



## **TRANSNET CORPORATE CENTRE**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

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

**FOR THE PROVISION OF PROCUREMENT PROCESS AUTOMATION SOLUTION  
FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS**

<b>RFP NUMBER</b>	<b>GSM 21/05/2119</b>
<b>ISSUE DATE:</b>	<b>21 AUGUST 2021</b>
<b>BRIEFING SESSION:</b>	<b>30 AUGUST 2021</b>
<b>CLOSING DATE:</b>	<b>21 SEPTEMBER 2021</b>
<b>CLOSING TIME:</b>	<b>12:00 PM</b>
<b>BID VALIDITY PERIOD:</b>	<b>180 Business Days from Closing Date</b>

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

- **RESPONDENTS WITH A MINIMUM B-BBEE STATUS LEVEL OF 4;**
- **A RESPONDENT SUBCONTRACTING A MINIMUM OF 30% OF THE CONTRACT SPEND TO EXEMPTED MICRO ENTERPRISES (EME's) or QUALIFYING SMALL ENTERPRISES (QSE's) WHICH ARE EITHER:**
  - at least 51% owned by black people;
  - at least 51% owned by black people who are youth;
  - at least 51% owned by black people who are women;
  - at least 51% owned by black people with disabilities;
  - 51% owned by black people who are living in rural or underdeveloped areas or townships; and/or
  - a cooperative which is at least 51% owned by black people
  - At least 51% owned by black people who are military veterans.

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**RFP FOR THE PROVISION OF PROCUREMENT PROCESS AUTOMATION SOLUTION****FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS)****SECTION 1: SBD1 FORM****PART A****INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TRANSNET CORPORATE CENTRE , A DIVISION TRANSNET SOC LTD</b>							
BID NUMBER:	<b>GSM/21/05/2119</b>	ISSUE DATE:	<b>21 August 2021</b>	CLOSING DATE:	<b>21 September 2021</b>	CLOSING TIME:	<b>12:00PM</b>
DESCRIPTION	<b>FOR THE PROVISION OF PROCUREMENT PROCESS AUTOMATION SOLUTION FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS</b>						
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>							
TRANSNET CORPORATE CENTRE TENDER BOX							
FOYER/RECEPTION							
GROUND FLOOR, CARLTON CENTRE							
150 COMMISSIONER STREET							
JOHANNESBURG							
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>				<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>			
CONTACT PERSON	<b>Nomasomi Mgandela</b>			CONTACT PERSON	<b>Nomasomi Mgandela</b>		
TELEPHONE NUMBER	<b>011 308 2360</b>			TELEPHONE NUMBER	<b>011 308 2360</b>		
FACSIMILE NUMBER	<b>N/A</b>			FACSIMILE NUMBER	<b>N/A</b>		
E-MAIL ADDRESS	<b>Nomasomi.Mgandela@transnet.net</b>			E-MAIL ADDRESS	<b>Nomasomi.Mgandela@transnet.net</b>		
<b>SUPPLIER INFORMATION</b>							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:			<b>OR</b>	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes      No <input type="checkbox"/>			B-BBEE STATUS LEVEL SWORN AFFIDAVIT			[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No

Respondent's Signature

Date &amp; Company Stamp

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

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

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

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

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

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

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

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

**SECTION 2 : NOTICE TO BIDDERS****1 INVITATION TO BID**

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

<b>DESCRIPTION</b>	<b>RFP FOR THE PROVISION OF PROCUREMENT PROCESS AUTOMATION SOLUTION FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS</b>
<b>TENDER ADVERT</b>	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
<b>RFP DOWNLOADING</b>	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> <li>• Click on "Tender Opportunities";</li> <li>• Select "Advertised Tenders";</li> <li>• In the "Department" box, select Transnet SOC Ltd.</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet website at <a href="http://www.transnet.net">www.transnet.net</a> free of charge. To access the Transnet eTender portal, please click <a href="#">here</a>.</p> <p>To download RFP and Annexures,</p> <ul style="list-style-type: none"> <li>• Scroll towards the bottom right hand side of the page,</li> <li>• On the blue window click on 'Transnet SOC Ltd' or Select Operating Division.</li> </ul>
<b>COMMUNICATION</b>	<p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>
<b>ISSUE AND COLLECTION DATE DEADLINE</b>	Bidders are to note that the RFP documents will be available for download From <b>21 August 2021</b> until <b>21 September 2021</b> from Transnet website and National Treasury's e-Tender Publication Portal.
<b>BRIEFING SESSION</b>	<p>Yes – Non - Compulsory</p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: <b>Nomasomi.Mgandela@transnet.net not later than 12:00 on the 27 August 2021</b></p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Refer to paragraph 2 for details.</p>
<b>CLOSING DATE</b>	<b>12:00 pm on Tuesday the 21 September 2021</b> Bidders must ensure that bids are delivered timeously to the correct address.

	As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
<b>BID OPENING</b>	A public opening <b>will not</b> be held for this bid, however Respondents will be provided with a copy of the opening register indicating the names of the Respondents, upon request.
<b>VALIDITY PERIOD</b>	<p><b>180 Business Days from Closing Date</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 11.12</p>

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

## 2 FORMAL BRIEFING

A **non-compulsory** pre-proposal RFP briefing will be conducted **via Microsoft Teams** on the **30 August 2021**, at **10h00** for a period of  $\pm$  2 hours. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.

- 2.1 A Certificate of Attendance in the form set out in **Section 10** hereto must be completed and submitted with your Proposal as proof of attendance is required for a **non - compulsory** RFP briefing.
- 2.2 Despite the briefing session being non-compulsory, Transnet nevertheless encourages all Respondents to attend. Transnet will not be held responsible if any Respondent who did not attend the non-compulsory session subsequently feels disadvantaged as a result thereof.
- 2.3 Respondents are encouraged to bring a copy of the RFP document to the briefing session.

## 3 PROPOSAL SUBMISSION

Proposals must be addressed on the cover as follows:

The Secretariat, Transnet Acquisition Council  
RFP No: GSM/21/05/2119  
Description: FOR THE PROVISION OF PROCUREMENT PROCESS AUTOMATION SOLUTION FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS

Closing date and time: 21 SEPTEMBER 2021 at 12:00PM

Closing address: THE SECRETARIAT  
TRANSNET ACQUISITION COUNCIL  
TRANSNET CORPORATE CENTRE TENDER BOX  
FOYER/RECEPTION  
GROUND FLOOR, CARLTON CENTRE  
150 COMMISSIONER STREET  
JOHANNESBURG

#### 4 RFP INSTRUCTIONS

- 4.1 The measurements of the "tender slot" are 350mm wide x 200mm high. Bid responses which are larger than the dimensions mentioned must be split into two or more files and clearly marked. **Transnet will not be held responsible if bid documents do not comply with the mentioned dimensions and Respondents experience difficulty in submitting their bids as a result.**
- 4.2 It should also be noted that the above tender box is located at THE FOYER/RECEPTION in Waterfall Carlton Centre and is accessible to the public from 08:00 am until 04:30 pm business working days only.
- 4.3 Proposals must be submitted in duplicate hard copies [1 original and 1 copy] and must be bound.
- 4.4 Sign one set of original documents [sign, stamp and date the bottom of each page]. This set will serve as the legal and binding copy. A duplicate set of documents is also required. This second set must be a copy of the original signed Proposal.
- 4.5 Both sets of documents are to be submitted to the address specified, and Respondents must ensure that the original and copies (where applicable) are identical in all respects.
- 4.6 A USB copy of the RFP Proposal must be submitted. Please provide files in MS Word / Excel format, not PDF versions, noting that the signed original set will be legally binding.
- 4.7 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 4.8 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.9 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 12 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

#### 5 JOINT VENTURES OR CONSORTIUMS

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

#### 6 PREFERENTIAL PROCUREMENT PREQUALIFICATION CRITERIA

##### 6.1. Subcontracting

As prequalification criteria to participate in this RFP, Respondents are required to subcontract a minimum of 30% [Thirty percent] of the value of the contract to one or more of the following designated groups:

- an EME or QSE which is at least 51% owned by Black People;
- an EME or QSE which is at least 51% owned by black people who are youth;
- an EME or QSE which is at least 51% owned by black people who are women;

- an EME or QSE which is at least 51% owned by black people with disabilities;
- an EME or QSE which is 51% owned by black people living in rural or underdeveloped areas or townships;
- an EME or QSE which is at least 51% owned by black people who are military veterans; or
- a cooperative which is at least 51% owned by black people.

A bid that fails to meet this pre-qualifying criteria will be regarded as an unacceptable bid. Refer to **Section 12** to complete the required Subcontracting Pre-Qualification Criteria Form

## 6.2. Minimum B-BBEE level

Transnet has decided to set a minimum B-BBEE threshold for participation in this RFP process. The minimum B-BBEE threshold in this instance is a **B-BBEE Level Four (4)** or better, and Respondents who do not have at least this B-BBEE status or higher will be disqualified.

