

**TRANSNET NATIONAL PORTS AUTHORITY**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

REQUEST FOR PROPOSAL [RFP] [SERVICES]

APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS

RFP NUMBER: TNPA/2026/05/0994/5575/RFP

ISSUE DATE: 22 MAY 2026

BRIEFING DATE: 29 MAY 2026 at 10:00

CLOSING DATE: 17 JUNE 2026

CLOSING TIME: 12:00

BID VALIDITY PERIOD: 180 Business Days from Closing Date

SUBMISSION TO: Transnet e-tender submission portal – see SBD 1 for details

SCHEDULE OF BID DOCUMENTS

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

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF TNPA, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	TNPA/2026/05/0994/5575/RFP	ISSUE DATE:	22 MAY 2026	CLOSING DATE:	17 JUNE 2026	CLOSING TIME:	12:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS						
BID RESPONSE DOCUMENTS SUBMISSION INSTRUCTIONS							
<p>Transnet has implemented a new electronic tender submission system, the e-Tender Submission Portal, in line with the overall Transnet digitalization strategy where suppliers can view advertised tenders, register their information, log their intent to respond to bids and upload their bid proposals/responses on to the system.</p> <p>The Transnet Digital Procurement System (TDPS) Supplier Submission Portal can be accessed as follows:</p> <ol style="list-style-type: none"> Log on to the Transnet eSupplier website/Portal (https://esupplierportal.transnet.net/portal/) Click on "SIGN IN/REGISTER –to register new bidder information and ensure that all (must fill in all mandatory information is completed) OR; - to sign in if already registered; Click on "ADVERTISED TENDERS" to view advertised tenders; Toggle (click to switch) the "Log an Intent" button in order to be able to activate the submission of a bid; Respondents are to submit bid documents by uploading them onto the system against each tender selected. A Bidder can upload 30mb per upload and multiple uploads are permitted. Bidders to note that all pricing must be completed electronic in the eSupplier portal and Annexure D: Pricing and Delivery Schedule must be fully completed. Bidders should ensure that electronic bid submissions are submitted at least a day before the closing date and bidders should not wait for the last hour before the deadline to submit. This is to enable them to timeously address issues which they may encounter due to internet speed, bandwidth or the size of the number of uploads being submitted. Transnet will not be held liable for any challenges experienced by bidders as a result of their own technical challenges. No late submissions will be accepted. Each company must register its own profile using its company details and use the corresponding registered profile to log an intent to bid as well as submitting any bid. Transnet will not accept a bid or will disqualify a bidder who submits a bid in the Transnet e-tender submission through another bidders'/Company's profile. In other words, each bidder must register the intent to bid and submit its bid through its own profile under the same company name that will eventually bid for the tender. No company shall submit a bid on behalf of another company regardless of the company being a subsidiary or holding company. In case of a Joint Venture, any of the parties/companies to the Joint Venture may use its registered profile to submit a bid on behalf of the Joint Venture. A detailed bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net. 							
BIDDING PROCEDURE / TECHNICAL ENQUIRIES MAY BE DIRECTED TO:							
CONTACT PERSON	Pfarelo Netshiongolwe						
TELEPHONE NUMBER	N/A						
FACSIMILE NUMBER	N/A						
E-MAIL ADDRESS	TNPATenderenquiries1@transnet.net						
SUPPLIER INFORMATION: NB – Contact details below will be used to make contact with the tenderer. Return of other contact details anywhere else in the tender document will NOT be used to contact the tenderer.							
NAME OF BIDDER							

Respondent's Signature

Date & Company Stamp

POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
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.			
	TCP PIN		OR CSD NO
SUPPLIER COMPLIANCE STATUS	<input type="checkbox"/> Yes <input type="checkbox"/> No	OR	BBEEE STATUS LEVEL SWORN AFFIDAVIT
If Yes, Who was the Certificate issued by?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED FOR PURPOSES OF COMPLIANCE WITH THE B-BBEE ACT]			
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER QUESTIONNAIRE BELOW]
Signature of the Bidder	Date:
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE BIDDER HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?		<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.			

Respondent's Signature

Date & Company Stamp

PART B TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS	
1.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
1.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
1.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
1.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
1.5	IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
1.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
1.7	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. ONLY FOREIGN SUPPLIERS WITH NO LOCAL REGISTERED ENTITY NEED NOT REGISTER ON THE CSD. THE CSD CAN BE ACCESSED AT HTTPS://SECURE.CSD.GOV.ZA/ .

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**].

DESCRIPTION	Appointment of Service Provider(s) to Provide Offsite Document Storage Facilities and to Render Document Management Services to Transnet National Ports Authority (TNPA) for a Period of Five (5) Years [the Services].
TENDER ADVERT	All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.
RFP DOWNLOADING	<p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> • Click on "Tender Opportunities"; • Select "Advertised Tenders"; • In the "Department" box, select Transnet SOC Ltd. <p>Once the tender has been 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 Portal at (https://esupplierportal.transnet.net/portal/)</p>
COMMUNICATION	<p>Transnet will publish the outcome of this RFP on the National Treasury e-tender portal and Transnet website within 10 days after the award has been finalised. All unsuccessful bidders have a right to request for reasons for their bid not being successful. This requested must be directed to the contact person stated in the SBD 1 form.</p> <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>
BRIEFING SESSION	<p>Yes. Non-compulsory</p> <p>Refer to paragraph 2 for details.</p>
CLOSING DATE	<p>17 June 2026 at 12:00</p> <p>Bidders must ensure that bids are uploaded timeously onto the system. Generally, if a bid is late, it will not be accepted for consideration.</p> <p>Respondents are to submit bid documents by uploading them onto the Transnet eSupplier website/Portal against each tender selected.</p>
VALIDITY PERIOD	<p>180 Business Days from Closing Date</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</p>

Respondent's Signature

Date & Company Stamp

	<p>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>Should a bidder fail to respond to a request for extension of the validity period before it expires, that bidder will be excluded from tender process.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 10.12</p>
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Any additional information or clarification will be published on the e-Tender portal and Transnet website, if necessary.

2 FORMAL BRIEFING

A non-compulsory RFP briefing will be conducted virtually via Microsoft Teams on **29 May 2026 at 10:00** for a period of ± 1 and a half hours. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents joining the meeting late. Bidders must use the meeting link below to join the meeting:

<p>https://teams.microsoft.com/meet/369923603242670?p=Y02oXXz1NpVBixMqe3</p> <p>Meeting ID: 369 923 603 242 670 Passcode: 5Uc9Cp2T</p>	<p>Dial in by phone +27 21 835 5059,,377756129# South Africa, Cape Town Find a local number Phone conference ID: 377 756 129#</p>	<p>Join on a video conferencing device Tenant key: teams@transnet.onpexip.com Video ID: 125 489 072 5 More info</p>
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2.1 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.

3 PROPOSAL SUBMISSION

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

- a) The Transnet Digital Procurement System (TDPS) Supplier Submission Portal can be accessed as follows:
- b) Log on to the Transnet eSupplier website/Portal (<https://esupplierportal.transnet.net/portal/>)
- c) Click on "SIGN IN/REGISTER – to register new bidder information and ensure that all mandatory information is completed) OR:
To sign in if already registered.
- d) Click on "ADVERTISED TENDERS" to view advertised tenders.
- e) Toggle (click to switch) the "Log an Intent" button in order to be able to activate the submission of a bid.
- f) Respondents are to submit bid documents by uploading them onto the Transnet system against each tender selected. **A Bidder can upload 30mb per upload and multiple uploads are permitted.**
- g) **Bidders to note that all pricing must be completed electronic in the eSupplier portal and Annexure D: Pricing and Delivery Schedule must be fully completed.**

- h) Bidders should ensure that electronic bid submissions are submitted at least a day before the closing date and bidders should not wait for the last hour before the deadline to submit. This is to enable them to timeously address issues which they may encounter due to internet speed, bandwidth or the size of the number of uploads being submitted. Transnet will not be held liable for any challenges experienced by bidders as a result of their own technical challenges.
- i) No late submissions will be accepted.
- j) Each company must register its own profile using its company details and use the corresponding registered profile to log an intent to bid as well as submitting any bid.
- k) Transnet will not accept a bid or will disqualify a bidder who submits a bid in the Transnet e-tender submission through another bidders'/Company's profile. In other words, each bidder must register the intent to bid and submit its bid through its own profile under the same company name that will eventually bid for the tender. No company shall submit a bid on behalf of another company regardless of the company being a subsidiary or holding company.
- l) In case of a Joint Venture, any of the parties/companies to the Joint Venture may use its registered profile to submit a bid on behalf of the Joint Venture.
- m) Only alphabetical and/ or numerical characters may be used in filenames. Use of any other characters in the filenames of uploaded documents may result in the document being corrupted, for which Transnet takes no responsibility.
- n) In accordance with Section 217 of the Constitution, the Preferential Procurement Policy Framework Act (PPPFA), the Preferential Procurement Regulations, the Public Finance Management Act (PFMA), and applicable National Treasury Instructions, each bidder is strictly permitted to submit only one proposal or offer per bid invitation, unless expressly stated otherwise in the bid documents.
- o) A detailed bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net. under help guide tab.

4 RFP INSTRUCTIONS

- 4.1 Please sign documents [sign, stamp and date the bottom of each page] before uploading them on the system. The person or persons signing the submission must be legally authorised by the respondent to do so.
- 4.2 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 4.3 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 4.4 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 11 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.
- 4.5 Bidders must not submit information relating to 3rd parties as part of their bid submission unless there is an agreement between the bidder and the 3rd party for the bidder to submit such information, or the bidders have formed a JV/Consortium or the information is relating to a subcontractor. In such instances a JV/Consortium/Subcontracting agreement must be submitted with the bid.

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.

Respondents are to note that for the purpose of Evaluation, a JV will be evaluated based on one consolidated B-BBEE score card (a consolidated B-BBEE Status Level verification certificate) Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 4.1 of the specific goals Claim Form.

6 COMMUNICATION (CLARIFICATIONS AND COMPLAINTS)

- 6.1 For specific clarification relating to this RFP, an RFP Clarification Request Form should be submitted to [**Pfarelo Netshiongolwe**] before **16:00 on 11 June 2026**, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 6.2 Specific complaints relating to this RFP before or after the closing date should be formally submitted by emailing to groupscmcomplaints@transnet.net. Once the complaint has been submitted, the Transnet SCM Complaints office will acknowledge your complaint and send you a complaint form for completion.
- 6.3 After the closing date of the RFP, a Respondent may only communicate with the name of delegated individual (Pfarelo Netshiongolwe), at TNPAtenderenquiries1@transnet.net on any matter relating to its RFP Proposal.
- 6.4 Respondents are to note that changes to its submission will not be considered after the closing date.
- 6.5 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.
- 6.6 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.
- 6.7 Transnet will publish the outcome of this RFP in the National Treasury e-tender portal and Transnet website with 10 days after the award has been finalised. Respondents are required to check the National Treasury e-tender Portal and Transnet website for the results of the tender process. All unsuccessful bidders have a right to request Transnet to furnish reasons for their bid not being successful. This request must be directed to the contact person stated in the SBD 1 form.

7 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.

8 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.

9 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.

10 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:

- 10.1 modify the RFP's Services;
- 10.2 award a contract in connection with this Proposal at any time after the RFP's closing date;
- 10.3 award a contract for only a portion of the proposed Services which are reflected in the scope of this RFP;
- 10.4 split the award of the contract between more than one Service provider, as may be explicitly articulated in the conditions or objective criteria to this RFP;
- 10.5 cancel the bid process;
- 10.6 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;
- 10.7 request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 10.8 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;
- 10.9 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;
- 10.10 to award the business to the next ranked bidder, provided that he/she is still prepared to provide the required Goods 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 outcome of the tender has been published the outcome of the bid process on the National Treasury e-tender Portal and Transnet website. Bidders may therefore be requested to advise whether they would still be prepared to provide the required Goods at their quoted price.

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.

11 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.

12 SECURITY CLEARANCE

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

TRANSNET URGES ITS CLIENTS, SUPPLIERS AND THE GENERAL PUBLIC TO REPORT ANY FRAUD OR CORRUPTION TO**TIP-OFFS ANONYMOUS:**

The following whistle blowing channels are available to report incidents:

Toll Free No: 0800 003 056

Email Address: Transnet.Reportit@outlook.com

SMS: 063 786 7403

Please Call me number: *120*0637867403

A dedicated Website: <https://whistleblowersoftware.com/secure/Transnet>

SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1 BACKGROUND

Transnet National Ports Authority (TNPA) manages large volume of physical records and documents across the four (4) regions and there is a need to decongest, transfer and clean up records which have reached their respective life span, retain records with the aim of creating spaces in the offices by sending them to offsite storage. Records management plays a crucial role in ensuring that the organization complies with the National Archives and Records Service Act (Act No. 43 of 1996) and any other relevant and applicable legislation when it comes to archiving and disposing of vital records.

2 EXECUTIVE OVERVIEW

Whereas Transnet is seeking partner(s) to provide offsite document storage facilities and to render document management services, it also seeks to improve its current processes for providing these Services to its end user community.

The selected Service provider(s) must share in the mission and business objectives of Transnet. These mutual goals will be met by meeting contractual requirements and new challenges in an environment of teamwork, joint participation, flexibility, innovation and open communications. In this spirit of partnership, Transnet and its Service provider(s) will study the current ways they do business to enhance current practices and support processes and systems. Such a partnership will allow Transnet to reach higher levels of quality, service and profitability.

Specifically, Transnet seeks to benefit from this partnership in the following ways:

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

3 SCOPE OF REQUIREMENTS

3.1. Transnet National Ports Authority (TNPA) seeks to appoint service provider(s) for the provision of offsite document storage facilities and to render document management services for a period of five (5) years. The services are required in the following four (4) regions namely:

3.1.1. Central Region

- 3.1.1.1. Port of East London
- 3.1.1.2. Port of Port Elizabeth
- 3.1.1.3. Port of Ngqura
- 3.1.1.4. Head Office (Located at Port of Ngqura)

3.1.2. Western Region

- 3.1.2.1. Port of Mossel Bay
- 3.1.2.2. Port of Cape Town
- 3.1.2.3. Port of Saldanha
- 3.1.2.4. Lighthouses and Navigational Service

3.1.3. Eastern Region

- 3.1.3.1. Port of Durban
- 3.1.3.2. Port of Richards Bay
- 3.1.3.3. Dredging Services
- 3.1.3.4. Lighthouses and Navigational Service

3.1.4. Gauteng Region

- 3.1.4.1. Johannesburg Satellite Office

3.2. TNPA will appoint only **one** service provider for **each** region with an option of a standby bidder for each region. Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions. Service providers must also indicate the region they are bidding for, by completing **Annexure A**: Template for indicating the region the service provider is bidding for.

