>	<p>5.17 Prepare and submit progress reports.</p> <p>5.18 Co-ordinate, monitor and issue practical completion lists and the certificate of practical completion.</p> <p>5.19 Facilitate and expedite receipt of occupation certificate.</p>		<p>5.17 Facilitate the development and submission of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers.</p>	<p>deficiencies and incident trends, outline relevant improvements</p> <p>5.18 Incorporation of changes into a health and safety management system.</p> <p>5.19 Review and update the health and safety plan.</p> <p>5.20 Development of technical reports in relation to health and safety issues and communicate through presentations to diverse groups of decision makers.</p>
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	<p>distribution of construction information to all relevant parties.</p> <p>5.20 Continuously monitor the construction progress.</p> <p>5.21 Manage the review and approval of all necessary shop details and product proprietary information by the design subcontractors.</p> <p>5.22 Review and substantiate circumstances and entitlements that may arise from any changes required to the Contract Programme.</p> <p>5.23 Establish procedures for and monitor all scope and cost variations.</p> <p>5.24 Manage the preparation of monthly progress claims for payment.</p> <p>5.25 Receive, review and substantiate any contractual claims within the prescribed period.</p> <p>5.26 Regularly prepare and submit a</p>				
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	<p>construction status report, including construction financial status report.</p> <p>5.27 Manage, co-ordinate and supervise all work on and off site.</p> <p>5.28 Manage and co-ordinate the requirements of the direct contractors if required to do so.</p> <p>5.29 Manage, co-ordinate and monitor all necessary testing and commissioning.</p> <p>5.30 Coordinate, monitor and expedite the timeous rectification of all defects for the achievement of practical completion.</p>				
<p>6. Project Close Out</p>	<p>6.1 Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Works Completion.</p> <p>6.2 Manage, co-ordinate and expedite the preparation by the relevant subcontractors of</p>	<p>6.1 Co-ordinate and monitor rectification of defects.</p> <p>6.2 Manage procurement of operations and maintenance manuals, guarantees and warranties.</p> <p>6.3 Manage preparation of as-built drawings and</p>	<p>6.1 Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defect’s liability period.</p> <p>6.2 Cancel all construction project health and safety legal appointments.</p> <p>6.3 Prepare the</p>	<p>6.1 Review, discuss and approve the contractors’ consolidated health and safety file with the contractor(s).</p> <p>6.2 Manage site health and safety during the defect’s liability period.</p> <p>6.3 Prepare the consolidated project health and safety file for the client.</p>	<p>6.1 Review, discuss and approve contractors’ consolidated health and safety file with the contractor(s).</p> <p>6.2 Monitor site health and safety during the defect’s liability period.</p> <p>6.3 Prepare the</p>



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	<p>all as-built drawings and construction documentation.</p> <p>6.3 Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees.</p> <p>6.4 Manage and expedite the procurement of applicable statutory compliance certificates and documentation.</p> <p>6.5 Manage the finalization of the Health and Safety File for submission to the Health and Safety Consultant.</p> <p>6.6 Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.</p> <p>6.7 Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors.</p> <p>6.8 Co-ordinate, monitor and</p>	<p>documentation.</p> <p>6.4 Manage procurement of outstanding statutory certificates.</p> <p>6.5 Monitor, review and issue payment certificates.</p> <p>6.6 Issue completion certificates.</p> <p>6.7 Manage agreement of final account(s).</p> <p>6.8 Prepare and present the project close-out report.</p>	<p>health and safety operations and maintenance report.</p> <p>6.4 Prepare the consolidated construction project health and safety close - out report</p>	<p>consolidated project health and safety file for the client.</p>
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	expedite the timeous rectification of all defects for the achievement of Final Completion. 6.9 Prepare and present Contract Closeout Report.				
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7. Things provided by the Employer

- 7.1. The Employer will issue to the Consultant available information that will assist in the carrying out of the services.
- 7.2. This information may include layouts and plans to indicate existing services.
- 7.3. The provision of this information does not relieve the Consultant of their professional responsibility to verify information that will be used as a basis for their work.

8. Employer’s Drawings

N/A

8.1. Drawings Requirements

8.1.1. N/A

8.2. As-built Drawings

8.2.1. N/A

8.3. Technical requirements

8.3.1. N/A

8.4. Ownership of Data, Designs and Documents

8.4.1. N/A

9. Facilities and equipment to be provided by the *Employer*

- 9.1. No facilities or equipment is provided by the *Employer*. The *Consultant* may, however, decide with the relevant Transnet personnel to make use of ablution facilities that might be on or near site.

10. Invoices



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- 10.1. All invoices submitted by the *Consultant* shall be VAT invoices, which invoices shall be accompanied by a daily activity sheet covering the services together with, where relevant, a brief explanation as to what the time covered, the task order number and a full breakdown of expenses to which receipts relate.