## 7 COMMUNICATION

- 7.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted to **[Nomasomi Mgandela at Nomasomi.Mgandela@transnet.net]** before **12:00 pm on Tuesday the 14 September 2021**, substantially in the form set out in **Section 8** hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 7.2 After the closing date of the RFP, a Respondent may only communicate with the Secretariat of the Transnet Acquisition Council, at telephone number at telephone number **011 308 3528**, email **TAC.SECRETARIAT@transnet.net** on any matter relating to its RFP Proposal.
- 7.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 7.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 7.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## 8 CONFIDENTIALITY

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

## 9 COMPLIANCE

The successful Respondent [hereinafter referred to as the **Service provider**] shall be in full and complete compliance with any and all applicable laws and regulations.

**10 EMPLOYMENT EQUITY ACT**

Respondents must comply with the requirements of the Employment Equity Act 55 of 1998 applicable to it including (but not limited to) Section 53 of the Employment Equity Act.

**11 DISCLAIMERS**

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

- 11.1 modify the RFP's Goods/Services and request Respondents to re-bid on any such changes;
- 11.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 11.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 11.4 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 11.5 award a contract for only a portion of the proposed Goods/Services which are reflected in the scope of this RFP;
- 11.6 split the award of the contract between more than one Supplier/Service provider, should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations;
- 11.7 cancel the bid process;
- 11.8 validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Transnet to do so;
- 11.9 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 11.10 not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it;
- 11.11 to cancel the contract and/request that National Treasury place the Respondent on its Database of Restricted Suppliers for a period not exceeding 10 years, on the basis that a contract was awarded on the strength of incorrect information furnished by the Respondent or on any other basis recognised in law;
- 11.12 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods/Services at the quoted price, should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so. Under such circumstances, the validity of the bids of the next ranked bidder(s) will be deemed to remain valid, irrespective of whether the next ranked bidder(s) were issued with a Letter of Regret. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods/Services at their quoted price, even after they have been issued with a Letter of Regret.

Note that Transnet will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether or not the Respondent is awarded a contract.

**12 LEGAL REVIEW**

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business. A material deviation from the Standard terms or conditions could result in disqualification.

**13 SECURITY CLEARANCE**

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the Goods/Services and its subcontractor(s) must obtain security clearance from the appropriate authorities to the level of **CONFIDENTIAL/ SECRET/TOP SECRET**. Obtaining the required clearance is the responsibility of the Successful Respondent. Acceptance of the bid is also subject to the condition that the Successful Respondent will implement all such security measures as the safe performance of the contract may require.

**14 NATIONAL TREASURY’S CENTRAL SUPPLIER DATABASE**

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

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

**15 TAX COMPLIANCE**

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

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

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

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

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

**TIP-OFFS ANONYMOUS:**



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

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

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

### 1 BACKGROUND

Transnet seeks to partner with a suitable service provider to provide a fit for purpose technology solution that will enable an automated end to end procurement process with embedded business rules applied across all Transnet Operating Divisions and Business Units.

### 2 EXECUTIVE OVERVIEW

Transnet currently manages their procurement processes mostly manually with partial system enablement. The current processes are not optimized, standardized and integrated to deliver the intended business value. These processes are time consuming and labour intensive and lacks governance controls leading to the risk of Public Management Finance Act (PFMA) violation across the organization. The current procurement processes have since been analysed, documented, and areas of standardization have been identified. In addition, a technology solution needs to be identified to automate the to-be processes.

Procurement is currently looking to address the challenges and bridge the gaps that have been identified, by embarking on the Procurement Process Automation (PPA) initiative to integrate the strategic, operational and tactical areas of concern. This will furthermore benefit suppliers and internal customers in multiple ways, such as improved agility of service delivery, sourcing turnaround times, improved efficiencies and visibility throughout the procurement value chain. In addition, the PPA initiative supports the Transnet's 5 key strategic pillars i.e. people, safety, customer service, asset utilization and cost control. A technology solution needs to be implemented to automate the desired processes.

### 3 SCOPE OF REQUIREMENTS

Transnet is calling for proposals from experienced service providers with a proven track record for the provision of Procurement Process Automation Solution for a period of three (3) years with an option to extent to extend for two (2) years.

The scope of the project will include all Transnet's divisions across.

Please refer to **Annexure A** for detailed Scope of Work.

### 4 GREEN ECONOMY / CARBON FOOTPRINT

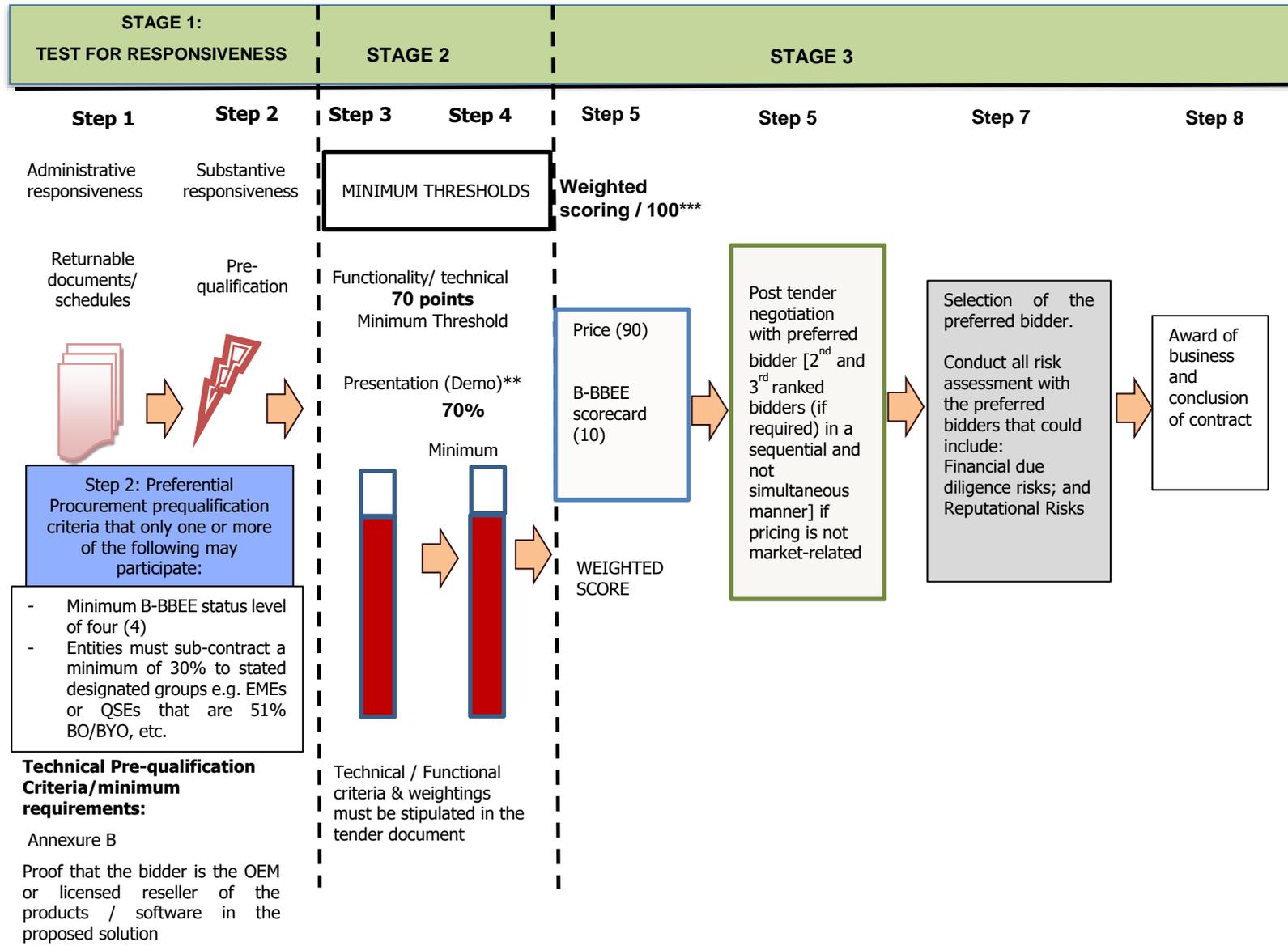
Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

### 5 GENERAL SERVICE PROVIDER OBLIGATIONS

- 5.1 The Service provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 5.2 The Service provider(s) must comply with the requirements stated in this RFP.

## 6 EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting a preferred Service provider:



NB: Evaluation of the various stages will normally take place in a sequential manner. However, in order to expedite the process, Transnet reserves the right to conduct the different stages of the evaluation process in parallel. In such instances the evaluation of bidders at any given stage must not be interpreted to mean that bidders have necessarily passed any previous stage(s).