3.3. Services

The service provider(s) will be required to provide the following services:

- 3.3.1. Provision of offsite storage facilities;
- 3.3.2. Document management services;
- 3.3.3. Collection and packaging services;

- 3.3.4. Provision of archiving services;
- 3.3.5. Records destruction services;
- 3.3.6. Provision of lockable wooden boxes for wastepaper;
- 3.3.7. Provision of records system access and training;
- 3.3.8. Provision back-up services;
- 3.3.9. Withdrawal of records; and
- 3.3.10. Provision of stationery.

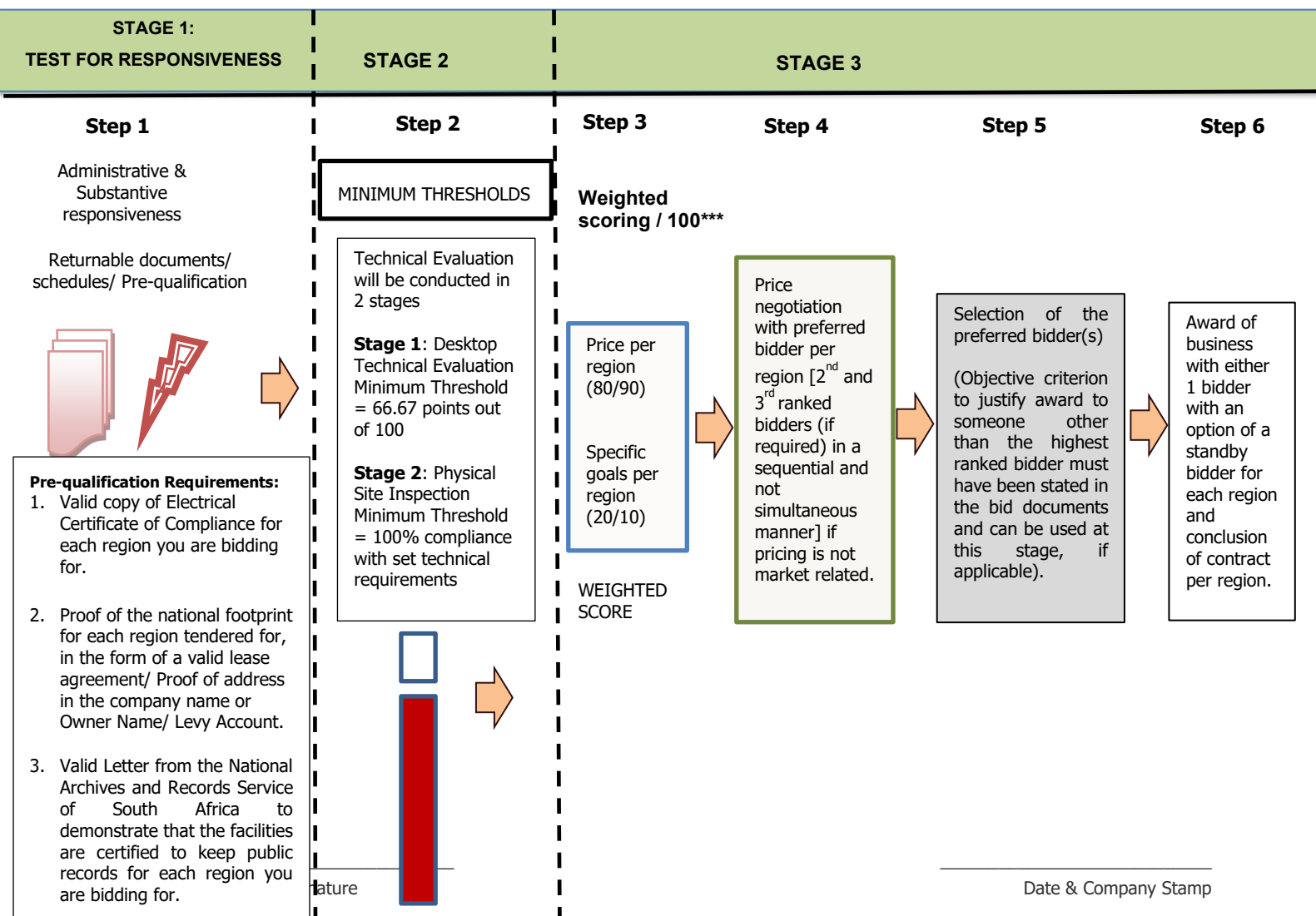
The detailed scope of services is attached hereto as **Annexure B**.

4 GENERAL SERVICE PROVIDER OBLIGATIONS

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

5 EVALUATION METHODOLOGY

Transnet will utilise the following methodology and criteria in selecting preferred Service provider(s):



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

5.1 STEP ONE: Test for Administrative and Substantive Responsiveness

The test for administrative and substantive responsiveness will include the following:

Administrative & Substantive responsiveness check	RFP Reference
<ul style="list-style-type: none"> Whether the Bid has been lodged on time 	<i>Section 1 paragraph 3</i>
<ul style="list-style-type: none"> Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify the validity of all returnable documents 	<i>Section 5</i>
<ul style="list-style-type: none"> Verify if the Bid document has been duly signed by the authorised respondent 	<i>All sections</i>
<ul style="list-style-type: none"> Whether any general and legislation qualification criteria set by Transnet, have been met 	<i>All sections</i>
<ul style="list-style-type: none"> Whether any Technical pre-qualification criteria set by Transnet have been met as follows: <ul style="list-style-type: none"> Valid copy of Electrical Certificate of Compliance for each region you are bidding for. Proof of the national footprint for each region tendered for, in the form of a valid lease agreement/ Proof of address in the company name or Owner Name/ Levy Account. Valid Letter from the National Archives and Records Service of South Africa to demonstrate that the facilities are certified to keep public records for each region you are bidding for. 	<i>Section 5</i>
<ul style="list-style-type: none"> Whether the Bid contains a priced offer 	<i>Section 4 - Quotation Form</i>
<ul style="list-style-type: none"> Whether the Bid materially complies with the scope and/or specification given 	<i>All Sections</i>

The test for administrative and substantive responsiveness [Step One] must be passed for a Respondent's Proposal to progress to Step Two for further evaluation

5.2 STEP TWO: Technical Evaluation Criteria

Technical evaluation will be conducted in two stages.

5.2.1. Stage 1: Desktop Technical Evaluation

The technical evaluation will be conducted out of 100 points. Respondents will be required to achieve a minimum threshold of 66.67 points for Technical Evaluation in order to proceed to the next stage of evaluation (Physical Site Inspection). The desktop technical evaluation criteria is attached as **Annexure C – Desktop Technical Evaluation Criteria**.

5.2.2. Stage 2: Physical Site Inspection Evaluation

Transnet will conduct physical site inspections per region on bidders that have passed desktop technical evaluation.

Respondents will be required to demonstrate full compliance with the physical site inspection requirements cited in **Annexure C1 – Physical Site Inspection Evaluation**. Failure to comply 100% with the physical site inspection requirements will result to disqualification.

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.

For a Respondent's Proposal to progress to Step Three of evaluation, the Respondent will be required to achieve a minimum threshold of 66.67 points for the Desktop Technical Evaluation and meet 100% requirement of the Physical Site Inspection.

5.3 STEP THREE: Evaluation and Final Weighted Scoring

Price and specific goals evaluation will be conducted out of 100 points per region.

a) **Price Criteria** [Weighted score 80 or 90 points]:

Evaluation Criteria	RFP Reference
<ul style="list-style-type: none"> • Commercial offer 	<i>Section 4</i>

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

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ OR } PS = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

P_s = Score for the Bid under consideration

P_t = Price of Bid under consideration

P_{min} = Price of lowest acceptable Bid

- b) **Specific Goals** [Weighted score 20 or 10 points]
- Specific goals preference points claim form
 - Preference points will be awarded to a bidder for attaining the specific goals requirements in accordance with the table indicated in Section 3.1 of the specific goals Claim Form below.

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

Thresholds	Minimum Threshold
Desktop Technical Evaluation (Stage 1)	66.67 points
Physical Site Inspection (Stage 2)	100% compliance with all requirements cited in Annexure C1

Evaluation Criteria	Final Weighted Scores
Price	80 or 90
Specific Goals	20 or 10
TOTAL SCORE:	100

5.5 **STEP FOUR: Price 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).

5.6 **STEP FIVE: 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:

- Skills Transfer and Capacity Building for Transnet;
- Impact on Transnet's Return On Investment;
- Rotation of Suppliers to promote opportunities for other suppliers, by overlooking a supplier that has been awarded business repeatedly overtime in order to benefit other suppliers in the market;
- the bidder is undergoing a process of being restricted by Transnet or other state institution that Transnet may be aware of,

- can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- has the legal capacity to enter into the contract
- is insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act, 2008, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- complies with the legal requirements, if any, stated in the tender data and
- is able, in the option of the employer to perform the contract free of conflicts of interest.

5.7 STEP SIX: Award of business and conclusion of contract per region

- The award will be made to one service provider per region, there is an intention to award to a standby service provider (2nd ranked bidder) per region for circumstances where the 1st ranked bidder (main service provider) after having accepted the award of business or has signed the contract, indicates that they will not be able to render the services or at any time during the execution of the contract, the main service provider is unable to proceed rendering the services.
- Immediately after approval to award the contract has been received, the successful bidder(s) and the standby service provider for each region will be informed of the acceptance of his/their Bid by way of a Letter of Award. Thereafter the final contract will be concluded with the successful Respondent(s).

SECTION 4: PRICING AND DELIVERY SCHEDULE

I/We _____

Acknowledge that an electronic pricing schedule for goods/services will be completed on the Transnet eSupplier portal in line with the scope of services requirements and Annexure D: Pricing and Delivery will be fully completed for each region we are bidding for.

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

Notes to Pricing:

- a) Bidders must also ensure that the pricing schedule and delivery schedule for each region they are bidding for is fully completed as provided in **Annexure D** (I.e., bidders must not make any material changes to the template).
- b) Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions.
- c) The successful service provider(s) will be required to indicate that their prices quoted would be kept firm and fixed for the first year. The contract prices for Year 2 to Year 5 will be revised annually based on actual CPI movement at the anniversary of the contract (start of each contractual Year respectively). The indices published in Statistics SA Publication P0141 will be used to calculate the actual annual escalation of prices.
- d) Bidders must ensure that the pricing is inclusive of all related costs, any costs not specified in the pricing schedule, will not be considered/accepted by Transnet.
- e) 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.
- f) Any disbursement not specifically priced for will not be considered/accepted by Transnet. Travel bookings must be made in line with the Transnet Travel Policy. The overall cost quoted shall be inclusive of all travel and accommodation costs that will be required to complete the scope of services in full. Accommodation and Flights shall be arranged at Government Rates (3 star accommodation) and Economy Class Flights and Basic Car Hire (Group B). Disbursements will be reimbursed at cost price upon presentation of an undisputed invoice. Any disbursement invoiced that is not in line with aforementioned guidelines will not be accepted by Transnet for payment.
- g) Prices must be quoted in South African Rand inclusive of VAT.
- h) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with the pricing schedule (**Annexure D**) and not utilise a different format.

Respondent's Signature

Date & Company Stamp

- i) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.

1. DISCLOSURE OF CONTRACT INFORMATION

PRICES TENDERED

Respondents are to note that, on award of business, Transnet is required to publish the outcome of the RFQ and information of the successful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), as required per National Treasury Instruction Note 09 of 2022/2023.

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.						
Is the Respondent (Complete with a "Yes" or "No")						
A DPIP/FPPO		Closely Related to a DPIP/FPPO		Closely Associated to a DPIP/FPPO		
List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.						
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 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 Services at the prices quoted in the schedule of prices in accordance with the terms set forth in the documents listed in the accompanying schedule of RFP documents.

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

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

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

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

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 supply/provision of Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

Respondent's Signature

Date & Company Stamp

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

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

ADDRESS FOR NOTICES

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

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

Name of Entity:

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF RFP

As soon as possible after approval to award the contract(s), the successful Respondent [**the Service provider**] will be informed of the acceptance of its Proposal. Transnet will also publish the outcome of the tender, including successful and unsuccessful bidders, in the National Treasury e-tender portal. Any unsuccessful bidder has a right to request reasons for the bid not to be successful and Transnet has a duty to provide those reasons on receipt of the request from the bidder.

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	<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>
Returnable Documents Used for Scoring	<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>
Essential Returnable Documents	<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>

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:

MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
Annexure D: Pricing and Delivery Schedule for each region you are bidding for	
Valid copy of Electrical Certificate of Compliance for each region you are bidding for	
Proof of the national footprint for each region tendered for, in the form of a valid lease agreement/ Proof of address in the company name or Owner Name/ Levy Account	
Valid Letter from the National Archives and Records Service of South Africa to demonstrate that the facilities are certified to keep public records for each region you are bidding for	

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:

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
Respondent's valid proof of evidence to claim points for compliance with Specific Goals' requirements as stipulated in Section 9 of this RFP: Valid B-BBEE certificate/ Sworn- Affidavit/ CIPC B-BBEE Certificate. (In case of JV, a consolidate B-BBEE scorecard will be accept as per DTIC guidelines.)	
Respondents' submission of documentary evidence in response to Annexure C , Desktop technical evaluation criteria.	

c) Essential Returnable Documents:

Respondents are further required to submit the following **Essential Returnable Documents** with their RFP and to confirm submission of these documents by so indicating [Yes or No] in the table below:

ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
Section 1: SBD1 Form	
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 10: Protection of Personal Information	
Bidder's Declaration (Form SBD 4)	
Annexure A: Template for indicating the region the service provider is bidding for	
Central Supplier Database (CSD) Report	
SARS Tax Compliance Pin	

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

The successful Respondent will be required to ensure the validity of all returnable documents, 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 _____

Respondent's Signature

Date & Company Stamp

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date & Company Stamp

SECTION 6: RFP DECLARATION CERTIFICATE OF ACQUAINTANCE & BREACH OF LAW FORM WITH RFP

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 attached
3	Transnet's Supplier Integrity Pact
4	Non-disclosure Agreement
5	Scope of Work attached to this RFP

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.

 Respondent's Signature

 Date & Company Stamp

SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM

We hereby certify that:

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

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]

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

BIDDER'S DISCLOSURE (SBD4)

12 PURPOSE OF THE FORM

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

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

13 Bidder's declaration

13.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

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

Full Name	Identity Number	Name of State institution

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

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

13.2.1. If so, furnish particulars:

.....
.....

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

YES/NO

13.3.1. If so, furnish particulars:

.....
.....

14 DECLARATION

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

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

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

14.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

14.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

14.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

14.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

14.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

BREACH OF LAW

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

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

NATURE OF BREACH:

DATE OF BREACH: _____

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

SIGNED at _____ on this ____ day of _____ 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 : SPECIFIC GOALS POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for specific goals Contribution. Transnet will award preference points to companies who provide valid proof of evidence of as per the table below.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF SPECIFIC GOALS, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000.