- 10.2. Invoices are to be delivered/or posted to:

PART 4: SITE INFORMATION

Core clause 11.2(16) states

“Site Information is information which

- describes the Site and its surroundings and
- is in the documents which the Contract Data states it is in.”

In Contract Data, reference has been made to this Part 4 of the contract for the location of Site Information.

1. Description of the Site and its surroundings

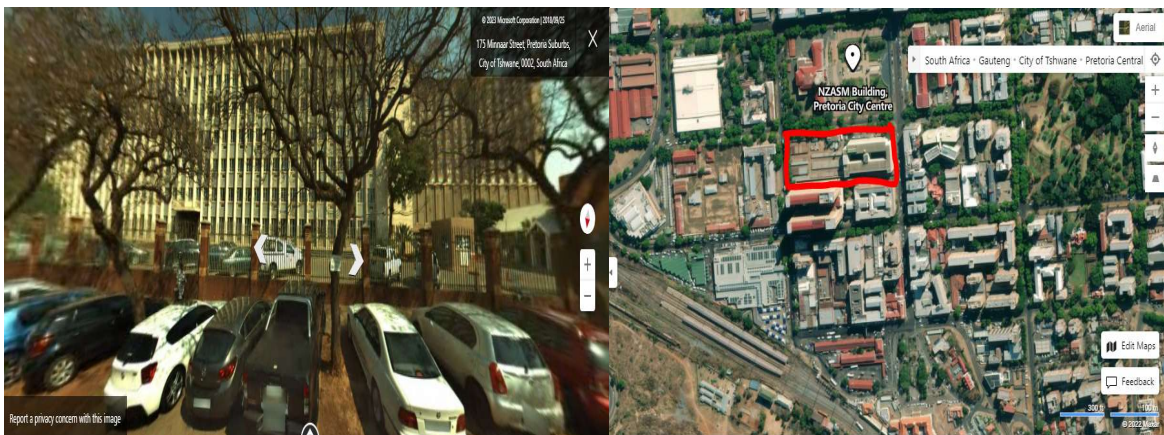


Figure 1: The existing building (Nzasm Building, in the Pretoria CBD)

1..1. General description

The site is located on corner Paul Kruger and Minnaar Street in Pretoria, Central Business District (CBD). The site consisting of the following stand/erven numbers 885, 886, 887, 888, 890 and the remaining extent of portion 11 of Erf 2575. The site is located in the City of Tshwane Metropolitan Municipality with the combined extent of 16 226m² as detailed in municipal records and extent stated on the title deeds.

1..2. Existing buildings, structures, and plant & machinery on the Site

The main Nzasm building is a seven-storey office accommodation with one level basement utilised for parking, etc. Further improvements on the site include a two-storey office building, caretaker's

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office, ablution facilities, parking, loading bays, garages and motorcycle bays. At the rooftop, a portion of the rooftop is utilised for telecommunications towers. The existing building is considered to be a heritage monument due to its age. Therefore, this status shall be maintained during and after the renovation.

1..3. Subsoil information

Detailed investigation to be carried out during the execution of the scope of services.

Transnet Property

Tender Number: TP/2023/08/0003/40204/RFP

Description of the Services: Provision for the appointment of professional Construction Project Management Services on Risk for the Redevelopment of Transnet's Nzasm Building

1..4. Hidden services

The Consultant to conduct services tracing as and when required to determine all services including underground services.

1..5. Other reports and publicly available information

N/A

Gatekeepers (Mandatory)

- **Professional Construction Project Manager**
- Professional Registration: A compulsory registration with South African Council for the Project and Construction Management professions (SACPCMP) as a Professional Construction Project Manager;
- Letter of Good Standing with SACPCMP;
- **Valid Letter of Good Standing (COIDA);** and
- **Proof of Professional Indemnity Insurance 3x fees or minimum Ten Million Rands only (R10 000 000), whichever is higher.**

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

Quality Criteria	Sub-Criteria	Sub-Criteria Point Allocation	Maximum number of points
T2.2-01: Quality Plan	The development of a project specific quality management plan for the construction project management services. The plan should clearly state which construction project management quality management systems will be provided and applied by the Consultant at different stages of the project from inception to close out. The quality plan should be aligned to best practice, industry norms and standards within the construction project management profession, if possible, preferable be aligned to international standards principles (ISO Standards).		10
	The tenderer has submitted no information or inadequate information to determine a score	0	
	Quality plan submitted fails to address most of the scope items	2	
	Quality Plan submitted is less than acceptable and fails to cover certain aspects of the scope	4	
	Quality plan submitted is acceptable and demonstrates a fair understanding of the requirements	6	
	Quality plan submitted is excellent	8	
T2.2-02: Programme	Ability to provide the services in terms of the Employer's requirements within the required timeframe indicating, in a logical sequence, the order and timing of the services that will take place in order to Provide the services clearly indicating the capacity & capability to achieve the dates stated in the Contract Data.		10
	The tenderer has submitted no information or inadequate information to determine a score.	0	
	The programme is not acceptable as it will not satisfy project objectives or requirements.	2	
	The programme is generic, not practical and unrealistic, therefore is unlikely to satisfy project objectives or Employer's requirements.	4	
	The programme addresses certain specific project objectives but does not adequately deal with the	6	