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

The test for administrative responsiveness will include the following:

<b>Administrative responsiveness check</b>	<b>RFP Reference</b>
• Whether the Bid has been lodged on time	<i>Section 1 paragraph 3</i>
• Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time	<i>Section 5</i>
• Verify the validity of all returnable documents	<i>Section 5</i>
• Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>

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

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

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

<b>Check for substantive responsiveness</b>	<b>RFP Reference</b>
• Whether any general pre-qualification criteria set by Transnet, have been met	All sections including: Section 2 paragraphs 2.2, 6, 11.2, General Bid Conditions clause 20
• Whether the Bid contains a priced offer as prescribed in the pricing and delivery schedule	Section 4
• Whether the Bid materially complies with the scope and/or specification given	All Sections
• Whether any Technical pre-qualification set by Transnet have been met as follows: <ul style="list-style-type: none"> <li>- Proof that the bidder is the OEM or licensed reseller of the products / software in the proposed solution</li> <li>- Bidder accepts that all Intellectual Property rights derived/ generated from this transaction shall be owned by Transnet – <b>Annexure B</b></li> </ul>	Section 3 – Scope of Work  <b>Annexure B</b>
• Whether any set prequalification criteria for preferential procurement have been met: <ul style="list-style-type: none"> <li>– A minimum B-BBEE threshold of level 4 or better</li> <li>– A respondent subcontracting a minimum of 30% of the contract spend to Exempted Micro Enterprises (EME's) or Qualifying Small Enterprises (QSE's) which are either: <ul style="list-style-type: none"> <li>– at least 51% owned by black people;</li> <li>– at least 51% owned by black people who are youth;</li> <li>– at least 51% owned by black people who are women;</li> <li>– at least 51% owned by black people with disabilities;</li> <li>– 51% owned by black people who are living in rural or underdeveloped areas or townships; and/or</li> <li>– a cooperative which is at least 51% owned by black people</li> </ul> </li> </ul>	<i>Section 2 - Paragraph 6</i>

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

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

– At least 51% owned by black people who are military veterans.	
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***The test for substantive responsiveness [Step Two] must be passed for a Respondent’s proposal to progress to Step Three for further evaluation***

**6.3 STEP THREE: Minimum Threshold 70 points for Technical Criteria**

The test for the Technical and Functional threshold will include the following:

Quality Criteria	Weighting points	Scoring Guideline
<p><b>Solution Design</b> Ability to integrate with Microsoft Active Directory for Single Sign-On.</p> <p>As evidence, provide comprehensive description including detailed Logical Application Architecture and Logical Security Architecture Design Diagrams.</p>	5	<p>0 = Non-response</p> <p>1 = Information Partially submitted, no evidence of interfacing with Microsoft Active Directory.</p> <p>2 = Provided evidence of interfacing with Microsoft Active Directory, without Single Sign-On</p> <p>3 = Provided evidence of integration with Microsoft Active Directory, with Single Sign-On</p>
<p>Ability to integrate proposed solution into Transnet application landscape through Remote Function Calls (RFCs), Application Programming Interfaces (APIs), Enterprise Service Bus (ESB), etc.</p> <p>As evidence, provide comprehensive description including detailed Logical Integration Architecture Design Diagrams.</p>	5	<p>0 = Non-response</p> <p>1 = Provided evidence of integration capability via point to point integration</p> <p>2 = Provided evidence of integration capability via point to point integration and built-in ESB or Message Queues</p> <p>3 = Provided evidence of integration capability via point to point integration, built-in ESB or Message Queues and an API layer for all main functions</p> <p>4 = Provided evidence of integration capability via point to point integration, built-in ESB or Message Queues and an API layer for all main functions, as well as Detailed Design of Integration/API</p>
<p>Ability to deploy on premise (include Operating System and Database compatibility) and cloud deployment.</p> <p>Provide detailed description of Logical Technical Architecture and Logical Network Architecture Design Diagrams, including how backups, back up restoration tests, replication for Disaster Recovery (DR) including DR tests will be achieved.</p>	7	<p>0 = Non-response</p> <p>1 = Provided evidence of on-premise deployment ability including at least one capability amongst backups, back up restoration tests, replication for Disaster Recovery (DR) and DR tests.</p> <p>2 = Provided evidence of deployment ability as SaaS / PaaS including at least two capability amongst backups, back up restoration tests, replication for Disaster Recovery (DR) and DR tests.</p> <p>3 = Provided evidence of on-premise deployment ability and deployment ability as SaaS / PaaS , including capabilities for backups, back up restoration tests, replication for Disaster Recovery (DR) including DR tests.</p>
<p>Ability to deliver solution functionality via mobile App. As evidence, provide list of mobile operating systems supported (Android, iOS, Windows).</p>	5	<p>0 = Non-response</p> <p>1 = Provided evidence of ability to deliver functionality via a mobile App for Android</p>

Quality Criteria	Weighting points	Scoring Guideline
As evidence, provide comprehensive description including detailed Logical Application Architecture and Logical Security Architecture Design Diagrams.		<p>2 = Provided evidence of ability to deliver functionality via a mobile App for Android and iOS</p> <p>3 = Provided evidence of ability to deliver functionality via a mobile App for Android, iOS and Windows</p>
<p>Ability to assign end user permissions via groups, roles or structures.</p> <p>As evidence, provide comprehensive description including detailed Logical Application Architecture and Logical Security Architecture Design Diagrams and proposed role profiles.</p>	6	<p>0 = Non-response</p> <p>1 = Provided evidence of ability to assign end user permissions via groups, roles or structures.</p> <p>2 = Provided evidence of ability to assign end user permissions via groups, roles or structures, as well as support for multi-level access control(by application, function/feature, data domain, field group or field).</p>
<p>Ability to run on one or more of the following DBMS's (SAP HANA, ORACLE DB, MS SQL SERVER, IBM DB2 or ORACLE MySQL), with the ability to handle more than 100 million records.</p> <p>As evidence, provide comprehensive description including detailed Logical Technical Infrastructure Architecture Solution Design diagrams, incorporating design specifications of DBMS appliances /hardware in terms of number of records handled by the appliances.</p>	7	<p>0 = Non-response</p> <p>1 = Provided evidence of ability to run on one (1) DBMS with less than 100 million records handling capability</p> <p>2 = Provided evidence of ability to run only as SaaS / PaaS with less than 100 million records handling capability</p> <p>3 = Provided evidence of ability to run on two (2) to three (3) DBMS's with more than 100 million records handling capability</p> <p>4 = Provided evidence of ability to run on at least three (3) DBMS's, as well as SaaS / PaaS, with more than 100 million records handling capability</p>
<p>Detailed Agile project methodology outlining the key phases, milestones, deliverables and key activities with timelines for the implementation of the Procurement solution that includes Demand Management, Sourcing, Tender Management, Contract Management &amp; Purchase Requisition &amp; Order Processing.</p> <p>Clearly illustrate the roll-out / deployment approach.</p>	5	<p>0 = Non-response</p> <p>1 = Basic high level project plan in Agile methodology approach that does not outline all key phases, milestones, deliverables and key activities with timelines</p> <p>2 = Detailed project plan in Agile Methodology approach outlining the key phases, milestones, deliverables and key activities with timelines but not fully aligned to the proposed solution</p> <p>3 = Detailed project plan in Agile Methodology approach outlining the key phases, milestones, deliverables and key activities with timelines fully aligned to the proposed solution</p>
<p>Provide detailed experience of a minimum of three 3 projects of similar nature, complexity and size of R5 million or more in project value.</p> <p>As evidence, provide reference letters per client with a client letterhead and must reflect the following mandatory information: Client Details, Project Name, Project Scope, Rand value of project, Duration not older than 5 years.</p>	5	<p>0 = Non-response</p> <p>1 = Evidence of projects of similar nature, complexity and size of R5 million or more in project value - (1 project)</p> <p>2 = Evidence of projects of similar nature, complexity and size of R5 million or more in project value - (2 projects)</p>

Quality Criteria	Weighting points	Scoring Guideline
Any evidence that does not reflect all the mandatory information specified will be deemed a non-response.		3 = Evidence of projects of similar nature, complexity and size of R5 million or more in project value – (3 or more projects)
<p>The bidder should submit a project organogram, CV's and relevant certification for the following personnel:</p> <p>Programme Manager/Director; minimum of 8 Years' Experience in similar projects</p> <p>Project Manager; minimum of 8 Years' Experience in similar projects</p> <p>Project Administrator; minimum of 8 Years' Experience in similar projects</p> <p>Scrum Master; minimum of 6 Years' Experience in similar projects</p> <p>Product Manager; minimum of 6 Years' Experience in similar projects</p> <p>Solution Architect; minimum of 8 Years' Experience in similar projects</p> <p>Developer; minimum of 8 Years' Experience in similar projects</p> <p>Process Engineer; minimum of 8 Years' Experience in similar projects</p> <p>Test Specialist; minimum of 8 Years' Experience in similar projects</p> <p>Quality Assurance Engineer; minimum of 8 Years' Experience in similar projects</p> <p>SAP Consultant; minimum of 8 Years' Experience in similar projects</p> <p>Information Security Engineer; minimum of 8 Years' Experience in similar projects</p> <p>Data Scientist; minimum of 8 Years' Experience in similar projects.</p>	5	<p>0 = Non-response</p> <p>1 = Information submitted partially</p> <p>2 = Organogram, all CV's provided for all project resources with experience of a minimum of 6 or 8 years as stipulated for the specified roles with relevant certification</p>
<p>Ability to enable Demand Management, with the following key features:</p> <ol style="list-style-type: none"> <li>Automation of the approved demand budget into quantifiable demand quantities, including classifying Total Aggregated Demand into specific categories, e.g. Category 1 - Budget, Category 2 - Products, etc.</li> <li>Alert Procurement to initiate a project (project plan must be linked to Procurement Plan), including onscreen scenarios e.g time to initiate the project, screenshots of alerts for various scenarios, etc.</li> <li>Automation of manual forms e.g., Request for Service (RFS), including the capability to replace the current manually captured processes into system generated processes and forms - these can be on Portal, as toolkit, or templates. Generate reference number.</li> </ol>	9	<p>0 = Non-response</p> <p>1 = Fully complies (all 6)</p>