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 less than or equal to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price;
 - (b) B-BBEE Status Level of Contribution; and
 - (c) Any other specific goal determined in Transnet preferential procurement policy.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80/90
SPECIFIC GOALS B-BBEE Status Level of Contributor 1 or 2 (20 = 6 points/ 10 =4 points) EMEs / QSEs 51% Black owned (20= 14 points/ 10 =6 points)	20/10
Total points for Price and Specific Goals must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of evidence for any of the specific goals together with the bid will be interpreted to mean that preference points 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) **"Ownership"** means 51% black ownership
- (e) **"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;
- (f) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"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);
- (h) **"Functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (i) **"Price"** includes all applicable taxes less all unconditional discounts.
- (j) **"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.
- (k) **"QSE"** means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (l) **"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.
- (m) **"Specific goals"** means targeted advancement areas or categories of persons or groups either previously disadvantaged or falling within the scope of the Reconstruction and Development Programme identified by Transnet to be given preference in allocation of procurement contracts in line with section 2(1) of the PPPFA.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

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

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

Selected Specific Goal	Number of points allocated (20)	Number of points allocated (10)
B-BBEE Status Level of Contributor 1 or 2	06.00	04.00
EMEs / QSEs 51% Black Owned	14.00	06.00
Non-compliant contributor and/or B-BBEE level 3-8 Contributors	00.00	00.00

4. EVIDENCE REQUIRED FOR CLAIMING SPECIFIC GOALS

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

Specific Goals	Acceptable Evidence
B-BBEE Status Level of Contributor 1 or 2	<ul style="list-style-type: none"> - A valid B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate. - In case of JV, a valid consolidated B-BBEE scorecard will be accepted as per DTIC guidelines.
EME or QSE 51% Black Owned	<ul style="list-style-type: none"> - B-BBEE Certificate / Sworn-Affidavit / CIPC B-BBEE Certificate. - In case of JV, a consolidate B-BBEE scorecard will be accepted as per DTIC guidelines.

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

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dtic.gov.za/economic_empowerment/bee_codes.jsp .]
EME³	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.

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

6.1 Specific goals = (maximum of 10 or 20 points)

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

7. SUB-CONTRACTING

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

(Tick applicable box)

YES		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.
- v) (Tick applicable box)

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

vi) Specify, by ticking the appropriate box, if subcontracting with any of the following enterprises:

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Y Partnership/Joint Venture / Consortium
- Y One person business/sole propriety
- Y Close corporation
- Y Company
- Y (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

8.6 COMPANY CLASSIFICATION

- 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 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If a bidder submitted false information regarding its B-BBEE status level of contributor or any other matter required in terms of the Preferential Procurement Regulations, 2022 which will affect or has affected the evaluation of a bid 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.

<p>WITNESSES</p> <p>1.</p> <p>2.</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE:</p> <p>ADDRESS.....</p>

SECTION 10: 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

Respondent's Signature

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:

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

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/infoereg/>, click on contact us, click on complaints.IR@justice.gov.za

ANNEXURE A: TEMPLATE INDICATING THE REGION SELECTION

BIDDER NAME:

RFP REF: TNPA/2026/05/0994/5575/RFP

DESCRIPTION: APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS

1. Bidder’s Selected Region

Tick the Region you are bidding for using X:

Bidders are allowed to bid for more than one region.

LOCATION WHERE SERVICES ARE REQUIRED	BIDDER’S SELECTED PORT REGION
1. Central Region (Port of East London, Port of Port Elizabeth, Port of Ngqura and Head Office (Located at Port of Ngqura))	
2. Western Region (Port of Mossel Bay, Port of Cape Town, Port of Saldanha, Lighthouses and Navigational Service)	
3. Eastern Region (Port of Durban, Port of Richards Bay, Dredging Services, Lighthouses and Navigational Service)	
4. Gauteng Region (Johannesburg Satellite Office)	
TOTAL REGIONS SELECTED	

<p><u>BIDDER SIGNATURE</u></p> <p>Signed at _____ on the _____ day of _____ 2026</p> <p>Signature:</p> <p>Full name:</p> <p>Designation:</p>

SCOPE OF SERVICES

APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS

1. PURPOSE

The purpose of this document is to provide a detailed scope of services for the provision of off-site document storage facilities and document management services to Transnet National Ports Authority (TNPA). The appointed service provider(s) will be responsible for providing suitable offsite storage facilities and document management services in the four (4) regions. Each facility must meet the required standards for security, accessibility and compliance with records management regulations. In addition, the service should have a reliable document management system that allows for accurate tracking, reporting and retrieval of records across all regions.

2. OBJECTIVES

- 2.1. The primary goal of the request for off-site document storage and document management services is to acquire services that will allow TNPA to:
 - 2.1.1. Comply with relevant legislation regarding records management and archives.
 - 2.1.2. Archive vital records and dispose records in line with the authorized disposal authority as outlined by the National Archives of South Africa on Act 43 of 1996.
 - 2.1.3. Decongest and clean-up records with the aim of creating space in the registry and the offices that are congested with records that have reached their life span.

3. SCOPE OF SERVICES

Bidders will be required to provide the following services:

3.1. Offsite Storage Facilities

The storage facilities must comply with the following requirements:

- 3.1.1. Secure, purpose-built offsite storage facilities designed to accommodate physical records and documents in a controlled environment.
- 3.1.2. Secure climate-controlled storage.
- 3.1.3. Access-controlled area.
- 3.1.4. 24/7 closed-circuit television (CCTV) coverage to monitor the movement of people in the storage warehouse.

- 3.1.5. 24/7 guarded security on site with security patrol to prevent unauthorized access to utility areas.
- 3.1.6. 24/7 alarm system in place to monitor the facilities.
- 3.1.7. Fire detection and fire-fighting equipment.
- 3.1.8. A manual fire alarm system must be provided with central station services or other automatic means of notifying the fire department.

3.2. Collection and Packaging Services

The successful service provider(s) will be responsible for the following:

- 3.2.1. Sorting, packaging and collection of records and documents from TNPA offices.
- 3.2.2. Provide suitable boxes, labels and packaging materials to ensure safety of all packed records.
- 3.2.3. Supply and deliver stationery to TNPA's regions as per section 3.13. below.

3.3. Archiving Services

- 3.3.1. Provide archival services to safeguard TNPA records for short-term and long-term use.
- 3.3.2. Monitor and maintain TNPA's records at the service provider's offsite storage facilities.
- 3.3.3. Provide digitization support, bulk scanning of records to be saved electronically to the TNPA Portal such as SharePoint (e.g. Scanning of maps and drawings).

3.4. Records Destruction Services

- 3.4.1. Decongest records as and when required.
- 3.4.2. Provide an inventory list of disposed records and issue the disposal certificate/s to TNPA in line with the National Archives and Records Service of South Africa Act (Act No. 43 of 1996).
- 3.4.3. Provide offsite and onsite shredding of records as and when required.
- 3.4.4. Provide monthly inventory reports, report of records due for disposal, report of storage destruction list, and any reports that the system of the service provider may generate.

3.5. Provision of Lockable Wooden Boxes for Wastepaper

- 3.5.1. Supply strong, durable wooden boxes for the secure storage of wastepaper.
- 3.5.2. Ensure all boxes are fitted with lockable lids to prevent unauthorized access to sensitive information.
- 3.5.3. Boxes must be placed at the designated areas as agreed between TNPA and the service provider(s).
- 3.5.4. Boxes must be clearly labeled so that they are used for correct purposes.
- 3.5.5. Collect wastepaper from the lockable boxes as and when required. The collection schedule needs to be flexible to accommodate urgent requests that may arise.
- 3.5.6. Keep accurate records of all collections including dates when the wastepaper was collected.
- 3.5.7. Provide proof of certificates for secure disposal of documents.

3.6. System Access and Training

The successful service provider(s) will be required to:

- 3.6.1. Provide access to TNPA data or inventory list saved on the system.
- 3.6.2. TNPA registry personnel must be able to retrieve records from the service providers system.
- 3.6.3. TNPA registry personnel must be able to capture data directly into the service provider system.
- 3.6.4. Generate reports for all TNPA records that are:
 - 3.6.4.1. Archived and stored offsite.
 - 3.6.4.2. Due for disposal.
 - 3.6.4.3. Requested and returned records.
- 3.6.5. Provide training to 20 TNPA personnel on how to use the system, including capturing data, tracking records and generating reports. The

service provider will be required to provide refresher training as and when required depending on the changes to the system. The training should be planned and coordinated by the service providers at their premises. The training cost must be inclusive of all administration costs. The estimated number of individuals to be trained per region is as follows:

- a. Eastern Region (5)
- b. Western Region (5)
- c. Central Region (5)
- d. Gauteng Region (5)

3.7. Back-up Service

The successful service provider(s) will be required to provide back-up services for digitized electronic records (back-up tapes), this will include but not limited to:

- 3.7.1. Permanent Withdrawal - Per Canister
- 3.7.2. Permanent Withdrawal - Per Data Storage Bag
- 3.7.3. Permanent Withdrawal - Per Tape
- 3.7.4. After Hours Call Out
- 3.7.5. Collection and Delivery of Back-up Tapes (Daily Rotation)
- 3.7.6. Collection and Delivery of Back-up Tapes (Weekly Rotation)
- 3.7.7. Collection and Delivery of Back-up Tapes (Bi-Weekly Rotation)
- 3.7.8. Collection and Delivery of Back-up Tapes (Monthly Rotation)
- 3.7.9. Collection and Delivery of Back-up Tapes (Annual Rotation)
- 3.7.10. Special Rotation (unscheduled collection and delivery of back-up tapes)
- 3.7.11. Data Capture (Per Line)
- 3.7.12. Index Report
- 3.7.13. Canister Label
- 3.7.14. Unscheduled Delivery (Normal Working Hours)

3.8. Records Retrieval Turnaround Times

The bidder must adhere to the defined turnaround times of records retrieval from off-site storage and the system:

- 3.8.1. Physical delivery express services within 4 hours.
- 3.8.2. Image scanning and email services within 4 to 6 hours.
- 3.8.3. Normal physical delivery within 24 hours.

3.9. Withdrawal of Records

- 3.9.1. Withdrawal of records from the current service provider in the various offsite storage facilities in specific regions to the new service provider’s storage facilities over a period of five (5) years.
- 3.9.2. Import the inventory list and/or index list from the previous service provider.
- 3.9.3. The estimated quantity of boxes to be withdrawn and transferred from current offsite storage facilities in specific regions to the new service provider’s storage facilities are as follows:

Region	Estimated Number of boxes
Central Region (PE, Ngqura, East London)	4625
Western Region (Cape Town, Mossel Bay, Saldanha)	5189
Eastern (Durban, Richards Bay)	3480
Various Regions	19296

3.10. Regions

- 3.10.1. Bidders are required to clearly indicate the region/s they are bidding for.
- 3.10.2. Bidders are further required to bid for a region where they have footprint.
- 3.10.3. Bidders must provide proof of their facility for each port location, if the bidder does not have a facility for all port locations in the specific region, a roll-out plan of how other ports will be catered for in that region must be provided.
- 3.10.4. TNPA will appoint only one (1) service provider per region.
- 3.10.5. The four (4) regions are as follows:

3.10.5.1. Western Region

- a) Port of Mossel Bay
- b) Port of Cape Town
- c) Port of Saldanha
- d) Lighthouses and Navigational Service

3.10.5.2. Eastern Region

- a) Port of Durban
- b) Port of Richards Bay
- c) Dredging Services
- d) Lighthouses and Navigational Service

3.10.5.3. Central Region

- a) Port of East London
- b) Port of Port Elizabeth
- c) Port of Ngqura
- d) Head Office (Located at Port of Ngqura)

3.10.5.4. Gauteng Region (Johannesburg CBD satellite office)

3.11. Building Requirements

Bidders must provide proof of the following mandatory requirements, and prospective bidders must state if they own the property on which the storage facility is located, or if the property is leased from a third party.

- 3.11.1. Valid copy of Electrical Certificate of Compliance.
- 3.11.2. Proof of the national footprint for each region tendered for, in the form of a valid lease agreement/ Proof of address in the company name or Owner Name/ Levy Account.
- 3.11.3. Valid Letter from the National Archives and Records Service of South Africa to demonstrate that the facilities are certified to keep public records for each region you are bidding for.

NB: The above requirements will be verified with the relevant authorities.

3.12. Occupational Health and Safety

The building must comply with all aspects of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.

- 3.12.1. The building must have sufficient lightning protection.
- 3.12.2. All interior lighting shall conform to relevant sections of SABS 0114-1:1996.
- 3.12.3. All local council by-laws and regulations must be complied with.

3.13. Business Continuity Plan (BCP)

The service provider must attach a detailed report on the Business Continuity Plan for the records stored in the offsite storage facility in case of emergency, load shedding or disaster.

3.14. Stationery Requirements

The successful service provider(s) must use the following type of stationery:

- 3.14.1. Archive box file 417mm x 97mm x 241mm.
- 3.14.2. Archive box 427mm x 330mm x 250mm.
- 3.14.3. Archive box File 810mm x 420mm x 4800mm + Lid.
- 3.14.4. Archive box 427mm x 330mm x 250mm + Lid.
- 3.14.5. Tube (maps) 104 cm.
- 3.14.6. A4 open archive box 318mm x 100mm x 218mm.
- 3.14.7. Backing board 336mm x 250mm.
- 3.14.8. Self-adhesive file clips standard size.
- 3.14.9. Security seals.
- 3.14.10. Standard archive box (with lids) 430mm (L) x 325mm (W) x 250mm (H).
- 3.14.11. Non-standard box (with lids) 430mm (L) x 325mm (W) x 360mm (H).
- 3.14.12. Confidential General medical files, to include Transnet Logo, space for patient name and employee number.

4. OPERATIONAL PERSONNEL REQUIREMENTS

- 4.1 Bidders must provide a resource plan indicating a resource for each region they are bidding for that will be assigned to the TNPA account including their roles and responsibilities.

5. SKILLS TRANSFER

- 5.1 Provide skills transfer physically to 10 TNPA personnel on sorting of records, labelling of files, packaging of files, barcoding of the files and boxes at the TNPA offices.