	critical characteristics of the project. The programme meets all the required timeframes.		
	The programme addresses specific project objectives. The programme meets all the required timeframes.	8	
	Besides meeting the above "80" rating, the important issues are approached in an innovative and efficient way. The duration of the project is less than the stipulated time frame	10	
T2.2-03: Management and CV's of key persons	The tender must be able to demonstrate that the project key personnel have sufficient knowledge, experience, and qualifications to provide the required services: Experience: Professional Construction Project Manager		15
	The tenderer has submitted no information or inadequate information to determine a score.	0	
	Candidate has >=3 years, < 5 years' experience post Professional registration with SACPCMP	3	
	Candidate has >=5 years, <6 years' experience post Professional registration with SACPCMP	6	
	Candidate has >=6 years, <8 years' experience post Professional registration with SACPCMP	9	
	Candidate has >=8 years, <10 years' experience post Professional registration with SACPCMP	12	
	Candidate has >=10 years' experience post professional registration with SACPCMP	15	
	The tender must be able to demonstrate that the project key personnel have sufficient knowledge, experience and qualifications to provide the required services: Experience: Professional Construction Manager		15
	The tenderer has submitted no information or inadequate information to determine a score.	0	
	Candidate has >=3 years, <5 years' experience post Professional registration with SACPCMP	3	
	Candidate has >=5 years, <6 years' experience post Professional registration with SACPCMP	6	
	Candidate has >=6 years, <8 years' experience post Professional registration with SACPCMP	9	
	Candidate has >=8 years, <10 years' experience post Professional registration with SACPCMP	12	
	Candidate has >=10 years' experience post professional registration with SACPCMP	15	
	Tenderers are required to demonstrate their overall experience in the delivery of similar services, and to this end shall supply a sufficiently detailed reference list with contact details of existing customers and demonstrate their relevant experience with regards		25

T2.2-04: Company Experience and References (Provide letters of references on the Employer's letter head and signed including project Name, description, Employer Name and Contact details, project duration and value)	to the provision of a full scope of professional construction project management services for similar projects.		
	The tenderer has submitted no information or inadequate information to determine a score.	0	
	Bidder has successfully completed <3 similar projects (Full Scope of Construction Project Management Consultancy Services)	5	
	Bidder has successfully completed >=3, <5 similar projects (Full Scope of Construction Project Management Consultancy Services)	10	
	Bidder has successfully completed >=5, <8 similar projects (Full Scope of Construction Project Management Consultancy Services)	15	
	Bidder has successfully completed >=8, <10 similar projects (Full Scope of Construction Project Management Consultancy Services)	20	
	Bidder has successfully completed >=10 similar projects (Full Scope of Construction Project Management Consultancy Services)	25	
T2.2-05: Approach Paper	<p>The Consultant must explain his/her understanding of the Employer's requirements as per the Scope of Services. The Consultant must articulate how he/she will achieve the required objectives and deliverables within the required timeframes. The Consultant's methodology must also include the Employer and Stakeholders' interface strategy and critical construction project management milestones. The approach paper should articulate what the tenderer will provide in achieving the stated objectives for the project which should include a high-level cost loaded activity schedule, resources, and cash flow for each required Task. The tenderer must as such explain his / her understanding of the objectives of the services and the Employer's stated and implied requirements, highlight the issues of importance, and explain the technical approach they would adopt to address them. The approach paper should explain the methodologies which are to be adopted and demonstrate its compatibility. The approach should also include and outline processes, procedures, and associated resources, to meet the requirements and indicate how risks will be managed. A fully resourced project organogram and composition of the team to be included in the approach paper (Organogram fully resourced: Project Management, Safety, Construction Management, Contracts & document control), indicates each person role, qualification, etc.</p>		25
	The tenderer has submitted no information or inadequate information to determine a score.	0	
	The approach paper is not acceptable as it will not satisfy project objectives or requirements. The tenderer has misunderstood the scope of services	5	



	and does not deal with the critical aspects of the project.		
	The approach is poor, not realistic, and practical and is therefore unlikely to satisfy project objectives or requirements. The tenderer has misunderstood certain aspects of the scope of services and does not deal with the critical aspects of the project.	10	
	The approach is generic and not tailored to address the specific project objectives and requirements. The approach does not adequately deal with the critical characteristics of the project. The approach to managing risk is too generic.	15	
	The approach is specifically tailored to address the specific project objectives and methodology and is sufficiently flexible to accommodate changes that may occur during execution. The approach to managing risk etc. is specifically tailored to the critical characteristics of the project.	20	
	Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the tenderer has a comprehensive understanding of employer's requirements. The approach paper details ways to improve the project outcomes and the quality of the outputs.	25	
Total Weighting:			100