Quality Criteria	Weighting points	Scoring Guideline
<p>4. Allow for amendments and escalation of amendments</p> <p>5. Allow for a freeze period when no changes or amendments can be made</p> <p>6. Allow for workflow automation of approval or release strategy - linked to Delegation of Authority (DoA), incorporating the following:</p> <ul style="list-style-type: none"> <li>a. System capability to enable workflow through organisational structures</li> <li>b. System capability to enable electronic communication and notification for approvals / release and escalations through email (Workflow and MS Outlook)</li> <li>c. System capability to generate individual approvals according to outlined processes</li> <li>d. System capability to enable all approvals to be automated through the Release Strategy</li> </ul> <p>As evidence, provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Demand Management process. The detailed document must clearly articulate each feature applicable to the proposed solution including how each feature is related to other key features within the Demand Management process including an end-to-end workflow diagram. The detailed document must also illustrate the interfaces between Demand Management and other Procurement processes within the proposed bidder solution.</p>		
<p>Ability to perform / enable Sourcing, with the following key features:</p> <ol style="list-style-type: none"> <li>1. Upload of market research analysis outcomes*</li> <li>2. Allow for appointment of people to Cross-Functional Sourcing Team (CFST) and Cross-Functional Evaluation Team (CFET), including system alerts*</li> <li>3. Ability to generate and upload documentation (i.e. minutes, memos, etc.)</li> <li>4. Ability to process &amp; generate approach to market documentation and SPP*</li> <li>5. Ability to create / generate RFx documents and enable approval on the solution*</li> <li>6. Ability to publish RFx documents on the relevant platform (e-Tender Portal, Construction Industry Development Board - CIDB etc.), including scheduling tender briefing sessions (approval of deviations through workflow)*</li> <li>7. Ability to enable loading of tender briefing session documents (i.e. minutes, questions etc.), including notifications to tender briefing session attendees of responses to queries / questions</li> </ol>	9	<p>0 = Non-response</p> <p>1 = Partially complies (5 or less)</p> <p>2 = Substantially complies (6 to 10)</p> <p>3 = Fully complies (all 11)</p> <p>"</p>

Quality Criteria	Weighting points	Scoring Guideline
<p>8. Ability to set RFx submission deadlines, with system locking when submission deadline is reached, including ability to extend deadline on system</p> <p>9. Ability to enable bidders to respond to RFx documents on the system (e.g., completing the RFx form, upload supporting documents, etc.) with system* locking when submission deadline is reached, thereby preventing</p> <p>10. Ability to generate pre-scoring results for bidder submissions</p> <p>11. Ability to allow locking and releasing of various stages of evaluations, e.g., price evaluation being released after technical evaluations*</p> <p>As evidence, provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Sourcing process. The detailed document must clearly articulate each feature applicable to the proposed solution including how each feature is related to other key features within the Sourcing process including an end-to-end workflow diagram. The detailed document must also illustrate the interfaces between Sourcing and other Procurement processes within the proposed bidder solution.</p>		
<p>Ability to perform / enable Tender Management, with the following key features:</p> <ol style="list-style-type: none"> <li>1. Ability to identify list of suppliers who are blacklisted</li> <li>2. Ability to retain all records from end to end process (Demand Management to Payment) under one reference number</li> <li>3. Ability to enable digital stamping of bid submissions (date and time)</li> <li>4. Ability to restrict access bids after closure of bid submissions and allow access to bid responses after bid closure to delegated stakeholders</li> <li>5. Ability to send automatic replies to bidders who submitted their bids after the set bid deadline</li> <li>6. Ability to interface with external agencies</li> <li>7. Ability to generate the following reports: <ul style="list-style-type: none"> <li>- TEAR Report with all the results for and after adjudication</li> <li>- List of tenders advertised</li> <li>- List of tenders awarded (with and without MSA)</li> <li>- List of non-awarded/cancelled tenders</li> <li>- List of tenders re-advertised, after non-award</li> </ul> </li> <li>8. Ability to generate Letters of Award, Letters of Intent, Letter of Regret, etc.</li> </ol>	9	<p>0 = Non-response</p> <p>1 = Partially complies (5 or less)</p> <p>2 = Substantially complies (6 to 8)</p> <p>3 = Fully complies (all 9)</p>

Quality Criteria	Weighting points	Scoring Guideline
<p>9. Ability to kick start handover process from Procurement to Contract Management process upon issuing of Letter of Award (LoA)</p> <p>*Where specific alerts are identified/necessary they should be catered for in the system.</p> <p>As evidence, provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Tender Management process. The detailed document must clearly articulate each feature applicable to the proposed solution including how each feature is related to other key features within the Tender Management process including an end-to-end workflow diagram. The detailed document must also illustrate the interfaces between Tender Management and other Procurement processes within the proposed bidder solution.</p>		
<p>Ability to perform / enable Contract Management, with the following key features:</p> <ol style="list-style-type: none"> <li>1. Ability to create system contract against the reference/project number</li> <li>2. Ability to create Contract Agreement</li> <li>3. Ability to automate Contract Agreement sign-off, whilst also catering for manual sign-off</li> <li>4. Ability to define and implement Service Level Agreement (SLA) metrics, incorporating the following but not limited to; <ul style="list-style-type: none"> <li>- Supplier performance</li> <li>- Non-conformances</li> <li>- Late deliveries</li> <li>- Quality</li> <li>- Continuous improvement</li> <li>- Other monitored initiatives e.g SD, NIPP, subcontracting, job creation</li> </ul> </li> <li>5. Ability to enable early warning alert when contract usage is at 50%, based on time, value, quantity, etc. System must also enable alerts on contract extensions.</li> <li>6. Ability to link all requisitions of goods and services and also deplete funds from the budget and contract</li> <li>7. Ability to alert contract stakeholders (owner, collaborators, etc.) of contract expiry, at least 6 to 12 months beforehand</li> <li>8. Ability to create Framework Contracts, with multiple thresholds, for Panels of Service Providers</li> </ol> <p>As evidence, provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Contract Management process.</p>	9	<p>0 = Non-response</p> <p>1 = Partially complies (4 or less)</p> <p>2 = Substantially complies (5 to 7)</p> <p>3 = Fully complies (all 8)</p>

Quality Criteria	Weighting points	Scoring Guideline
<p>The detailed document must clearly articulate each feature applicable to the proposed solution including how each feature is related to other key features within the Contract Management process including an end-to-end workflow diagram. The detailed document must also illustrate the interfaces between Contract Management and other Procurement processes within the proposed bidder solution.</p>		
<p>Ability to perform / enable Purchase Requisition and Order Processing, with the following key features:</p> <ol style="list-style-type: none"> <li>1. Ability to automate the creation of Purchase Requisitions</li> <li>2. Ability to automate the creation of Request for Quotations (RFQ) - if there is no contract</li> <li>3. Ability to enable workflow automation of approval or Release Strategy - linked to Delegation of Authority (DoA)</li> <li>4. Ability to automate the creation and approval of the Purchase Order through release strategy</li> <li>5. Ability to integrate with other systems for Goods Receipts and Invoice Creation processes, based on same Purchase Order generated in the solution</li> </ol> <p>As evidence, provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Purchase Requisition and Order Processing. The detailed document must clearly articulate each feature applicable to the proposed solution including how each feature is related to other key features within the Purchase Requisition and Order Processing including an end-to-end workflow diagram. The detailed document must also illustrate the interfaces between Purchase Requisition and Order Processing and other Procurement processes within the proposed bidder solution.</p>	8	<p>0 = Non-response 1 = Partially complies (2 or less) 2 = Substantially complies (3 to 4) 3 = Fully complies (all 5)</p>
<p>Ability to perform / enable Reporting and Monitoring, with the following key features:</p> <ol style="list-style-type: none"> <li>1. Ability to create and automate all Procurement analytics capabilities for all processes, e.g., Demand Management, Sourcing, Tender Management</li> <li>2. Ability to automate dashboards and reports for a single contract across all Procurement functions, from Demand Management to Order Processing in the form of analytic models and statistics e.g spend analysis, tender and contract statuses</li> </ol> <p>As evidence, provide a detailed document indicating the types of reports and other visualisations that the proposed solution is able to deliver. The detailed</p>	6	<p>0 = Non-response 1 = Fully complies (all 2)</p>