ANNEXURE C: DESKTOP TECHNICAL EVALUATION CRITERIA

No.	Category	Total Weight	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
	Functionality Evaluation Criteria				3 - The tenderer fully meets requirements =100% of the points 2 - Partially meets requirements= 66.67% of the points 1 - Do not meet requirements = 33.33% of the points 0 -No response from bidder =0% of the points
1	Company Experience	30	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
1.1	Reference Letters	30	The bidder must provide a minimum of three (3) signed reference letters from previous clients where the off-site storage/document management/ records management services was rendered in the past 5 years from the closing date of the RFP. Each reference letter must include the following requirements: 1. Reference letters must be issued in the past 5 years from the closing date of the RFP. 2. Reference letters must be on the client's company letterhead. 3. Client (I.e., Company name) and the client key contact person must be specified on the letter, along with the key contact person's contact details (email address and contact number). 4. The reference letters must be signed and dated by the key contact person. 5. Reference letters must indicate the description of services rendered.	Signed reference letters on the clients company letterhead with the stipulated requirements. NB: TNPA reserves the right to confirm the services with the clients.	3 = 4 or more contactable reference letters from different clients covering all the requirements. 2 = 3 contactable reference letters from different clients, covering all the requirements. 1 = 1 - 2 contactable reference letters from different clients, covering all the requirements. 0 = no reference letters submitted, or reference letters do not comply with the set criteria/ reference letter not contactable
2	Organisational Structure	20	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
2.1	Organisational Structure	20	The bidder must submit: a) An organizational structure indicating a minimum of seven resources (x1 driver,x1 assistant driver, x1 key account manager, x1 supervisor,x2 packers, x2 indexers) indicating the roles/title and responsibilities of each resource.	The organizational structure on a company letterhead.	3 = Provided organisational structure indicating all 8 resources with their roles and responsibilities 2= Provided organisational structure indicating any 7 resources with their roles and responsibilities 1= Provided organisational structure indicating less than 7 resources with their roles and responsibilities 0= No information provided on the organizational structure, organisational structure provided without roles and responsibilities.
3	Execution Plan	30	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
3.1	Project Execution Plan for offsite storage	30	The bidder must provide a project execution plan/process flow, including but not limited to: a) The process flow for the collection of boxes from TNPA various offices and current storage facilities to the new offsite storage facility, including the process of receiving and preparing the boxes at the off-site storage facility (end-to-end process). b) Retrieval process of records and turnaround time from the off-site storage facility to TNPA premises c) How the TNPA Registry Personnel will access the Service Provider's database of TNPA's records. d) How the monthly index reports of files collected from TNPA's premises will be provided.	A detailed execution plan/ process flow with the stipulated requirements.	3 = The bidder has submitted an execution plan/ process flow covering all 4 requirements. 2 = The bidder has submitted an execution plan/ process flow covering 3 requirements. 1 = The bidder has submitted an execution plan/ process flow covering 1-2 requirements. 0 = No Execution Plan/ Process flow and system configuration process submitted, or irrelevant information provided
4	Disposal methodology	20	Requirements	Type of Proof for Evaluation / Detail to be submitted	Scoring Guide
4.1	Disposal methodology	20	The bidder must demonstrate a disposal process that will be utilised to dispose records in line with National Archives of South Africa Act 43 of 1996/ Provincial Archives requirements. The disposal process should include the following requirements: a) Notification to the client of the files due for disposal. b) Request for permission for disposal from the client. c) System and equipment used to dispose of records.	A disposal process that aligns with the National Archives Act. The disposal process should include the following requirements: a) Notification to the client of the files due for disposal. b) Request for permission for disposal from the client. c) System and equipment used to dispose of records.	3= The bidder has provided a disposal process that covers all three (3) requirements 2= The bidder has provided a disposal process that covers two (2) requirements 1= The bidder has provided a disposal process that covers only one (1) requirement 0= No proposed disposal process/ Disposal process not aligned with the NARSSA Act 43 of 1996
#	TOTAL	100			

TECHNICAL THRESHOLD = 66.67 POINTS

**TENDER NO. TNPA/2026/05/0994/5575/RFP
APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT
MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS**

BIDDER NAME:

LOCATION:

Annexure C1: Physical Site Evaluation

Notes:

1. This evaluation criterion will be utilised for each Region/Safelite storage warehouse that the bidder has tendered for.
2. Bidders must ensure preparedness for the physical site evaluation on the date and time indicated by TNPA representatives.
3. Transnet reserves the right to re-evaluate the successful service provider's storage warehouse once every year to ensure continuity of compliance.
4. Only bidders that have demonstrated full compliance (100%) with the criteria in the table below will progress to the next stage of evaluation. **Failure to comply 100% with the criteria will result in disqualification.**

Tick using X

Physical Safety & Security				
1.	Fire-fighting equipment	Yes	No	Comments
1.1	The storage warehouse has a smoke/fire detection, suppression system e.g., sprinkler etc. and firefighting equipment including a manual fire alarm system connected to central station services or other automatic means of notifying the fire department in the event of a fire.			
2.	Alarm System & Secure Access			
2.1	The storage warehouse has an active security alarm system.			
2.2	The storage warehouse has secured access control on entrance/exit with lockable doors/gate.			
3.	Receiving and holding bay			
3.1	The storage warehouse must have a holding bay for receiving and dispatch of files, and facility parking bays			
4.	Alternative Power Source			
4.1	The storage has an alternative power source to avoid disruption in receiving and dispatch during load shedding/ power failure.			
5.	Spare keys/ alternative option to access the storage facility			
5.1	The storage warehouse has a spare key or alternative option to access the storage facility in case of emergency.			
6.	Proof that the vehicles owned/leased to render the services have a tracking system			
6.1	The bidder must demonstrate the tracking system for the vehicles movement.			
7.	Bulk Scanning process for records			
7.1	Demonstrate the end-to-end scanning process including bulk scanning.			
8.	Occupational Health and Safety	Yes	No	Comments
8.1	The building has lightning protection			
8.2	All interior lighting conforms to relevant sections of SABS 0114-1:1996			
9.	Back-up Method			
9.1	The bidder must demonstrate data backup methods that will be utilised to recover data in the event of a fire or other natural disaster. (backup tapes) DBN, Head Office (Port of Ngqura), CPT. The backup methods must include but not limited to: Vault, strong room, storage safe. NB: Bidders to note that back-up tapes are not required for the Gauteng Region.			

EVALUATOR:

Name of Evaluator:	
Signature of Evaluator:	
Date of Evaluation:	

TENDER NUMBER	TNPA/2026/05/0994/5575/RFP
TENDER NAME	APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS
REGION	Eastern Region
CONTRACT PERIOD	Five (5) years
BIDDER (COMPANY NAME)	

Notes:

1. Bidders must fully complete the pricing template for the region(s) they are bidding for (i.e. Eastern Region, Central Region, Western Region, Gauteng Region).
2. Bidders must submit a fully completed pricing template as part of their proposal for each respective region they are bidding for.
3. Bidders must provide rate only for section 1, 2, 3, 4, 5 & 6 and the total prices but be provided for section 7.
4. Bidders must note that the number of individuals to be trained are estimates, the actual numbers will be confirmed with the successful service provider(s).
5. Bidders must not make any changes to the pricing template apart from input of cost per line items. Any changes by the bidders may result in their bid being non-responsive.
6. All prices provided by the bidder must include 15% VAT. The prices must be quoted in South African Rand and must be all inclusive.
7. The Bidders pricing is to remain firm for 180 days from the closing date of this tender. Transnet reserves the right to negotiate with the recommended bidder(s) prior to the award of business.
8. The successful service provider(s) will be required to indicate that their prices quoted would be kept firm and fixed for the first year. The contract prices for Year 2 to Year 5 will be revised annually based on actual CPI movement at the anniversary of the contract (start of each contractual Year respectively). The indices published in Statistics SA Publication P0141 will be used to calculate the actual annual escalation of prices.
9. The successful service providers will be required to adhere to the turnaround times specified on the scope of services for retrieval and delivery of records.
10. Actual volumes of records will be confirmed upon award.
11. All surcharges, fuel levies, toll fees, and environmental fees must be included in listed prices.
12. The last table for summary of total price does not require bidders input, the sheet contains formula that auto-populates section totals.
13. Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions.

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records				
1.1	Provide rental off-site storage facilities for various sized boxes				
1.1.1	Facility Storage rental for standard box	Per Box Per Month	1		Rate Only
1.1.2	Facility Storage rental for non-standard box	Per Box Per Month	1		Rate Only
1.1.3	Rental for Tubes (e.g Map Tubes)	Per Tube Per Month	1		Rate Only
	Total price for Storage Rental				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
2	Collection and Packaging Services				
2.1	Provide collection and packaging services as and when required				
2.1.1	New Box – Collection Fee	Per Box Collected	1		Rate Only
2.1.2	New Box – Identification Label	Per Identification Label	1		Rate Only
2.1.3	New Box – Location Label	Per Location Label	1		Rate Only
2.1.4	New Box – Location Handling Fee	Handling Fee Per Box	1		Rate Only
2.1.5	Data Capture Per Line	Per Index Line	1		Rate Only
2.1.6	Index Sheets - Per Pad	Per Pad	1		Rate Only
2.1.7	Box Label - Per Sheet	Per Sheet	1		Rate Only
2.1.8	File Label - Per Sheet	Per Sheet	1		Rate Only
2.1.9	Pack & Index – Onsite Services (Per Person)	Per Person Per Day	1		Rate Only
2.1.10	Pack & Index – Verification Of Cataloguing & Indexing	Per Box Verified	1		Rate Only
2.1.11	Pack & Index – Cataloguing, Indexing, Packing & Purging	Per Box Processed	1		Rate Only
	Total price for Collection and Packaging Services				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
3	Archival Services				
3.1	Provide archival services as and when required				
3.1.1	Permanent Withdrawal of TNPA records from the current service provider to the new service provider	Per Box Withdrawn	1		Rate Only
3.1.2	Destruction Fee - Per Box	Per Box	1		Rate Only

3.1.3	Destruction / Handling Fee	Per Box Destroyed	1		Rate Only
3.1.4	Destruction Certificate	Per Certificate	1		Rate Only
3.1.5	Destruction Fee per file	Per File	1		Rate Only
3.1.6	Box Handling Fee - In (Per Handling)	Per Handling	1		Rate Only
3.1.7	Box Handling Fee - Out (Per Handling)	Per Handling	1		Rate Only
3.1.8	Search Fees	Per Retrieval Request	1		Rate Only
3.1.9	Fax / Image / Email Fee (Per Page)	Per Page	1		Rate Only
3.1.10	Photocopies / Print Outs	Per Page	1		Rate Only
3.1.11	Index / Destruction Reports	Per Report	1		Rate Only
3.1.12	Express Delivery / Same Day Delivery	Per Delivery	1		Rate Only
3.1.13	Delivery & Collection	Per Scheduled Trip	1		Rate Only
3.1.14	Delivery / Courier Bags	Per Bag	1		Rate Only
3.1.15	Onsite shredding	Per Bin	1		Rate Only
3.1.16	Offsite shredding	Per Bin	1		Rate Only
3.1.17	Shredding bins / Boxes Rental (Wooden Boxes)	Per Box Per Month	1		Rate Only
3.1.18	Scanning of the A4 per page	Per Page	1		Rate Only
3.1.19	Bulk Scanning configuration to TNPA Portal	Per Configuration	1		Rate Only
3.1.20	Scanning of the drawings/ maps per page include capturing the of the description	Per Page	1		Rate Only
Total price of Archival Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
4	Archival Stationery				
4.1	Supply and deliver archival stationery as per the scope of services				
4.1.1	Archive Box File 417mm x 97mm x 241mm	Each	1		Rate Only
4.1.2	Archive Box 427mm x 330mm x 250mm	Each	1		Rate Only
4.1.3	Archive Box File 810mm x 420mm x 4800mm + Lid	Each	1		Rate Only
4.1.4	Archive Box 427mm x 330mm x 250mm + Lid	Each	1		Rate Only
4.1.5	Tube (Maps)	Each	1		Rate Only
4.1.6	A4 Open Archive Box 318mm x 100mm x 218mm	Each	1		Rate Only
4.1.7	Backing Board 336mm x 250mm	Each	1		Rate Only
4.1.8	Confidential General Medical Files	Each	1		Rate Only
4.1.9	Employee Files (A4)	Each	1		Rate Only
4.1.10	Self-Adhesive File Clips Standard size	Each	1		Rate Only
4.1.11	Security Seals	Each	1		Rate Only
4.1.12	Standard Archive Box (with lids)	Each	1		Rate Only
Total price of Archival Stationery					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
5	Data Storage (Backup tapes stationery)				
5.1	Supply and deliver storage stationery as per the scope of services				
5.1.1	Rotation Canister 210mm x 145mm x 145mm	Each	1		Rate Only
5.1.2	Storage Canister 275mm x 340mm x 145mm	Each	1		Rate Only
5.1.3	Storage Canister 525mm x 295mm x 140mm	Each	1		Rate Only
5.1.4	Archive Storage Canister 450mm x 350mm x 255mm	Each	1		Rate Only
5.1.5	Data Storage Bags – Small	Each	1		Rate Only

5.1.6	Data Storage Bags – Large	Each	1		Rate Only
Total price for Data Storage					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
6	Back-up Service				
6.1	Provide back-up services for digitized electronic records (back-up tapes)				
6.1.1	Permanent Withdrawal - Per Canister	Per Canister	1		Rate Only
6.1.2	Permanent Withdrawal - Per Data Storage Bag	Per Data Storage Bag	1		Rate Only
6.1.3	Permanent Withdrawal - Per Tape	Per Tape	1		Rate Only
6.1.4	After Hours Call Out	Per Call Event	1		Rate Only
6.1.5	Collection and Delivery of Back-up Tapes (Daily Rotation)	Collection & Delivery Per Day	1		Rate Only
6.1.6	Collection and Delivery of Back-up Tapes (Weekly Rotation)	Collection & Delivery Per Week	1		Rate Only
6.1.7	Collection and Delivery of Back-up Tapes (Fortnight Rotation)	Collection & Delivery Per Bi-Weekly	1		Rate Only
6.1.8	Collection and Delivery of Back-up Tapes (Monthly Rotation)	Collection & Delivery Per Monthly	1		Rate Only
6.1.9	Collection and Delivery of Back-up Tapes (Annual Rotation)	Collection & Delivery Per Year	1		Rate Only
6.1.10	Special Rotation (unscheduled collection and delivery of back-up tapes: after hours/public holidays)	Unscheduled Collection & Delivery	1		Rate Only
6.1.11	Data Capture (Per Line)	Per Line	1		Rate Only
6.1.12	Index Report	Per Report	1		Rate Only
6.1.13	Canister Label	Per Label	1		Rate Only
6.1.14	Unscheduled Delivery (Normal Working Hours)	Per Delivery	1		Rate Only
Total price Back-up Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
7	System Access and Training				
7.1	Provide system access to TNPA personnel, including training				
7.1.1	Access for Online Retrievals, Reports & Data Capture (5 users)	Per User Per Month	1		
7.1.2	Training on the system (5 People) at service provider's venue	Once-off	1		
Total price for System Access					

Item No.	Summary of Total Price (Section 1 -7)	Total Price Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records	R 0.00
2	Collection and Packaging Services	R 0.00
3	Archival Services	R 0.00
4	Archival Stationery	R 0.00
5	Data Storage (Backup tapes stationery)	R 0.00
6	Back-up Service	R 0.00
7	System Access and Training	R 0.00
Sub-total Price Excl. VAT		R 0.00

Grand Total Summary	Amount
Total Price Excluding VAT	R 0.00
VAT (15%)	R 0.00
Grand Total Price Including VAT	R 0.00

Signed at _____ on the _____ day of _____ 20_____

Signature:

Full name:

Designation:

TENDER NUMBER	TNPA/2026/05/0994/5575/RFP
TENDER NAME	APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS
REGION	Central Region
CONTRACT PERIOD	Five (5) years
BIDDER (COMPANY NAME)	

Notes:

1. Bidders must fully complete the pricing template for the region(s) they are bidding for (i.e. Eastern Region, Central Region, Western Region, Gauteng Region).
2. Bidders must submit a fully completed pricing template as part of their proposal for each respective region they are bidding for.
3. Bidders must provide rate only for section 1, 2, 3, 4, 5 & 6 and the total prices but be provided for section 7.
4. Bidders must note that the number of individuals to be trained are estimates, the actual numbers will be confirmed with the successful service provider(s).
5. Bidders must not make any changes to the pricing template apart from input of cost per line items. Any changes by the bidders may result in their bid being non-responsive.
6. All prices provided by the bidder must include 15% VAT. The prices must be quoted in South African Rand and must be all inclusive.
7. The Bidders pricing is to remain firm for 180 days from the closing date of this tender. Transnet reserves the right to negotiate with the recommended bidder(s) prior to the award of business.
8. The successful service provider(s) will be required to indicate that their prices quoted would be kept firm and fixed for the first year. The contract prices for Year 2 to Year 5 will be revised annually based on actual CPI movement at the anniversary of the contract (start of each contractual Year respectively). The indices published in Statistics SA Publication P0141 will be used to calculate the actual annual escalation of prices.
9. The successful service providers will be required to adhere to the turnaround times specified on the scope of services for retrieval and delivery of records.
10. Actual volumes of records will be confirmed upon award.
11. All surcharges, fuel levies, toll fees, and environmental fees must be included in listed prices.
12. The last table for summary of total price does not require bidders input, the sheet contains formula that auto-populates section totals.
13. Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions.