Quality Criteria	Weighting points	Scoring Guideline
document must also include proposed key metrics that are applicable across all end-to-end procurement processes.		
<b>Total Weighting:</b>	<b>100</b>	
<b>Minimum qualifying score required:</b>	<b>70</b>	

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

The bidders that pass step three (3) of the evaluation will be given a minimum of 48 hours to prepare for the presentation (demo) evaluation

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

#### 6.4 STEP FOUR: Minimum Threshold 70 points for Technical Presentation (Demo) Criteria

Quality Criteria	Points Weightings	Scoring guideline
<p>Demonstrate the ability to enable Demand Management, with the following key capabilities:</p> <ol style="list-style-type: none"> <li>1. Automation of the approved demand budget into quantifiable demand quantities, including classifying Total Aggregated Demand into specific categories, e.g. Category 1 - Budget, Category 2 - Products, etc.</li> <li>2. Alert Procurement to initiate a project (project plan must be linked to Procurement Plan), including onscreen scenarios e.g time to initiate the project, screenshots of alerts for various scenarios, etc.</li> <li>3. Automation of manual forms e.g., Request for Service (RFS), including the capability to replace the current manually captured processes into system generated processes and forms - these can be on Portal, as toolkit, or templates. Generate reference number.</li> <li>4. Allow for amendments and escalation of amendments</li> <li>5. Allow for a freeze period when no changes or amendments can be made</li> <li>6. Allow for workflow automation of approval or release strategy - linked to Delegation of Authority (DoA), incorporating the following: <ol style="list-style-type: none"> <li>a. System capability to enable workflow through organisational structures</li> <li>b. System capability to enable electronic communication and notification for approvals / release and escalations through email (Workflow and MS Outlook)</li> </ol> </li> </ol>	30	<p>0 = Non-response</p> <p>1 = Demonstrated evidence of four (4) to five (5) Demand Management capabilities</p> <p>2 = Demonstrated evidence of all 6 Demand Management capabilities</p>

Quality Criteria	Points Weightings	Scoring guideline
<p>c. System capability to generate individual approvals according to outlined processes</p> <p>d. System capability to enable all approvals to be automated through the Release Strategy</p> <p>As evidence, provide a detailed demonstration of the key capabilities of the Demand Management process and its interfaces with other Procurement processes within the proposed bidder solution.</p>		
<p>Demonstrate the ability to perform / enable Sourcing, with the following key capabilities:</p> <ol style="list-style-type: none"> <li>1. Upload of market research analysis outcomes*</li> <li>2. Allow for appointment of people to Cross-Functional Sourcing Team (CFST) and Cross-Functional Evaluation Team (CFET), including system alerts*</li> <li>3. Ability to generate and upload documentation (i.e. minutes, memos, etc.)</li> <li>4. Ability to process &amp; generate approach to market documentation and SPP*</li> <li>5. Ability to create / generate RFx documents and enable approval on the solution*</li> <li>6. Ability to publish RFx documents on the relevant platform (e-Tender Portal, Construction Industry Development Board - CIDB etc.), including scheduling tender briefing sessions (approval of deviations through workflow)*</li> <li>7. Ability to enable loading of tender briefing session documents (i.e. minutes, questions etc.), including notifications to tender briefing session attendees of responses to queries / questions</li> <li>8. Ability to set RFx submission deadlines, with system locking when submission deadline is reached, including ability to extend deadline on system</li> <li>9. Ability to enable bidders to respond to RFx documents on the system (e.g., completing the RFx form, upload supporting documents, etc.) with system locking when submission deadline is reached*</li> <li>10. Ability to generate pre-scoring results for bidder submissions</li> <li>11. Ability to allow locking and releasing of various stages of evaluations, e.g., price evaluation being released after technical evaluations*</li> </ol> <p>As evidence, provide a detailed demonstration of the key capabilities of the Sourcing process and its interfaces with other Procurement processes within the proposed bidder solution."</p>	20	<p>0 = Non-response</p> <p>1 = Demonstrated evidence of eight (8) or less Sourcing capabilities</p> <p>2 = Demonstrated evidence of nine (9) to ten (10) Sourcing capabilities</p> <p>3 = Demonstrated evidence of all eleven (11) Sourcing capabilities</p>
<p>Demonstrate the ability to perform / enable Tender Management, with the following key capabilities:</p> <ol style="list-style-type: none"> <li>1. Ability to identify list of suppliers who are blacklisted</li> <li>2. Ability to retain all records from end to end process (Demand Management to Payment) under</li> </ol>	15	<p>0 = Non-response</p> <p>1 = Demonstrated evidence of less than five (5) Tender Management capabilities</p>

Quality Criteria	Points Weightings	Scoring guideline
<p>one reference number</p> <p>3. Ability to enable digital stamping of bid submissions (date and time)</p> <p>4. Ability to restrict access bids after closure of bid submissions and allow access to bid responses after bid closure to delegated stakeholders</p> <p>5. Ability to send automatic replies to bidders who submitted their bids after the set bid deadline</p> <p>6. Ability to interface with external agencies</p> <p>7. Ability to generate the following reports:</p> <ul style="list-style-type: none"> <li>- TEAR Report with all the results for and after adjudication</li> <li>- List of tenders advertised</li> <li>- List of tenders awarded (with and without MSA)</li> <li>- List of non-awarded/cancelled tenders</li> <li>- List of tenders re-advertised, after non-award</li> </ul> <p>8. Ability to generate Letters of Award, Letters of Intent, Letter of Regret, etc.</p> <p>9. Ability to kick start handover process from Procurement to Contract Management process upon issuing of Letter of Award (LoA)</p> <p>*Where specific alerts are identified/necessary they should be catered for in the system.</p> <p>As evidence, provide a detailed demonstration of the key capabilities of the Tender Management process and its interfaces with other Procurement processes within the proposed bidder solution.</p>		<p>2 = Demonstrated evidence of six (6) to eight (8) Tender Management capabilities</p> <p>3 = Demonstrated evidence of all nine (9) Tender Management capabilities</p>
<p>Demonstrate the ability to perform / enable Contract Management, with the following key capabilities:</p> <p>1. Ability to create system contract against the reference/project number</p> <p>2. Ability to create Contract Agreement</p> <p>3. Ability to automate Contract Agreement sign-off, whilst also catering for manual sign-off</p> <p>4. Ability to define and implement Service Level Agreement (SLA) metrics, incorporating the following but not limited to;</p> <ul style="list-style-type: none"> <li>- Supplier performance</li> <li>- Non-conformances</li> <li>- Late deliveries</li> <li>- Quality</li> <li>- Continuous improvement</li> <li>- Other monitored initiatives e.g SD, NIPP, subcontracting, job creation</li> </ul> <p>5. Ability to enable early warning alert when contract usage is at 50%, based on time, value, quantity, etc. System must also enable alerts on contract extensions.</p> <p>6. Ability to link all requisitions of goods and services and also deplete funds from the budget and contract</p> <p>7. Ability to alert contract stakeholders (owner, collaborators, etc.) of contract expiry, at least 6 to 12 months beforehand</p> <p>8. Ability to create Framework Contracts, with multiple thresholds, for Panels of Service Providers</p> <p>As evidence, provide a detailed demonstration of the key capabilities of the Contract Management</p>	15	<p>0 = Non-response</p> <p>1 = Demonstrated evidence of one (1) Contract Management capability</p> <p>2 = Demonstrated evidence of between two (2) and three (3) Contract Management capabilities</p> <p>3 = Demonstrated evidence of between four (4) and six (6) Contract Management capabilities</p> <p>4 = Demonstrated evidence of all seven (7) Contract Management capabilities</p>

Quality Criteria	Points Weightings	Scoring guideline
process and its interfaces with other Procurement processes within the proposed bidder solution.		
<p>Demonstrate the ability to perform / enable Purchase Requisition and Order Processing, with the following key capabilities:</p> <ol style="list-style-type: none"> <li>1. Ability to automate the creation of Purchase Requisitions</li> <li>2. Ability to automate the creation of Request for Quotations (RFQ) - if there is no contract</li> <li>3. Ability to enable workflow automation of approval or Release Strategy - linked to Delegation of Authority (DoA)</li> <li>4. Ability to automate the creation and approval of Purchase Order through release strategy</li> <li>5. Ability to integrate with other systems for Goods Receipts and Invoice Creation processes, based on same Purchase Order generated in the solution</li> </ol> <p>As evidence, provide a detailed demonstration of the key capabilities of the Purchase Requisition and Order Processing process and its interfaces with other Procurement processes within the proposed bidder solution.</p>	10	<p>0 = Non-response</p> <p>1 = Demonstrated evidence of one (1) Purchase Requisition and Order Processing capability</p> <p>2 = Demonstrated evidence of between two (2) and three (3) Purchase Requisition and Order Processing capabilities</p> <p>3 = Demonstrated evidence of four (4) Purchase Requisition and Order Processing capabilities</p> <p>4 = Demonstrated evidence of all five (5) Purchase Requisition and Order Processing capabilities</p>
<p>Demonstrate the ability to perform / enable Reporting and Monitoring, with the following key capabilities:</p> <ol style="list-style-type: none"> <li>1. Ability to create and automate all Procurement analytics capabilities for all processes, e.g., Demand Management, Sourcing, Tender Management</li> <li>2. Ability to automate dashboards and reports for a single contract across all Procurement functions, from Demand Management to Order Processing in the form of analytic models and statistics e.g spend analysis, tender and contract statuses</li> </ol> <p>As evidence, demonstrate any system reports generated from transactions. Display a dashboard for management reporting with visualisations of key metrics that the proposed solution is able to deliver. The detailed demonstration must also include proposed key metrics that are applicable across all end-to-end procurement processes.</p>	10	<p>0 = No Response</p> <p>1 = Demonstrated evidence of one (1) Reporting and Monitoring capabilities across end to end procurement processes</p> <p>2 = Demonstrated evidence of two (2) Reporting and Monitoring capabilities across end to end procurement processes</p>
<b>Total Weighting:</b>	<b>100</b>	
<b>Minimum qualifying score required:</b>	<b>70</b>	