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records				
1.1	Provide rental off-site storage facilities for various sized boxes				
1.1.1	Facility Storage rental for standard box	Per Box Per Month	1		Rate Only
1.1.2	Facility Storage rental for non-standard box	Per Box Per Month	1		Rate Only
1.1.3	Rental for Tubes (e.g Map Tubes)	Per Tube Per Month	1		Rate Only
	Total price for Storage Rental				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
2	Collection and Packaging Services				
2.1	Provide collection and packaging services as and when required				
2.1.1	New Box – Collection Fee	Per Box Collected	1		Rate Only
2.1.2	New Box – Identification Label	Per Identification Label	1		Rate Only
2.1.3	New Box – Location Label	Per Location Label	1		Rate Only
2.1.4	New Box – Location Handling Fee	Handling Fee Per Box	1		Rate Only
2.1.5	Data Capture Per Line	Per Index Line	1		Rate Only
2.1.6	Index Sheets - Per Pad	Per Pad	1		Rate Only
2.1.7	Box Label - Per Sheet	Per Sheet	1		Rate Only
2.1.8	File Label - Per Sheet	Per Sheet	1		Rate Only
2.1.9	Pack & Index – Onsite Services (Per Person)	Per Person Per Day	1		Rate Only
2.1.10	Pack & Index – Verification Of Cataloguing & Indexing	Per Box Verified	1		Rate Only
2.1.11	Pack & Index – Cataloguing, Indexing, Packing & Purging	Per Box Processed	1		Rate Only
	Total price for Collection and Packaging Services				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
3	Archival Services				
3.1	Provide archival services as and when required				

3.1.1	Permanent Withdrawal of TNPA records from the current service provider to the new service provider	Per Box Withdrawn	1		Rate Only
3.1.2	Destruction Fee - Per Box	Per Box	1		Rate Only
3.1.3	Destruction / Handling Fee	Per Box Destroyed	1		Rate Only
3.1.4	Destruction Certificate	Per Certificate	1		Rate Only
3.1.5	Destruction Fee per file	Per File	1		Rate Only
3.1.6	Box Handling Fee - In (Per Handling)	Per Handling	1		Rate Only
3.1.7	Box Handling Fee - Out (Per Handling)	Per Handling	1		Rate Only
3.1.8	Search Fees	Per Retrieval Request	1		Rate Only
3.1.9	Fax / Image / Email Fee (Per Page)	Per Page	1		Rate Only
3.1.10	Photocopies / Print Outs	Per Page	1		Rate Only
3.1.11	Index / Destruction Reports	Per Report	1		Rate Only
3.1.12	Express Delivery / Same Day Delivery	Per Delivery	1		Rate Only
3.1.13	Delivery & Collection	Per Scheduled Trip	1		Rate Only
3.1.14	Delivery / Courier Bags	Per Bag	1		Rate Only
3.1.15	Onsite shredding	Per Bin	1		Rate Only
3.1.16	Offsite shredding	Per Bin	1		Rate Only
3.1.17	Shredding bins / Boxes Rental (Wooden Boxes)	Per Box Per Month	1		Rate Only
3.1.18	Scanning of the A4 per page	Per Page	1		Rate Only
3.1.19	Bulk Scanning configuration to TNPA Portal	Per Configuration	1		Rate Only
3.1.20	Scanning of the drawings/ maps per page include capturing the of the description	Per Page	1		Rate Only
Total price of Archival Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
4	Archival Stationery				
4.1	Supply and deliver archival stationery as per the scope of services				
4.1.1	Archive Box File 417mm x 97mm x 241mm	Each	1		Rate Only
4.1.2	Archive Box 427mm x 330mm x 250mm	Each	1		Rate Only
4.1.3	Archive Box File 810mm x 420mm x 4800mm + Lid	Each	1		Rate Only
4.1.4	Archive Box 427mm x 330mm x 250mm + Lid	Each	1		Rate Only
4.1.5	Tube (Maps)	Each	1		Rate Only
4.1.6	A4 Open Archive Box 318mm x 100mm x 218mm	Each	1		Rate Only
4.1.7	Backing Board 336mm x 250mm	Each	1		Rate Only
4.1.8	Confidential General Medical Files	Each	1		Rate Only
4.1.9	Employee Files (A4)	Each	1		Rate Only
4.1.10	Self-Adhesive File Clips Standard size	Each	1		Rate Only
4.1.11	Security Seals	Each	1		Rate Only
4.1.12	Standard Archive Box (with lids)	Each	1		Rate Only
Total price of Archival Stationery					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
5	Data Storage (Backup tapes stationery)				
5.1	Supply and deliver storage stationery as per the scope of services				

5.1.1	Rotation Canister 210mm x 145mm x 145mm	Each	1		Rate Only
5.1.2	Storage Canister 275mm x 340mm x 145mm	Each	1		Rate Only
5.1.3	Storage Canister 525mm x 295mm x 140mm	Each	1		Rate Only
5.1.4	Archive Storage Canister 450mm x 350mm x 255mm	Each	1		Rate Only
5.1.5	Data Storage Bags – Small	Each	1		Rate Only
5.1.6	Data Storage Bags – Large	Each	1		Rate Only
Total price for Data Storage					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
6	Back-up Service				
6.1	Provide back-up services for digitized electronic records (back-up tapes)				
6.1.1	Permanent Withdrawal - Per Canister	Per Canister	1		Rate Only
6.1.2	Permanent Withdrawal - Per Data Storage Bag	Per Data Storage Bag	1		Rate Only
6.1.3	Permanent Withdrawal - Per Tape	Per Tape	1		Rate Only
6.1.4	After Hours Call Out	Per Call Event	1		Rate Only
6.1.5	Collection and Delivery of Back-up Tapes (Daily Rotation)	Collection & Delivery Per Day	1		Rate Only
6.1.6	Collection and Delivery of Back-up Tapes (Weekly Rotation)	Collection & Delivery Per Week	1		Rate Only
6.1.7	Collection and Delivery of Back-up Tapes (Fortnight Rotation)	Collection & Delivery Per Bi-Weekly	1		Rate Only
6.1.8	Collection and Delivery of Back-up Tapes (Monthly Rotation)	Collection & Delivery Per Monthly	1		Rate Only
6.1.9	Collection and Delivery of Back-up Tapes (Annual Rotation)	Collection & Delivery Per Year	1		Rate Only
6.1.10	Special Rotation (unscheduled collection and delivery of back-up tapes: after hours/public holidays)	Unscheduled Collection & Delivery	1		Rate Only
6.1.11	Data Capture (Per Line)	Per Line	1		Rate Only
6.1.12	Index Report	Per Report	1		Rate Only
6.1.13	Canister Label	Per Label	1		Rate Only
6.1.14	Unscheduled Delivery (Normal Working Hours)	Per Delivery	1		Rate Only
Total price Back-up Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
7	System Access and Training				
7.1	Provide system access to TNPA personnel, including training				
7.1.1	Access for Online Retrievals, Reports & Data Capture (5 users)	Per User Per Month	1		
7.1.2	Training on the system (5 People) at service provider's venue	Once-off	1		
Total price for System Access					

Item No.	Summary of Total Price (Section 1 -7)	Total Price Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records	R 0.00
2	Collection and Packaging Services	R 0.00
3	Archival Services	R 0.00
4	Archival Stationery	R 0.00
5	Data Storage (Backup tapes stationery)	R 0.00
6	Back-up Service	R 0.00
7	System Access and Training	R 0.00

Sub-total Price Excl. VAT	R 0.00
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Grand Total Summary	Amount
Total Price Excluding VAT	R 0.00
VAT (15%)	R 0.00
Grand Total Price Including VAT	R 0.00

Signed at _____ on the _____ day of _____ 20_____

Signature:

Full name:

Designation:

TENDER NUMBER	TNPA/2026/05/0994/5575/RFP
TENDER NAME	APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS
REGION	Western Region
CONTRACT PERIOD	Five (5) years
BIDDER (COMPANY NAME)	

Notes:

1. Bidders must fully complete the pricing template for the region(s) they are bidding for (i.e. Eastern Region, Central Region, Western Region, Gauteng Region).
2. Bidders must submit a fully completed pricing template as part of their proposal for each respective region they are bidding for.
3. Bidders must provide rate only for section 1, 2, 3, 4, 5 & 6 and the total prices but be provided for section 7.
4. Bidders must note that the number of individuals to be trained are estimates, the actual numbers will be confirmed with the successful service provider(s).
5. Bidders must not make any changes to the pricing template apart from input of cost per line items. Any changes by the bidders may result in their bid being non-responsive.
6. All prices provided by the bidder must include 15% VAT. The prices must be quoted in South African Rand and must be all inclusive.
7. The Bidders pricing is to remain firm for 180 days from the closing date of this tender. Transnet reserves the right to negotiate with the recommended bidder(s) prior to the award of business.
8. The successful service provider(s) will be required to indicate that their prices quoted would be kept firm and fixed for the first year. The contract prices for Year 2 to Year 5 will be revised annually based on actual CPI movement at the anniversary of the contract (start of each contractual Year respectively). The indices published in Statistics SA Publication P0141 will be used to calculate the actual annual escalation of prices.
9. The successful service providers will be required to adhere to the turnaround times specified on the scope of services for retrieval and delivery of records.
10. Actual volumes of records will be confirmed upon award.
11. All surcharges, fuel levies, toll fees, and environmental fees must be included in listed prices.
12. The last table for summary of total price does not require bidders input, the sheet contains formula that auto-populates section totals.
13. Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions.

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records				
1.1	Provide rental off-site storage facilities for various sized boxes				
1.1.1	Facility Storage rental for standard box	Per Box Per Month	1		Rate Only
1.1.2	Facility Storage rental for non-standard box	Per Box Per Month	1		Rate Only
1.1.3	Rental for Tubes (e.g Map Tubes)	Per Tube Per Month	1		Rate Only
	Total price for Storage Rental				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
2	Collection and Packaging Services				
2.1	Provide collection and packaging services as and when required				
2.1.1	New Box – Collection Fee	Per Box Collected	1		Rate Only
2.1.2	New Box – Identification Label	Per Identification Label	1		Rate Only
2.1.3	New Box – Location Label	Per Location Label	1		Rate Only
2.1.4	New Box – Location Handling Fee	Handling Fee Per Box	1		Rate Only
2.1.5	Data Capture Per Line	Per Index Line	1		Rate Only
2.1.6	Index Sheets - Per Pad	Per Pad	1		Rate Only
2.1.7	Box Label - Per Sheet	Per Sheet	1		Rate Only
2.1.8	File Label - Per Sheet	Per Sheet	1		Rate Only
2.1.9	Pack & Index – Onsite Services (Per Person)	Per Person Per Day	1		Rate Only
2.1.10	Pack & Index – Verification Of Cataloguing & Indexing	Per Box Verified	1		Rate Only
2.1.11	Pack & Index – Cataloguing, Indexing, Packing & Purging	Per Box Processed	1		Rate Only
	Total price for Collection and Packaging Services				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
3	Archival Services				
3.1	Provide archival services as and when required				
3.1.1	Permanent Withdrawal of TNPA records from the current service provider to the new service provider	Per Box Withdrawn	1		Rate Only
3.1.2	Destruction Fee - Per Box	Per Box	1		Rate Only

3.1.3	Destruction / Handling Fee	Per Box Destroyed	1		Rate Only
3.1.4	Destruction Certificate	Per Certificate	1		Rate Only
3.1.5	Destruction Fee per file	Per File	1		Rate Only
3.1.6	Box Handling Fee - In (Per Handling)	Per Handling	1		Rate Only
3.1.7	Box Handling Fee - Out (Per Handling)	Per Handling	1		Rate Only
3.1.8	Search Fees	Per Retrieval Request	1		Rate Only
3.1.9	Fax / Image / Email Fee (Per Page)	Per Page	1		Rate Only
3.1.10	Photocopies / Print Outs	Per Page	1		Rate Only
3.1.11	Index / Destruction Reports	Per Report	1		Rate Only
3.1.12	Express Delivery / Same Day Delivery	Per Delivery	1		Rate Only
3.1.13	Delivery & Collection	Per Scheduled Trip	1		Rate Only
3.1.14	Delivery / Courier Bags	Per Bag	1		Rate Only
3.1.15	Onsite shredding	Per Bin	1		Rate Only
3.1.16	Offsite shredding	Per Bin	1		Rate Only
3.1.17	Shredding bins / Boxes Rental (Wooden Boxes)	Per Box Per Month	1		Rate Only
3.1.18	Scanning of the A4 per page	Per Page	1		Rate Only
3.1.19	Bulk Scanning configuration to TNPA Portal	Per Configuration	1		Rate Only
3.1.20	Scanning of the drawings/ maps per page include capturing the of the description	Per Page	1		Rate Only
Total price of Archival Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
4	Archival Stationery				
4.1	Supply and deliver archival stationery as per the scope of services				
4.1.1	Archive Box File 417mm x 97mm x 241mm	Each	1		Rate Only
4.1.2	Archive Box 427mm x 330mm x 250mm	Each	1		Rate Only
4.1.3	Archive Box File 810mm x 420mm x 4800mm + Lid	Each	1		Rate Only
4.1.4	Archive Box 427mm x 330mm x 250mm + Lid	Each	1		Rate Only
4.1.5	Tube (Maps)	Each	1		Rate Only
4.1.6	A4 Open Archive Box 318mm x 100mm x 218mm	Each	1		Rate Only
4.1.7	Backing Board 336mm x 250mm	Each	1		Rate Only
4.1.8	Confidential General Medical Files	Each	1		Rate Only
4.1.9	Employee Files (A4)	Each	1		Rate Only
4.1.10	Self-Adhesive File Clips Standard size	Each	1		Rate Only
4.1.11	Security Seals	Each	1		Rate Only
4.1.12	Standard Archive Box (with lids)	Each	1		Rate Only
Total price of Archival Stationery					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
5	Data Storage (Backup tapes stationery)				
5.1	Supply and deliver storage stationery as per the scope of services				
5.1.1	Rotation Canister 210mm x 145mm x 145mm	Each	1		Rate Only
5.1.2	Storage Canister 275mm x 340mm x 145mm	Each	1		Rate Only
5.1.3	Storage Canister 525mm x 295mm x 140mm	Each	1		Rate Only