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

***The minimum threshold for presentation criteria [Step Four] must be met or exceeded for a Respondent's Proposal to progress to Step Five for final evaluation***

**6.5 STEP FIVE: Evaluation and Final Weighted Scoring**a) **Price and BBBEE Criteria** [Weighted score 90 points]:

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

Transnet will utilise the following formula in its evaluation of Price. Bidders will be evaluated on the overall total price including all applicable taxes:

$$PS = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

*Ps* = Score for the Bid under consideration

*Pt* = Price of Bid under consideration

*Pmin* = Price of lowest acceptable Bid

b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 10 points]

- B-BBEE - current scorecard / B-BBEE Preference Points Claims Form
- Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Section 4.1 of the B-BBEE Preference Points Claim Form.

**6.6 SUMMARY: Applicable Thresholds and Final Evaluated Weightings**

Thresholds	Minimum Threshold
Technical / functionality	70
Presentation (Demo) Criteria	70

Evaluation Criteria	Final Weighted Scores
Price	90
B-BBEE - Scorecard	10
<b>TOTAL SCORE:</b>	<b>100</b>

**6.7 STEP SIX: Post Tender Negotiations (if applicable)**

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.

- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

#### 6.8 **STEP SEVEN: Objective Criteria (if applicable)**

Transnet reserves the right to award the business to the highest scoring bidder/s unless objective criteria justify the award to another bidder. The objective criteria Transnet may apply in this bid process include: Transnet will conduct an ALL Risks assessment with the preferred bidder that could include:

- Financial Due diligence to assess the financial stability of the bidder based on key ratio analysis, which would include, but not be limited to Efficiency, Profitability, Financial Risk, Liquidity, Acid Test, and Solvency; and
- Reputational and Brand Risks for, but not limited to:
  - ❖ ITC Checks;
  - ❖ Potential involvement with Politically-Exposed Persons (PEPS);
  - ❖ Previous judgments;
  - ❖ Sanctions Listing;
  - ❖ Adverse media / reputational exposure;
  - ❖ Analysis of the ownership of the entity; and
  - ❖ Conflicts of interest (including conflicts of interest with Transnet Board members, Exco, employees directly involved in the procurement process, and employees in Transnet)
- Adverse all Risks identified during the ALL Risks assessment in terms of the following, but not limited to:
  - ❖ The financial stability; and
  - ❖ Reputational and Brand risks.

#### 6.9 **STEP EIGHT: Award of business and conclusion of contract**

- Immediately after approval to award the contract has been received, the successful or preferred bidder(s) will be informed of the acceptance of his/their Bid either by way of a Letter of Award or Letter of Intent where Transnet will negotiate any final terms and conditions of the contract with the successful Respondent(s). Thereafter the final contract will be concluded with the successful Respondent(s).
- Otherwise, a final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

**SECTION 4: PRICING AND DELIVERY SCHEDULE**

**Procurement Process Automation Programme Pricing Schedule**

#	Item description	Scope Referencing	Cost Type	Year 1 (incl VAT) [ZAR]	Year 2 (incl VAT) [ZAR]	Year 3 (incl VAT) [ZAR]	Overall Three (3) year Cost (incl VAT) [ZAR]
<b>Cloud-Based Subscription &amp; Data Storage</b>							
1	Solution Cloud Based Subscription which includes; 1. Demand Management 2. Sourcing 3. Tender Management 4. Contract Management and 5. Purchase Requisition & Purchase order	NFR080-083	Yearly				

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

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

2	Data Storage for the Solution which includes;  1. Demand Management 2. Sourcing 3. Tender Management 4. Contract Management and 5. Purchase Requisition & Purchase order	NFR001-002, NFR004-007,NFR084-087	Yearly				
<b>Software Licenses</b>							
3	Solution Specific Software License (5000 internal users)		Once-off				
<b>Solution Enablement</b>							
4	Solution Implementation (Project management, Configuration, Customisation and Testing) as outlined in the scope of work pertaining to;  1. Demand Management 2. Sourcing 3. Tender Management 4. Contract Management and 5. Purchase Requisition & Purchase order	RQ001-034, SEC001-006, REP001-004,NFR089-091	Once-off				
5	Data Extraction, Enhancement and Migration (50 million records)	NFR088	Once-off				

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

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

6	Technical Environment compatible to SAP and Non-SAP	NFR093	Once-off				
7	Solution Integration to SAP and Non-SAP systems	INT001-002	Once-off				
8	Develop End-User Material	NFR092	Once-off				
9	Conduct Train-The-Trainer (50 people)	NFR092	Once-off				
10	Functional & Technical Knowledge Transfer (25 people)	NFR092	Once-off				
<b>Support &amp; Maintenance</b>							
11	Solution Support and Maintenance	NFR093	Yearly				
12	Software License Support and Maintenance	NFR094	Yearly				
<b>Total Cost for three (3) years</b>							

\***Once-off** - once off costing implementable for the duration of the contract

\***Yearly** - recurring costs for the duration of the contract

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

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

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

**Notes to Pricing:**

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
  - (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
  - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.

If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.

- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) The bidders are required to complete all the green cells with numeric South African rand values (inclusive of VAT), no other wording or blank spaces will be accepted in the pricing schedule. If there is a zero cost to the line item then this must be reflected as R0.00.
- e) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- f) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- g) Respondents, if awarded the contract, are required to indicate that their prices quoted would be kept firm and fixed for the contract duration.

<b>YES</b>	
------------	--

**1. DISCLOSURE OF CONTRACT INFORMATION****PRICES TENDERED**

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

**JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS**

Transnet may also be required to disclose information relating to the subsequent contract i.e. the name of the company, goods/services provided by the company, the value and duration of the contract, etc. in compliance with the Johannesburg Stock Exchange (JSE) Debt Listing Requirements.

**DOMESTIC PROMINENT INFLUENTIAL PERSONS (DPIP) OR FOREIGN PROMINENT PUBLIC OFFICIALS (FPPO)**

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

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

As per the Transnet Domestic Prominent Influential Persons (DPIP) and Foreign Prominent Public Officials (FPPO) and Related Individuals Policy available on Transnet website <https://www.transnet.net/search/pages/results.aspx?k=FPIDP#k=DPIP>, Respondents are required to disclose any commercial relationship with a DPIP or FPPO (as defined in the Policy) by completing the following section:

The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld.						
<b>Is the Respondent</b> (Complete with a "Yes" or "No")						
<b>A DPIP/FPPO</b>		<b>Closely Related to a DPIP/FPPO</b>		<b>Closely Associated to a DPIP/FPPO</b>		
<b>List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.</b>						
No	Name of Entity / Business	Role in the Entity / Business (Nature of interest/ Participation)	Shareholding %	Registration Number	Status (Mark the applicable option with an X)	
					Active	Non-Active
1						
2						
3						

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

**2. RISK**

Respondents must elaborate on the control measures put in place by their entity, which would mitigate the risk to Transnet pertaining to potential non-performance by the Respondent, in relation to:

**2.1 Quality and specification of Goods/Services delivered:**

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

**2.2 Continuity of supply:**

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

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

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

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

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

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

**SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS**

I/We \_\_\_\_\_  
*[name of entity, company, close corporation or partnership]* of *[full address]*

\_\_\_\_\_ carrying on business trading/operating as \_\_\_\_\_

represented by \_\_\_\_\_

in my capacity as \_\_\_\_\_

being duly authorised thereto by a Resolution of the Board of Directors or Members or Certificate of Partners, dated \_\_\_\_\_ to enter into, sign execute and complete any documents relating to this proposal and any subsequent Agreement. The following list of persons are hereby authorised to negotiate on behalf of the abovementioned entity, should Transnet decide to enter into Post Tender Negotiations with highest ranked bidder(s).

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I/We hereby offer to supply/provide the abovementioned Goods/Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

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

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

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

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

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the provision of Services within 2 [two] weeks thereafter,

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

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

Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Furthermore, I/we agree to a penalty clause/s which will allow Transnet to invoke a penalty against us for non-compliance with material terms of this RFP including the delayed delivery of the Goods/Services due to non-performance by ourselves, failure to meet Subcontracting, etc.