5.1.4	Archive Storage Canister 450mm x 350mm x 255mm	Each	1		Rate Only
5.1.5	Data Storage Bags – Small	Each	1		Rate Only
5.1.6	Data Storage Bags – Large	Each	1		Rate Only
Total price for Data Storage					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
6	Back-up Service				
6.1	Provide back-up services for digitized electronic records (back-up tapes)				
6.1.1	Permanent Withdrawal - Per Canister	Per Canister	1		Rate Only
6.1.2	Permanent Withdrawal - Per Data Storage Bag	Per Data Storage Bag	1		Rate Only
6.1.3	Permanent Withdrawal - Per Tape	Per Tape	1		Rate Only
6.1.4	After Hours Call Out	Per Call Event	1		Rate Only
6.1.5	Collection and Delivery of Back-up Tapes (Daily Rotation)	Collection & Delivery Per Day	1		Rate Only
6.1.6	Collection and Delivery of Back-up Tapes (Weekly Rotation)	Collection & Delivery Per Week	1		Rate Only
6.1.7	Collection and Delivery of Back-up Tapes (Fortnight Rotation)	Collection & Delivery Per Bi-Weekly	1		Rate Only
6.1.8	Collection and Delivery of Back-up Tapes (Monthly Rotation)	Collection & Delivery Per Monthly	1		Rate Only
6.1.9	Collection and Delivery of Back-up Tapes (Annual Rotation)	Collection & Delivery Per Year	1		Rate Only
6.1.10	Special Rotation (unscheduled collection and delivery of back-up tapes: after hours/public holidays)	Unscheduled Collection & Delivery	1		Rate Only
6.1.11	Data Capture (Per Line)	Per Line	1		Rate Only
6.1.12	Index Report	Per Report	1		Rate Only
6.1.13	Canister Label	Per Label	1		Rate Only
6.1.14	Unscheduled Delivery (Normal Working Hours)	Per Delivery	1		Rate Only
Total price Back-up Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
7	System Access and Training				
7.1	Provide system access to TNPA personnel, including training				
7.1.1	Access for Online Retrievals, Reports & Data Capture (5 users)	Per User Per Month	1		
7.1.2	Training on the system (5 People) at service provider's venue	Once-off	1		
Total price for System Access					

Item No.	Summary of Total Price (Section 1 -7)	Total Price Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records	R 0.00
2	Collection and Packaging Services	R 0.00
3	Archival Services	R 0.00
4	Archival Stationery	R 0.00
5	Data Storage (Backup tapes stationery)	R 0.00
6	Back-up Service	R 0.00
7	System Access and Training	R 0.00
Sub-total Price Excl. VAT		R 0.00

Grand Total Summary	Amount
Total Price Excluding VAT	R 0.00
VAT (15%)	R 0.00
Grand Total Price Including VAT	R 0.00

Signed at _____ on the _____ day of _____ 20_____

Signature:

Full name:

Designation:

TENDER NUMBER	TNPA/2026/05/0994/5575/RFP
TENDER NAME	APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS
REGION	Gauteng Region
CONTRACT PERIOD	Five (5) years
BIDDER (COMPANY NAME)	

Notes:

1. Bidders must fully complete the pricing template for the region(s) they are bidding for (i.e. Eastern Region, Central Region, Western Region, Gauteng Region).
2. Bidders must submit a fully completed pricing template as part of their proposal for each respective region they are bidding for.
3. Bidders must provide rate only for section 1, 2, 3, 4, 5 & 6 and the total prices but be provided for section 7.
4. Bidders must note that the number of individuals to be trained are estimates, the actual numbers will be confirmed with the successful service provider(s).
5. Bidders must not make any changes to the pricing template apart from input of cost per line items. Any changes by the bidders may result in their bid being non-responsive.
6. All prices provided by the bidder must include 15% VAT. The prices must be quoted in South African Rand and must be all inclusive.
7. The Bidders pricing is to remain firm for 180 days from the closing date of this tender. Transnet reserves the right to negotiate with the recommended bidder(s) prior to the award of business.
8. The successful service provider(s) will be required to indicate that their prices quoted would be kept firm and fixed for the first year. The contract prices for Year 2 to Year 5 will be revised annually based on actual CPI movement at the anniversary of the contract (start of each contractual Year respectively). The indices published in Statistics SA Publication P0141 will be used to calculate the actual annual escalation of prices.
9. The successful service providers will be required to adhere to the turnaround times specified on the scope of services for retrieval and delivery of records.
10. Actual volumes of records will be confirmed upon award.
11. All surcharges, fuel levies, toll fees, and environmental fees must be included in listed prices.
12. The last table for summary of total price does not require bidders input, the sheet contains formula that auto-populates section totals.
13. Service providers may bid for one or more regions, should it happen that one service provider is ranked 1st on price and specific goals for multiple regions, TNPA may appoint the same service provider for multiple regions.

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records				
1.1	Provide rental off-site storage facilities for various sized boxes				
1.1.1	Facility Storage rental for standard box	Per Box Per Month	1		Rate Only
1.1.2	Facility Storage rental for non-standard box	Per Box Per Month	1		Rate Only
1.1.3	Rental for Tubes (e.g Map Tubes)	Per Tube Per Month	1		Rate Only
	Total price for Storage Rental				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
2	Collection and Packaging Services				
2.1	Provide collection and packaging services as and when required				
2.1.1	New Box – Collection Fee	Per Box Collected	1		Rate Only
2.1.2	New Box – Identification Label	Per Identification Label	1		Rate Only
2.1.3	New Box – Location Label	Per Location Label	1		Rate Only
2.1.4	New Box – Location Handling Fee	Handling Fee Per Box	1		Rate Only
2.1.5	Data Capture Per Line	Per Index Line	1		Rate Only
2.1.6	Index Sheets - Per Pad	Per Pad	1		Rate Only
2.1.7	Box Label - Per Sheet	Per Sheet	1		Rate Only
2.1.8	File Label - Per Sheet	Per Sheet	1		Rate Only
2.1.9	Pack & Index – Onsite Services (Per Person)	Per Person Per Day	1		Rate Only
2.1.10	Pack & Index – Verification Of Cataloguing & Indexing	Per Box Verified	1		Rate Only
2.1.11	Pack & Index – Cataloguing, Indexing, Packing & Purging	Per Box Processed	1		Rate Only
	Total price for Collection and Packaging Services				

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
3	Archival Services				
3.1	Provide archival services as and when required				
3.1.1	Permanent Withdrawal of TNPA records from the current service provider to the new service provider	Per Box Withdrawn	1		Rate Only
3.1.2	Destruction Fee - Per Box	Per Box	1		Rate Only

3.1.3	Destruction / Handling Fee	Per Box Destroyed	1		Rate Only
3.1.4	Destruction Certificate	Per Certificate	1		Rate Only
3.1.5	Destruction Fee per file	Per File	1		Rate Only
3.1.6	Box Handling Fee - In (Per Handling)	Per Handling	1		Rate Only
3.1.7	Box Handling Fee - Out (Per Handling)	Per Handling	1		Rate Only
3.1.8	Search Fees	Per Retrieval Request	1		Rate Only
3.1.9	Fax / Image / Email Fee (Per Page)	Per Page	1		Rate Only
3.1.10	Photocopies / Print Outs	Per Page	1		Rate Only
3.1.11	Index / Destruction Reports	Per Report	1		Rate Only
3.1.12	Express Delivery / Same Day Delivery	Per Delivery	1		Rate Only
3.1.13	Delivery & Collection	Per Scheduled Trip	1		Rate Only
3.1.14	Delivery / Courier Bags	Per Bag	1		Rate Only
3.1.15	Onsite shredding	Per Bin	1		Rate Only
3.1.16	Offsite shredding	Per Bin	1		Rate Only
3.1.17	Shredding bins / Boxes Rental (Wooden Boxes)	Per Box Per Month	1		Rate Only
3.1.18	Scanning of the A4 per page	Per Page	1		Rate Only
3.1.19	Bulk Scanning configuration to TNPA Portal	Per Configuration	1		Rate Only
3.1.20	Scanning of the drawings/ maps per page include capturing the of the description	Per Page	1		Rate Only
Total price of Archival Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
4	Archival Stationery				
4.1	Supply and deliver archival stationery as per the scope of services				
4.1.1	Archive Box File 417mm x 97mm x 241mm	Each	1		Rate Only
4.1.2	Archive Box 427mm x 330mm x 250mm	Each	1		Rate Only
4.1.3	Archive Box File 810mm x 420mm x 4800mm + Lid	Each	1		Rate Only
4.1.4	Archive Box 427mm x 330mm x 250mm + Lid	Each	1		Rate Only
4.1.5	Tube (Maps)	Each	1		Rate Only
4.1.6	A4 Open Archive Box 318mm x 100mm x 218mm	Each	1		Rate Only
4.1.7	Backing Board 336mm x 250mm	Each	1		Rate Only
4.1.8	Confidential General Medical Files	Each	1		Rate Only
4.1.9	Employee Files (A4)	Each	1		Rate Only
4.1.10	Self-Adhesive File Clips Standard size	Each	1		Rate Only
4.1.11	Security Seals	Each	1		Rate Only
4.1.12	Standard Archive Box (with lids)	Each	1		Rate Only
Total price of Archival Stationery					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
5	Data Storage (Backup tapes stationery)				
5.1	Supply and deliver storage stationery as per the scope of services				
5.1.1	Rotation Canister 210mm x 145mm x 145mm	Each	1		Rate Only
5.1.2	Storage Canister 275mm x 340mm x 145mm	Each	1		Rate Only
5.1.3	Storage Canister 525mm x 295mm x 140mm	Each	1		Rate Only

5.1.4	Archive Storage Canister 450mm x 350mm x 255mm	Each	1		Rate Only
5.1.5	Data Storage Bags – Small	Each	1		Rate Only
5.1.6	Data Storage Bags – Large	Each	1		Rate Only
Total price for Data Storage					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
6	Back-up Service				
6.1	Provide back-up services for digitized electronic records (back-up tapes)				
6.1.1	Permanent Withdrawal - Per Canister	Per Canister	1		Rate Only
6.1.2	Permanent Withdrawal - Per Data Storage Bag	Per Data Storage Bag	1		Rate Only
6.1.3	Permanent Withdrawal - Per Tape	Per Tape	1		Rate Only
6.1.4	After Hours Call Out	Per Call Event	1		Rate Only
6.1.5	Collection and Delivery of Back-up Tapes (Daily Rotation)	Collection & Delivery Per Day	1		Rate Only
6.1.6	Collection and Delivery of Back-up Tapes (Weekly Rotation)	Collection & Delivery Per Week	1		Rate Only
6.1.7	Collection and Delivery of Back-up Tapes (Fortnight Rotation)	Collection & Delivery Per Bi-Weekly	1		Rate Only
6.1.8	Collection and Delivery of Back-up Tapes (Monthly Rotation)	Collection & Delivery Per Monthly	1		Rate Only
6.1.9	Collection and Delivery of Back-up Tapes (Annual Rotation)	Collection & Delivery Per Year	1		Rate Only
6.1.10	Special Rotation (unscheduled collection and delivery of back-up tapes: after hours/public holidays)	Unscheduled Collection & Delivery	1		Rate Only
6.1.11	Data Capture (Per Line)	Per Line	1		Rate Only
6.1.12	Index Report	Per Report	1		Rate Only
6.1.13	Canister Label	Per Label	1		Rate Only
6.1.14	Unscheduled Delivery (Normal Working Hours)	Per Delivery	1		Rate Only
Total price Back-up Services					

Item No.	Description	Unit	Qty	Rate Excl. VAT	Total Excl. VAT
7	System Access and Training				
7.1	Provide system access to TNPA personnel, including training				
7.1.1	Access for Online Retrievals, Reports & Data Capture (5 users)	Per User Per Month	1		
7.1.2	Training on the system (5 People) at service provider's venue	Once-off	1		
Total price for System Access					

Item No.	Summary of Total Price (Section 1 -7)	Total Price Excl. VAT
1	Off-site Rental Storage Facilities for TNPA Records	R 0.00
2	Collection and Packaging Services	R 0.00
3	Archival Services	R 0.00
4	Archival Stationery	R 0.00
5	Data Storage (Backup tapes stationery)	R 0.00
6	Back-up Service	R 0.00
7	System Access and Training	R 0.00
Sub-total Price Excl. VAT		R 0.00

Grand Total Summary	Amount
Total Price Excluding VAT	R 0.00
VAT (15%)	R 0.00
Grand Total Price Including VAT	R 0.00

Signed at _____ on the _____ day of _____ 20_____

Signature:

Full name:

Designation:



GENERAL BID CONDITIONS

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1 DEFINITIONS

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

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

2 GENERAL

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

3 SUBMITTING OF BID DOCUMENTS

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

4 USE OF BID FORMS

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

5 BID FEES

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

6 VALIDITY PERIOD

6.1 The Respondents must hold their Bid valid for acceptance by Transnet at any time within the requested validity period after the closing date of the bid.

6.2 Respondents may be requested to extend their validity period for a specified additional period. In such instances, Respondents will not be allowed to change any aspect of their Bid, unless they are able to demonstrate that the proposed change/s is as a direct and unavoidable consequence of Transnet's extension of the validity period.

7 SITE VISITS / BRIEFING SESSIONS

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

8 CLARIFICATION BEFORE THE CLOSING DATE

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

9 COMMUNICATION AFTER THE CLOSING DATE

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

10 UNAUTHORISED COMMUNICATION ABOUT BIDS

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

11 RETURNABLE DOCUMENTS

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

12 DEFAULTS BY RESPONDENTS

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

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

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

13 CURRENCY

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

14 PRICES SUBJECT TO CONFIRMATION

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

15 ALTERATIONS MADE BY THE RESPONDENT TO BID PRICES

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

16 EXCHANGE AND REMITTANCE

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

17 ACCEPTANCE OF BID

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

18 NOTICE TO UNSUCCESSFUL RESPONDENTS

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

19 TERMS AND CONDITIONS OF CONTRACT

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

20 CONTRACT DOCUMENTS

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

21 LAW GOVERNING CONTRACT

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

22 IDENTIFICATION

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

23 RESPONDENT'S SAMPLES

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

24 SECURITIES

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

25 PRICE AND DELIVERY BASIS FOR GOODS

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

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

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

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

26 EXPORT LICENCE

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

27 QUALITY OF MATERIAL

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

28 VALUE-ADDED TAX

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

28.2 In respect of foreign Services rendered:

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

29 IMPORTANT NOTICE TO RESPONDENTS REGARDING PAYMENT

29.1 Method of Payment

- a) The attention of the Respondent is directed to the Terms and Conditions of Contract which set out the conditions of payment on which Bid price(s) shall be based.
- b) However, in addition to the foregoing the Respondent is invited to submit offers based on alternative methods of payment and/or financing proposals.
- c) The Respondent is required to give full particulars of the terms that will be applicable to its alternative offer(s) and the financial merits thereof will be evaluated and taken into consideration when the Bid is adjudicated.