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

### ADDRESS FOR NOTICES

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

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

Name of Entity: \_\_\_\_\_

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

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

### NOTIFICATION OF AWARD OF RFP

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

### VALIDITY PERIOD

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

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

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

- (i) Registration number of company / C.C. \_\_\_\_\_
- (ii) Registered name of company / C.C. \_\_\_\_\_
- (iii) Full name(s) of director/member(s)                      Address/Addresses                      ID Number(s)

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

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

**RETURNABLE DOCUMENTS**

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

Mandatory Returnable Documents	<b><i>Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFP <u>will</u> result in a Respondent's disqualification.</i></b>
Returnable Documents Used for Scoring	<b><i>Failure to provide all Returnable Documents used for purposes of scoring a bid, by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive an automatic score of zero for the applicable evaluation criterion.</i></b>
Essential Returnable Documents	<b><i>Failure to provide essential Returnable Documents <u>will</u> result in Transnet affording Respondents a further opportunity to submit by a set deadline. Should a Respondent thereafter fail to submit the requested documents, this may result in a Respondent's disqualification.</i></b>

**All Returnable Sections, as indicated in the header and footer of the relevant pages, must be signed, stamped and dated by the Respondent.**

**a) Mandatory Returnable Documents**

Respondents are required to submit with their bid submissions the following **Mandatory Returnable Documents**, and also to confirm submission of these documents by so indicating [Yes or No] in the tables below:

<b>MANDATORY RETURNABLE DOCUMENTS</b>	<b>SUBMITTED [Yes/No]</b>
Section 1: SBD1 Form	
SECTION 4 : Pricing and Delivery Schedule	
- Proof that the bidder is the OEM or licensed reseller of the products / software in the proposed solution	
- Bidder accepts that all Intellectual Property rights derived/ generated from this transaction shall be owned by Transnet – <b>Annexure B</b>	
Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP	
SECTION 12: Subcontracting Prequalification Criteria Form	
Valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s)	

Respondent's Signature

Date &amp; Company Stamp

**b) Returnable Documents Used for Scoring**

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

<b><u>RETURNABLE DOCUMENTS USED FOR SCORING</u></b>	<b>SUBMITTED [Yes or No]</b>
As evidence, provide comprehensive description including detailed Logical Application Architecture and Logical Security Architecture Design Diagrams.	
As evidence, provide comprehensive description including detailed Logical Integration Architecture Design Diagrams.	
Provide detailed description of Logical Technical Architecture and Logical Network Architecture Design Diagrams, including how backups, back up restoration tests, replication for Disaster Recovery (DR) including DR tests will be achieved.	
As evidence, provide comprehensive description including detailed Logical Application Architecture and Logical Security Architecture Design Diagrams.	
As evidence, provide comprehensive description including detailed Logical Application Architecture and Logical Security Architecture Design Diagrams and proposed role profiles.	
As evidence, provide comprehensive description including detailed Logical Technical Infrastructure Architecture Solution Design diagrams, incorporating design specifications of DBMS appliances /hardware in terms of number of records handled by the appliances.	
A bidder to provide evidence clearly illustrating the roll-out / deployment approach.	
As evidence, provide reference letters per client with a client letterhead and must reflect the following mandatory information: Client Details, Project Name, Project Scope, Rand value of project, Duration not older than 5 years.	
A bidder to provide a detailed project organogram and CVs with certifications.	
A bidder to provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Demand Management process.	
A bidder to provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Sourcing process.	
A bidder to provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Tender Management process.	
A bidder to provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Contract Management process.	
A bidder to provide a detailed document indicating how the bidder's proposed solution will enable the key features of the Purchase Requisition and Order Processing.	
A bidder to provide a detailed document indicating the types of reports and other visualisations that the proposed solution is able to deliver.	

**c) Essential Returnable Documents:**

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

<b>ESSENTIAL RETURNABLE DOCUMENTS &amp; SCHEDULES</b>	<b>SUBMITTED [Yes or No]</b>
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years	
SECTION 5 : Proposal Form and List of Returnable documents	
SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7 : RFP Declaration and Breach of Law Form	
SECTION 9 : B-BBEE Preference Claim Form	
SECTION 10 : Certificate of attendance of non-compulsory RFP Briefing	
SECTION 11 : SBD 9 - Certificate Of Independent Bid Determination	
Proof of subcontracting arrangement	
SECTION 13: Job-Creation Schedule	
SECTION 14: Protection of Personal Information	

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Respondent’s Signature

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

**SECTION 6: CERTIFICATE OF ACQUAINTANCE WITH RFP, MASTER AGREEMENT & APPLICABLE DOCUMENTS**

**By signing this certificate the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP. This includes those terms and conditions contained in any printed form stated to form part hereof, including but not limited to the documents stated below. As such, Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such term or condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:**

1	Transnet’s General Bid Conditions
2	Master Agreement
3	Transnet’s Supplier Integrity Pact
4	Non-disclosure Agreement

**Note:** Should a Respondent be successful and awarded the bid, they will be required to complete a Supplier Declaration Form for registration as a vendor onto the Transnet vendor master database.

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by Transnet’s Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from any term or condition may result in disqualification.

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

The bidder understands that his/her Bid will be disqualified if the Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_  
Respondent’s Signature

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

**SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM**

NAME OF ENTITY: \_\_\_\_\_

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

1. Transnet has supplied and we have received appropriate responses to any/all questions [as applicable] which were submitted by ourselves for RFP Clarification purposes;
2. We have received all information we deemed necessary for the completion of this Request for Proposal [**RFP**];
3. We have been provided with sufficient access to the existing Transnet facilities/sites and any and all relevant information relevant to the Goods/Services as well as Transnet information and Employees, and have had sufficient time in which to conduct and perform a thorough due diligence of Transnet's operations and business requirements and assets used by Transnet. Transnet will therefore not consider or permit any pre- or post-contract verification or any related adjustment to pricing, service levels or any other provisions/conditions based on any incorrect assumptions made by the Respondent in arriving at his Bid Price.
4. At no stage have we received additional information relating to the subject matter of this RFP from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFP documents;
5. We are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFP and the requirements requested from Bidders in responding to this RFP have been conducted in a fair and transparent manner;
6. We have complied with all obligations of the Bidder/Supplier as indicated in the Transnet Supplier Integrity which includes but are not limited to ensuring that we take all measures necessary to prevent corrupt practices, unfairness and illegal activities in order to secure or in furtherance to secure a contract with Transnet;
7. We declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid;
8. We declare that an owner / member / director / partner / shareholder of our entity **is / is not** [delete as applicable] an employee or board member of Transnet;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **has / has not been** [delete as applicable] a former employee or board member of Transnet in the past 10 years. I further declare that if they were a former employee or board member of Transnet in the past 10 years that they **were/were not** involved in the bid preparation or had access to the information related to this RFP; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

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

FULL NAME OF OWNER/MEMBER/DIRECTOR/  
PARTNER/SHAREHOLDER/EMPLOYEE:

ADDRESS:

---

---

Indicate nature of relationship with Transnet:

---

---

***[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet. Information provided in the declarations may be used by Transnet and/or its affiliates to verify the correctness of the information provided]***

11. We declare, to the extent that we are aware or become aware of any relationship between ourselves and Transnet [other than any existing and appropriate business relationship with Transnet] which could unfairly advantage our entity in the forthcoming adjudication process, we shall notify Transnet immediately in writing of such circumstances.

**DECLARATION OF INTEREST REGARDING PERSONS EMPLOYED BY THE STATE (SBD4)**

12. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

**13. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:**

13.1. Full Name of bidder or his or her representative: .....

13.2. Identity Number: .....

13.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

---

<sup>1</sup> "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

13.4. Company Registration Number: .....

13.5. Tax Reference Number: .....

13.6. VAT Registration Number: .....

13.7. Are you or any person connected with the bidder presently employed by the state?	<b>YES / NO</b>
13.7.1. If so, furnish the following particulars:	
Name of person / director / trustee / shareholder/ member:	.....
Name of state institution at which you or the person connected to the bidder is employed :	.....
Position occupied in the state institution:	.....
Any other particulars:	.....
13.8. If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?	<b>YES / NO</b>
13.8.1. If yes, did you attached proof of such authority to the bid document? (Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.	<b>YES / NO</b>
13.8.2. If no, furnish reasons for non-submission of such proof:	.....
13.9. Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?	<b>YES / NO</b>
13.9.1. If so, furnish particulars:	.....
13.10. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?	<b>YES / NO</b>
13.10.1. If so, furnish particulars:	.....
13.11. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?	<b>YES / NO</b>
13.11.1. If so, furnish particulars:	.....
13.12. Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?	<b>YES / NO</b>
13.12.1. If so, furnish particulars:	.....

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

The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 14 below.

**14. Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

**BREACH OF LAW**

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

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

NATURE OF BREACH:

\_\_\_\_\_

\_\_\_\_\_

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

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_

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



**SECTION 9 : B-BBEE PREFERENCE POINTS CLAIM FORM**

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [**B-BBEE**] Status Level of Contribution.