- d) The Respondent must, therefore, in the first instance, tender strictly in accordance with clause 29.1 (a) above. Failure to comply with clause 29.1 (a) above may preclude a Bid from further consideration.

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

29.2 Conditional Discount

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

30 CONTRACT QUANTITIES AND DELIVERY REQUIREMENTS

30.1 Contract Quantities

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

30.2 Delivery Period

- a) **Period Contracts and Fixed Quantity Requirements**

It will be a condition of any resulting contract/order that the delivery period embodied therein will be governed by the provisions of the Terms and Conditions of Contract.
- b) **Progress Reports**

The Supplier/Service Provider may be required to submit periodical progress reports with regard to the delivery of the Goods/Services.
- c) **Emergency Demands as and when required**

If, due to unforeseen circumstances, supplies of the Goods/Services covered by the Bid are required at short notice for immediate delivery, the Supplier/Service Provider will be given first right of refusal for such business. If it is unable to meet the desired critical delivery period, Transnet reserves the right to purchase such supplies as may be required to meet the emergency outside the contract if immediate delivery can be offered from any other source.

The *Total or Partial Failure to Perform the Scope of Supply* section in the Terms and Conditions of Contract will not be applicable in these circumstances.

31 PLANS, DRAWINGS, DIAGRAMS, SPECIFICATIONS AND DOCUMENTS

31.1 Copyright

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

31.2 Drawings and specifications

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

31.3 Respondent's drawings

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

31.4 Foreign specifications

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

32 BIDS BY OR ON BEHALF OF FOREIGN RESPONDENTS

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

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

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

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

a) Such Power of Attorney must comply with Rule 63 (Authentication of documents executed outside the Republic for use within the Republic) of the Uniform Rules of Court: Rules

regulating the conduct of the proceedings of the several provincial and local divisions of the Supreme Court of South Africa.

- b) The Power of Attorney must be signed by the principal under the same title as used in the Bid Documents.
- c) If a Power of Attorney held by the South African representative or agent includes matters of a general nature besides provision for the entering into and signing of a contract with Transnet, a certified copy thereof should be furnished.
- d) The Power of Attorney must authorise the South African representative or agent to choose the *domicilium citandi et executandi*.

32.5 If payment is to be made in South Africa, the foreign Supplier/Service Provider [i.e. the principal, or its South African agent or representative], must notify Transnet in writing whether, for payment by electronic funds transfer [EFT]:

- a) funds are to be transferred to the credit of the foreign Supplier/Service Provider's account at a bank in South Africa, in which case the name and branch of such bank shall be furnished; or
- b) funds are to be transferred to the credit of its South African agent or representative, in which case the name and branch of such bank shall be furnished.

32.6 The attention of the Respondent is directed to clause 24 above [Securities] regarding the provision of security for the fulfilment of contracts and orders and the manner and form in which such security is to be furnished.

33 DATABASE OF RESTRICTED SUPPLIERS

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

34 CONFLICT WITH ISSUED RFX DOCUMENT

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

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MASTER SERVICE AGREEMENT

entered into by and between

TRANSNET SOC LTD

(Registration No. 1990/000900/30)

and

.....

**APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE
DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT
MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY
(TNPA) FOR A PERIOD OF FIVE (5) YEARS**

AGREEMENT NUMBER

COMMENCEMENT DATE

EXPIRY DATE

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SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

1 INTRODUCTION

This Agreement is entered into by and between:

Transnet SOC Ltd [Registration Number 1990/000900/30] whose registered address is eMendi Building, N2 Neptune Road, Off Klub Road, Port of Ngqura, Port Elizabeth, 6100, Republic of South Africa, [Transnet]

and

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

NOW THEREFORE, IT IS AGREED:

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

2 DEFINITIONS

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

- 2.1 **AFSA** means the Arbitration Foundation of South Africa;
- 2.2 **Agreement** means this Agreement and its associated schedules and/or annexures and/or appendices, and/or schedules, including the Schedule of Requirements/Work Orders, the technical specifications for the Services and such special conditions as shall apply to this Agreement, together with the General Tender Conditions and any additional provisions in the associated bid documents tendered by the Service Provider [as agreed, in writing, between the Parties], which collectively and exclusively govern the provision of Services and provision of ancillary Services by the Service Provider to Transnet;
- 2.3 **Assignment** refers to the transfer of rights and obligations in a contract from an assigner to an assignee.
- 2.4 **Background Intellectual Property** means all Intellectual Property introduced and required by either Party to give effect to their obligations under this Agreement owned in whole or in part by or licensed to either Party or their affiliates prior to the Commencement Date or developed after the Commencement Date otherwise pursuant to this Agreement;
- 2.5 **Business Day(s)** means Mondays to Fridays between 08:00 and 16:00, excluding public holidays as proclaimed in South Africa;
- 2.6 **Cession** refers to the transfer of only the rights a Service Provider has in terms of a contract from it to a third party.

- 2.7 **Commencement Date** means, notwithstanding the signature date of this Agreement;
- 2.8 **Confidential Information** means any information or other data, whether in written, oral, graphic or in any other form such as in documents, papers, memoranda, correspondence, notebooks, reports, drawings, diagrams, discs, articles, samples, test results, prototypes, designs, plans, formulae, patents, or inventor's certificates, which a Party discloses or provides to the other Party [intentionally or unintentionally, or as a result of one Party permitting the representative of the other Party to visit any of its premises], or which otherwise becomes known to a Party, and which is not in the public domain and includes, without limiting the generality of the term:
- a) information relating to methods of operation, data and plans of the disclosing Party;
 - b) the contents of this Agreement;
 - c) private and personal details of employees or clients of the disclosing Party or any other person where an onus rests on the disclosing Party to maintain the confidentiality of such information;
 - d) any information disclosed by either Party and which is clearly marked as being confidential or secret;
 - e) information relating to the strategic objectives and planning of the disclosing Party relating to its existing and planned future business activities;
 - f) information relating to the past, present and future research and development of the disclosing Party;
 - g) information relating to the business activities, business relationships, products, services, customers, clients and Subcontractors of the disclosing Party where an onus rests on the disclosing Party to maintain the confidentiality of such information;
 - h) information contained in the software and associated material and documentation belonging to the disclosing Party;
 - i) technical and scientific information, Know-How and trade secrets of a disclosing Party including inventions, applications and processes;
 - j) Copyright works;
 - k) commercial, financial and marketing information;
 - l) data concerning architecture, demonstrations, tools and techniques, processes, machinery and equipment of the disclosing Party;
 - m) plans, designs, concepts, drawings, functional and technical requirements and specifications of the disclosing Party;
 - n) information concerning faults or defects in Services, equipment, hardware or software or the incidence of such faults or defects; and
 - o) information concerning the charges, fees and/or costs of the disclosing Party or its authorised Subcontractors, or their methods, practices or service performance levels actually achieved;
- 2.9 **Copyright** means the right in expressions, procedures, methods of operations or mathematical concepts, computer program codes, compilations of data or other material, literary works, musical works, artistic works, sound recordings, broadcasts, program carrying signals, published editions,

photographic works, or cinematographic works of the copyright owner to do or to authorise the doing of certain acts specified in respect of the different categories of works;

- 2.10 **Data** means all data, databases, documents, information, graphics, text or other material in an electronic or tangible medium which the Parties to this Agreement generate, collect, process, store or transmit in relation to their business;
- 2.11 **Designs** mean registered Designs and/or Design applications and will include the monopoly right granted for the protection of an independently created industrial design including designs dictated essentially by technical or functional considerations as well as topographies of integrated circuits and integrated circuits;
- 2.12 **Expiry Date** means the date as per clause 6.1;
- 2.13 **Foreground Intellectual Property** means all Intellectual Property developed by either Party pursuant to this Agreement;
- 2.14 **Service** means offsite document storage and document management services specified in the Schedule of Requirements appended as Schedule 1 hereto;
- 2.15 **Intellectual Property** means Patents, Designs, Know-How, Copyright and Trade Marks and all rights having equivalent or similar effect which may exist anywhere in the world and includes all future additions and improvements to the Intellectual Property;
- 2.16 **Know-How** means all Confidential Information of whatever nature relating to the Intellectual Property and its exploitation as well as all other Confidential Information generally relating to Transnet's field of technology, including technical information, processing or manufacturing techniques, Designs, specifications, formulae, systems, processes, information concerning materials and marketing and business information in general;
- 2.17 **Local content** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.18 **Parties** mean the Parties to this Agreement together with their subsidiaries, divisions, business units, successors-in-title and assigns;
- 2.19 **Party** means either one of these Parties;
- 2.20 **Patents** mean registered Patents and Patent applications, once the latter have proceeded to grant, and includes a right granted for any inventions, products or processes in all fields of technology;
- 2.21 **Permitted Purpose** means any activity or process to be undertaken or supervised by a Staff member of one Party during the term of this Agreement, for which purpose authorised disclosure of the other Party's Confidential Information or Intellectual Property is a prerequisite in order to enable such activity or process to be accomplished;
- 2.22 **Price(s)** means the agreed Price(s) for the **Services** to be rendered from the Service Provider by Transnet, as detailed in the Schedule of Requirements, issued in accordance with this Agreement, as amended by mutual agreement between the Parties and in accordance with the terms and conditions in this Agreement from time to time;
- 2.23 **Purchase Order(s)** means official orders issued by an operating division of Transnet to the **Service Provider** for the provision of Services;
- 2.24 **Staff** means any partner, employee, agent, consultant, independent associate or contractor, Subcontractor and the staff of such Subcontractor, or other authorised representative of either Party;

- 2.25 **Schedule of Requirements** means Schedule 1 hereto including the processes, deliverables, key performance indicators and performance standards relating to the Services to be provided by the Service Provider;
- 2.26 **Subcontract** means any contract or agreement or proposed contract or agreement between the **Service Provider** and any third party whereby that third party agrees to provide to the Service Provider the Services or related Services or any part thereof or material used in the rendering of the Services or any part thereof;
- 2.27 **Subcontractor** means the third party with whom the **Service Provider** enters into a Subcontract;
- 2.28 **Tax Invoice** means the document as required by Section 20 of the VAT Act, as may be amended from time to time;
- 2.29 **Trade Marks** mean registered Trade Marks and Trade Mark applications and include any sign or logo, or combination of signs and/or logos capable of distinguishing the services of one undertaking from those of another undertaking;
- 2.30 **VAT** means Value-Added Tax chargeable in terms of the VAT Act, 89 of 1991, as may be amended from time to time; and
- 2.31 **VAT Act** means the Value Added Tax Act, No 89 of 1991, as may be amended from time to time.

3 INTERPRETATION

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

4 NATURE AND SCOPE

- 4.1 This Agreement is an agreement under the terms and conditions of which the Service Provider will arrange for the provision to Transnet of the Services which meet the requirements and specifications of Transnet, the delivery of which is controlled by means of Purchase Orders to be issued by Transnet and executed by the Service Provider in accordance with this Agreement.
- 4.2 Such Purchase Orders and deliveries to Transnet shall be agreed between the Parties from time to time, subject to the terms of the Schedule of Requirements/Work Order.
- 4.3 Each properly executed Purchase Order forms an inseparable part of this Agreement as if it were fully incorporated into the body of this Agreement.
- 4.4 During the period of this Agreement, both Parties can make written suggestions for amendments to the Schedule of Requirements/Work Orders in accordance with procedures set out in clause 34

[Amendment and Change Control]. A Party will advise the other Party within fourteen(14) Business Days, or such other period as mutually agreed, whether the amendment is acceptable.

- 4.5 Insofar as any term, provision or condition in the Schedule of Requirements/Work Order conflicts with a like term, provision or condition in this Agreement and/or a Purchase Order, the term or provision or condition in this Master Agreement shall prevail, unless such term or provision or condition in this Master Agreement has been specifically revoked or amended by mutual written agreement between the Parties.
- 4.6 Time will be of the essence and the Service Provider will perform its obligations under this Agreement in accordance with the timeframe(s) [if any] set out in the relevant schedule, save that the Supplier will not be liable under this clause if it is unable to meet such obligation within the time required as a direct result of any act or omission by Transnet and it has used its best endeavours to advise Transnet of such act or omission. In the event of such delay, any time deadlines detailed in the relevant schedule shall be extended by a period equal to the period of that delay

5 AUTHORITY OF PARTIES

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

6 DURATION/TERM AND CANCELLATION

- 6.1 Notwithstanding the date of signature hereof, the Commencement Date of this Agreement is and the duration shall be for a [.....] year period, expiring on, unless:
- a) this Agreement is terminated by either Party in accordance with the provisions incorporated herein or in any schedules or annexures appended hereto, or otherwise in accordance with law or equity; or
 - b) this Agreement is extended at Transnet's option for a further period to be agreed by the Parties.
- 6.2 Notwithstanding clause 222 *[Breach and Termination]*, either Party may cancel this Agreement without cause by giving thirty (30) calendar days prior written notice thereof to the other Party, provided that in such instance, this Agreement will nevertheless be applicable in respect of all Purchase Orders which have been placed prior to the date of such cancellation.

7 RISK MANAGEMENT

- 7.1 Where Transnet determines appropriate, within two (2) weeks from the date of contract signature, the Parties are to meet to prepare and maintain a contract Risk Register. The Contract Risk Register shall include a description of the risks and a description of the actions which are to be taken to avoid or reduce these risks which both Parties shall jointly determine.