Transnet will award preference points to companies who provide valid proof of their B-BBEE status using either the latest version of the generic Codes of Good Practice or Sector Specific Codes (if applicable).

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

**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 exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

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

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	<b>10</b>
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- (a) **"all applicable taxes"** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **"B-BBEE status level of contributor"** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ

of state for the supply/provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"**
- i) the B-BBEE status level certificate issued by an authorised body or person;
  - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small EEnterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 ( Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:  
90/10

$$P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

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

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

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

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

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

4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.

4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

## 5. BID DECLARATION

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

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

6.1 B-BBEE Status Level of Contribution: . = .....(maximum of 10 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)**

<sup>3</sup> In terms of the Implementation Guide: Preferential Procurement Regulations, 2017, Version 2, paragraph 11.11 provides that in the Transport Sector, EMEs can provide a letter from accounting officer or get verified and be issued with a B-BBEE certificate by SANAS accredited professional or agency as the Transport Sector Code has not been aligned to the generic Codes. EMEs in the Transport Sector are not allowed to provide a sworn affidavit as the generic codes are not applicable to them.

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

7.1.1 If yes, indicate:

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

**(Tick applicable box)**

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

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

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

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

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

8.6 COMPANY CLASSIFICATION

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

[ TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly 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, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
  - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
  - (f) forward the matter for criminal prosecution.

WITNESSES	
1.	.....
2.	.....

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

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

It is hereby certified that –

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

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

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

Attended the RFP briefing in respect of the proposed Goods/Services to be rendered in terms of this RFP on \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
TRANSNET’S REPRESENTATIVE

\_\_\_\_\_  
RESPONDENT’S REPRESENTATIVE

DATE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

**NOTE:**

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

\_\_\_\_\_  
Respondent’s Signature

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

**SECTION 11: SBD 9- CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging). Collusive bidding is a per se prohibition meaning that it cannot be justified under any grounds. Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.
2. Transnet will take all reasonable steps to prevent abuse of the supply chain management system and to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
3. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
4. In order to give effect to the above, the following certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

---

Respondent's Signature

---

Date & Company Stamp

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a. has been requested to submit a bid in response to this bid invitation;
  - b. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>4</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a. prices;
  - b. geographical area where product or service will be rendered (market allocation)
  - c. methods, factors or formulas used to calculate prices;

---

<sup>4</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- d. the intention or decision to submit or not to submit, a bid;
  - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f. bidding with the intention not to win the bid.
8. 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 products or services to which this bid invitation relates.
9. 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.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SECTION 12: SUBCONTRACTING PREQUALIFICATION CRITERIA FORM**

- a) As a prequalification criterion to participate in this RFP, Respondents are required to subcontract a minimum of 30% [thirty percent] of the value of the contract to one or more of the following designated groups:
- at least 51% owned by black people;
  - at least 51% owned by black people who are youth;
  - at least 51% owned by black people who are women;
  - at least 51% owned by black people with disabilities;
  - 51% owned by black people who are living in rural or underdeveloped areas or townships; and/or
  - a cooperative which is at least 51% owned by black people
  - At least 51% owned by black people who are military veterans.

**Respondents are to note that Transnet will not round off subcontracting percentage for the purposes of determining whether the subcontracting condition has been met.**

- b) A bid that fails to meet this pre-qualifying criterion will be regarded as an unacceptable bid.
- c) For a list of potential subcontractors, Respondents may refer to the National Treasury Central Database website and conduct a subcontractor search using the procurement reference number: **GSM 21/05/2119 S1; GSM 21/05/2119 S2; GSM 21/05/2119 S3; GSM 21/05/2119 S4**. The list must be accessed as follows:
- Log on to the CSD website (<https://secure.csd.gov.za/>);
  - Click on Search and select Subcontractor Search;
  - Enter the Procurement reference number **GSM 21/05/2119 S1; GSM 21/05/2119 S2; GSM 21/05/2119 S3; GSM 21/05/2119 S4** and
  - Click on "Run Search".
- d) Respondents have the discretion of identifying and selecting suppliers, who are registered on the National Treasury supplier database (CSD) but do not appear on the list provided by Transnet, for purposes of subcontracting.
- e) **Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.**
- f) Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated.
- g) Respondents are responsible for all due diligence on their subcontractors.
- h) Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.
- i) The successful Respondent awarded the contract may only enter into a subcontracting arrangement with Transnet's prior approval.
- j) The contract will be concluded between the successful Respondent and Transnet, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

**Attachments to this form**

The Respondent is to ensure that the following is completed and attached to this form:

a) Subcontractor's valid proof of B-BBEE status;

b) Name of subcontractor/s and Company Registration number:

	Subcontractor Legal Name	Company Registration Number	EME/QSE	B-BBEE Level	CSD Number
1					
2					
3					
4					
5					

c) Work to be subcontracted:

Subcontractor	Work to be performed by subcontractor (Please specify)	Percentage of contract that will be subcontracted	Firm Experience (No. of Years)	Current Clients (Provide signed reference letters for each client listed)
1				
2				
3				
4				
5				

**Note:**

For the purpose of determining that the pre-qualification criteria has been complied with, Respondents must cumulatively meet the minimum 30% pre-qualification requirement and provide a valid B-BBEE certificate(s) or Sworn Affidavit(s) for the proposed subcontractor(s) listed above. ***Failure to provide a valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s) which makes up the minimum 30% pre-qualification requirement at the Closing Date and time of this RFP will result in a Respondent's disqualification.***

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

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

**SECTION 13: JOB-CREATION SCHEDULE**

**(Please ensure that you return this schedule with your bid submission)**

The Government has identified State Owned Enterprises sourcing activities as a key enabler to achieve the National Development Plan (NDP) objective of reducing unemployment from the current baseline of 28% to 6%. In order to give effect to these job creation objectives, Respondents are required to provide the following undertaking of new jobs that will be created (either by them or by their subcontractors) should they be awarded this bid.

- (a) Please indicate total number of new jobs that will be created over the term of the contract:

Total number and value of new jobs created	Total number of new jobs	Total rand value of new jobs created

- (b) Of the total number of new jobs created, please indicate the number and value of new jobs to be created for the following designated groups:

	Total number of new jobs	Total rand value of new jobs
Black men		
Black women		
Black Youth		
Black people living in rural or underdeveloped areas or townships		
Black People with Disabilities		

- (c) Of the total number of new jobs created, please indicate the number of skilled, semi-skilled and unskilled new jobs that will be created over the term of the contract:

	Total number of Skilled jobs	Total number of Semi-skilled jobs	Total number of Unskilled jobs
Black men			
Black women			
Black Youth			
Black people living in rural or underdeveloped areas or townships			
Black People with Disabilities			
Other			

- (d) Please indicate the number of new jobs to be created, broken down per quarter over the term of the contract.

Year 1	Q1	Q2	Q3	Q4
Total number of new jobs				
Number of new jobs for Black men				

Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

<b>Year 2</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

<b>Year 3</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
Total number of new jobs				
Number of new jobs for Black men				
Number of new jobs for black women				
Number of new jobs for black youth				
Number of new jobs for black people living in rural or underdeveloped areas or townships				
Number of new jobs for black People with Disabilities				
Number of new jobs for other categories				
Number of new skilled jobs				
Number of new semi-skilled jobs				
Number of new unskilled jobs				

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 Respondent's Signature

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 Date & Company Stamp

**SECTION 14: PROTECTION OF PERSONAL INFORMATION**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):  
  
consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.
2. Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:  
  
Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.
3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “Transnet” and the Data subject is the “Respondent”. Transnet will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. Transnet reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning Transnet.
5. In responding to this bid, Transnet acknowledges that it will obtain and have access to personal information of the Respondent. Transnet agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. Transnet further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.
7. Furthermore, Transnet will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, Transnet requires the Respondent to process any personal information disclosed by Transnet in the bidding process in the same manner.
8. Transnet shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).
9. Transnet shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must

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Respondent's Signature

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Date & Company Stamp

take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.

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

**Respondents are required to provide consent below:**

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

Signature of Respondent's authorised representative: \_\_\_\_\_

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

**ANNEXURE B: INTELLECTUAL PROPERTY RIGHTS**

The solution sought by Transnet is likely to yield a new invention and or a bespoke automated solution for which Transnet will acquire Intellectual Property rights. (The Supplier/Service Provider shall reserves its Intellectual Property rights over its own inventions or off-the-shelf solutions)

I/We ..... hereby declare and agree all right, title and interest in and to Foreground Intellectual Property in connection with a new invention or bespoke automated solution prepared, conceived or developed by the Supplier/Service Provider, its researchers, agents and employee in terms of the Master Services Agreement between Transnet and the Supplier/Services Provider and resulting from this tender process, shall vest in Transnet and the Supplier/Service Provider acknowledges that it has no claim of any nature in and to the

**Note that this Intellectual Property Rights (Annexure B) is a mandatory returnable document.**

WITNESSES:

- 1. ....
- 2. ....

SIGNATURE OF BIDDER
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DATE:.....

COMPANY NAME: .....

ADDRESS:.....