- 7.2 Contract progress meetings shall be held monthly, or unless otherwise agreed between the Parties in writing. The purposes of these progress meetings shall be to capture the number of late deliverables against agreed milestones, actual costs against payment plans, performance issues or concerns, contract requirements not achieved, the status of previous corrective actions and risk management. Minutes of meetings shall be maintained and signed off between the Parties throughout th[e contract period

8 TRANSNET'S OBLIGATIONS

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

9 GENERAL OBLIGATIONS OF THE SERVICE PROVIDER

- 9.1 The Service Provider shall:
- a) respond promptly to all complaints and enquiries from Transnet;
 - b) inform Transnet immediately of any dispute or complaint arising in relation to the storage or provided services;
 - c) conduct its business in a professional manner which will reflect positively upon the Service Provider and the Service Provider's Services ;
 - d) keep full records clearly indicating all transactions concluded by the Service Provider relating to the provision of services and keep such records for at least five (5) years from the date of each such transaction;
 - e) obtain, and at all times maintain in full force and effect, any and all licences, permits and the like required under applicable laws for the provision of the Services and ancillary Services and the conduct of the business and activities of the Service Provider;
 - f) observe and ensure compliance with all requirements and obligations as set out in the labour and related legislation of South Africa, including the Occupational Health and Safety Act, 85 of 1993, as may be amended from time to time;
 - g) observe and ensure compliance with all requirements and objectives of the Transnet Service Provider Integrity Pact as agreed to in response to the RFP. The general purpose of the Service Provider Integrity Pact is to agree to avoid all forms of dishonesty, fraud and corruption by following a system that is fair, transparent and free from any undue influence prior to, during and subsequent to the currency of the procurement event leading to this Agreement and this Agreement itself;
 - h) comply with all applicable environmental legislation and regulations, demonstrate sound environmental performance and have an environmental management policy which ensures

that its Services or ancillary Services are procured, provided, packaged, rendered and are capable of being used and ultimately disposed of in a way that is environmentally appropriate; and

- i) a) In the event there is a change in the Service Providers 's B-BBEE status, which renders the Service Provider B-BBEE non-compliant, then the Service Provider shall provide a B-BBEE improvement plan which must indicate the plans to improve the B-BBEE status within twelve (12) months from date of submission of the improvement plan.
- j) In the event that the Service Provider's B-BBEE status does not improve within the twelve month period referred to in in paragraph (i) above, then the provisions of clause 22 shall apply.
- k) The service provider is required to transfer skills through provision of training on records management, database access for file retrieval, reports, and data capturing to eight (8) TNPA registry personnel for the first 3 months. The service provider will be required to provide refresher training as and when required depending on the changes to the system.

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

- a) render the Services and ancillary Services (if applicable) and perform all its duties with honesty and integrity;
- b) communicate openly and honestly with Transnet regarding the provision and performance of Services and demonstrate a commitment to effecting the provision and performing ancillary Services timeously, efficiently and at least to the required standards;
- c) endeavour to provide the highest possible standards of service and workmanship, with a reasonable degree of care and diligence;
- d) use its best endeavours and make every diligent effort to meet agreed deadlines;
- e) treat its own Staff, as well as all Transnet's Staff, with fairness and courtesy and respect for their human rights;
- f) practice and promote its own internal policies aimed at prohibiting and preventing unfair discrimination;
- g) treat all enquiries from Transnet in connection with the provision of Services and/or ancillary Services with courtesy and respond to all enquiries promptly and efficiently. Where the Service Provider is unable to comply with the provisions of this clause, the Service Provider will advise Transnet of the delay and the reasons therefor and will keep Transnet informed of progress made regarding the enquiry;
- h) when requested by Transnet, provide clear and accurate information regarding the Service Providers own policies and procedures, excluding Know-How and other Confidential Information, except where a non-disclosure undertaking has been entered into between the Parties;
- i) not allow a conflict of interest to develop between its own interests [or the interests of any of its other customers] and the interests of Transnet;
- j) not accept or offer, nor allow, induce or promote the acceptance or offering of any gratuity, enticement, incentive or gift that could reasonably be regarded as bribery or an attempt to otherwise exert undue influence over the recipient;

- k) not mislead Transnet or its officers, employees and stakeholders, whether by act or omission;
- l) not otherwise act in an unethical manner or do anything which could reasonably be expected to damage or tarnish Transnet's reputation or business image;
- m) immediately report to Transnet any unethical, fraudulent or otherwise unlawful conduct of which it becomes aware in connection with Transnet or the provision of Services or ancillary Services to Transnet;
- n) ensure that at all times, during the currency of this Agreement, it complies with all obligations and commitments in terms of the provisions of the Income Tax Act, No 58 of 1962, the VAT Act or any other tax legislation relating to their liability for Income Tax, VAT, Pay as You Earn or any other tax. The Service Provider shall further ensure Tax Clearance Compliance, for the duration of this Agreement;
- o) not victimise, harass or discriminate against any employee of either Party to this Agreement or any applicant for employment with either Party to this Agreement due to their gender, race, disability, age, religious belief, sexual orientation or part-time status. This provision applies, but is not limited to employment, upgrading, work environment, demotion, transfer, recruitment, recruitment advertising, termination of employment, rates of pay or other forms of compensation and selection for training.
- p) shall ensure that its employees, agents and Subcontractors will not breach any applicable discrimination legislation and any amendments and re-enactments thereof.

10 SUBCONTRACTING

- 10.1 The Service Provider may only enter into a subcontracting arrangement or replace a subcontractor with the approval of Transnet.
- 10.2 If the Service Provider subcontracts a portion of the contract to another person without declaring it to Transnet reserves the right to penalise the Service Provider up to 10% of the value of the contract.
- 10.3 Where the Service Provider seeks to replace a subcontractor Transnet shall be entitled to obtain representations or input from the initial subcontractor who was part of the tender process whose credentials were used in the Service Provider's tender submission. Transnet shall consider input from all parties concerned, in order to take a decision on the proposed replacement of the subcontractor. The subcontracting arrangement or contract remains between the Service Provider (main contractor) and the subcontractor.
- 10.4 Should Transnet approve the Service Provider's subcontracting arrangement, the Service Provider and not the Sub-contractor will at all times be held liable for performance in terms of its contractual obligations.
- 10.5 The Service Provider may not subcontract in such a manner that the the overall value of the contract is reduced to below the stipulated minimum threshold.
- 10.6 The Service Provider may not subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider, unless the contract is subcontracted to an Exempted Micro Enterprise (EME) that has the capability and ability to execute the Subcontract.

11 PAYMENT TO SUB-CONTRACTORS

- 11.1 Transnet reserves the right, in its sole discretion, to make payment directly to the sub-contractor of the Service Provider, subject to the following conditions:
- a) Receipt of an undisputed invoice from the sub-contractor; and
 - b) Receipt of written confirmation from the Service Provider that the amounts claimed by the sub-contractor are correct and that the services for which the sub-contractor has requested payment were rendered to the satisfaction of the Service Provider, against the required standards.
- 11.2 Nothing contained in this clause must be interpreted as bestowing on any sub-contractor a right or legitimate expectation to be paid directly by Transnet. Furthermore, this clause does not bestow any right or legitimate expectation on the Service Provider to demand that Transnet pay its sub-contractor directly. The decision to pay any sub-contractor directly, remains that of Transnet alone.
- 11.3 The Service Provider remains liable for its contractual obligations under the Agreement, including all services rendered by the sub-contractor.
- 11.4 This clause does not establish any contractual relationship between Transnet and any sub-contractor of the Service Provider, whatsoever.

12 B-BBEE AND SOCIO-ECONOMIC OBLIGATIONS

12.1 B-BBEE Scorecard

- a) Transnet fully endorses and supports the Broad-Based Black Economic Empowerment Programme and is strongly of the opinion that all South African business enterprises have an equal obligation to redress the imbalances of the past.
- b) In response to this requirement, the Service Provider shall submit to Transnet's Contract Manager or such other designated person details of its B-BBEE status in terms of the latest Codes of Good Practice issued in terms of the B-BBEE Act and proof thereof at the beginning of March each year during the currency of this Agreement.
- c) The Service Provider undertakes to notify and provide full details to Transnet in the event there is:
 - (i) a change in the Service Provider's B-BBEE status which is less than what it was at the time of its appointment including the impact thereof; and
 - (ii) a corporate or internal restructure or change in control of the Supplier which has or likely to impact negatively on the Service Provider's B-BBEE status.
- d) Notwithstanding any other reporting requirement in terms hereof, the Service Provider undertakes to provide any B-BBEE data (underlying data relating to the Service Provider which has been relied upon or utilized by a verification agency or auditor for the purposes of issuing a verification certificate in respect of the Service Provider B-BBEE status) which Transnet may request on written notice within thirty(30) calendar days of such request. A failure to provide such data shall constitute a Service Provider Default and may be dealt with in accordance with the provisions of clause 224.
- e) In the event there is a change in the Service Provider's B-BBEE status which renders the Service Provider B-BBEE non-compliant, then the Service Provider shall provide a B-BBEE improvement plan which must indicate the plans to improve the B-BBEE status within twelve (12) months from date of submission of the improvement plan.

- f) Should the Service Provider's B-BBEE status not improve within the twelve month period referred to in in paragraph (j) above, then the provisions of clause 22 shall apply.

Green Economy/Carbon Footprint

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

12.2 Reporting

- a) The Service Provider shall monitor, audit, and record in an auditable manner, its own implementation and compliance with its Local Content obligations (if applicable) and provide the Contract Manager with such information as the Contract Manager may reasonably request concerning its Local Content obligations.
- b) The shall, on a monthly basis from the Commencement Date and within seven (7) calendar days of the end of the previous calendar month, provide Transnet with a report (for monitoring purposes only) in respect of each of the undertakings stipulated in this clause.

13 PENALTIES

13.1 Penalties for Non-compliance to Service Levels

Where the Service Provider fails to provide the Services within the agreed and accepted milestone timelines and provided that the cause of the delay was not due to a fault of Transnet, penalties shall be imposed at ten (10) percent of respective purchase order.

13.2 Non-compliance penalties for subcontracting

- a) Breach of subcontracting obligations provides Transnet cause to terminate the contract in certain cases where there is a material Non-compliance.
- b) If the Service Provider fails to achieve its subcontracting commitments as per their bid submission ("a **Non-Compliance**"), the Service Provider shall pay a Non-Compliance penalty ("Non-compliance Penalty") to Transnet in respect of such Non-compliance.
- c) Such penalty shall be calculated based on the difference in value between the committed and delivered subcontracting value (i.e. 100% of the undelivered subcontracting value) plus an additional ten per cent(10%) of such difference.

Non-compliance Penalty Certificate:

- d) If any Non-compliance Penalty arises, the Service Provider Development Manager shall issue a Non-compliance Penalty Certificate Ninety (90) business days before the expiry of the contract indicating the Non-compliance Penalties which have accrued during that period.
- e) A Non-compliance Penalty Certificate shall be prima facie proof of the matters to which it relates. If the Service Provider disputes any of the amounts set out in a Non-compliance Penalty Certificate:
- the dispute shall be resolved in accordance with the provisions of the Agreement; and
 - if pursuant to that referral, it is determined that the Service Provider owes any amount to Transnet pursuant to the Non-compliance Penalty Certificate, then the Service Provider shall pay such amount to Transnet within ten (10) Business Days of the

determination made pursuant to such determination and an accompanying valid Tax Invoice.

Payment of Non-compliance Penalties:

- f) Subject to Clause (e) above, the Service Provider shall pay the Non-compliance Penalty indicated in the Non-compliance Penalty Certificate within ten (10) Business Days of Transnet issuing a valid Tax Invoice to the Service Provider for the amount set out in that certificate. If Transnet does not issue a valid Tax Invoice to the Service Provider for Non-compliance Penalties accrued during any relevant period, those Non-compliance Penalties shall be carried forward to the next period.
- g) The Supplier shall pay the amount due within ten (10) days after receipt of a valid Tax Invoice from Transnet, failing which Transnet shall, without prejudice to any other rights of Transnet under this Agreement, be entitled to call for payment which may be in any form Transnet deems reasonable and/or appropriate.
- h) Should the Service Provider fail to pay any Non Compliance Penalties within the time indicated above (as applicable), Transnet shall be entitled to deduct (set off) the amount not paid by the Service Provider from the account of the Service Provider in the ensuing month.
- i) The Non Compliance Penalties set forth in this Clause are stated exclusive of VAT. Any VAT payable on Non Compliance Penalties will be for the account of the Service Provider.

14 INVOICES AND PAYMENT

- 14.1 Transnet shall pay the Service Provider the amounts stipulated in each Purchase Order/Work Order, subject to the terms and conditions of this Agreement.
- 14.2 Transnet shall pay such amounts to the Service Provider upon receipt of a valid and undisputed Tax Invoice together with the supporting documentation, as specified in the Schedule of Requirements appended hereto, once the valid and undisputed Tax Invoices or such portions of the Tax Invoices which are valid and undisputed become due and payable to the Service for the provision of the services ordered, in terms of clause 14.5 below.
- 14.3 Transnet may, pending an investigation, withhold any payments to the Service Provider, in the case where irregular expenditure has been identified in the particular contract and that there is reasonable suspicion that the Service Provider is involved or was aware that the contract transgressed any legislation.
- 14.4 All Prices set out in this Agreement and the Schedule of Requirements hereto are to be indicated inclusive and exclusive of VAT, which will be payable at the applicable rate in ZAR.
- 14.5 Unless otherwise provided for in the Schedule of Requirements appended to this Agreement, Tax Invoices shall be submitted together with a month-end statement. Payment against such month-end statement shall be made by Transnet within thirty (30) calendar days after date of receipt by Transnet of the Service Provider's statement together with the relevant valid and undisputed Tax Invoice(s) and supporting documentation.
- 14.6 Where the payment of any Tax Invoice, or any part of a Tax Invoice which is not in dispute, is not made in accordance with this clause, the Service Provider shall be entitled to charge interest on the outstanding amount, at The Standard Bank of South Africa's prime rate of interest in force, for the period from the due date of payment until the outstanding amount is paid.

- 14.7 The Service Provider shall remain the owner of all plant, material, machinery, equipment and the like [collectively, **the Service Provider's Services**] provided to Transnet until Transnet has paid in full for the Service Provider's Services, it being specifically agreed that Transnet shall acquire no rights [including liens] of whatsoever nature in such Services Provider's Services until date of final payment by Transnet. Subject to the foregoing, all risk and benefit to the Service Provider's Services shall pass from the Service Provider to Transnet on delivery of the Service Provider's Services by the Service Provider to Transnet.

15 WARRANTIES APPLICABLE TO SERVICES

The Service Provider warrants that:

- 15.1 pursuant to clause **Error! Reference source not found.** [General Obligations of the Service Provider], the Services will be provided in accordance with the specifications appended hereto at Schedule 1, or the Purchaser's specifications, as agreed in writing by both Parties;
- 15.2 the execution and performance of this Agreement by the Service Provider does not infringe any rights of a third party or breach any obligation of the Service Provider to any third party; and
- 15.3 it has taken all reasonable precautions to ensure that, in the event of a disaster, the impact of such disaster on the ability of the Service Provider to comply with its obligations under this Agreement will be reduced to the greatest extent possible, and that the Service Provider shall ensure that it has appropriate, tested and documented recovery arrangements in place.

16 THIRD PARTY INDEMNITY

The Service Provider hereby indemnifies and shall hold Transnet harmless against any direct damages suffered by or claims arising against Transnet in respect of clause 15 above.

17 INSPECTION APPLICABLE TO SERVICES

- 17.1 Transnet reserves the right to arrange for the inspection of all Services forming the subject of any Purchase Order, at any stage before final acceptance and by any means it may think fit, and when such inspection is to be carried out, the relevant Purchase Order(s) shall be endorsed accordingly.
- 17.2 When inspection at the Service Provider's works or warehouse is specified, Transnet's authorised inspector shall have free access to the premises of the Service Provider at all times during working hours on a Business Day; shall have liberty to inspect work which is the subject of the Purchase Order at any stage of rendering, and may reject any Services which are found to be incomplete, defective or in any way not in conformity with the terms and specifications of this Agreement; and the Service Provider shall afford all reasonable facilities for such access and inspection.
- 17.3 The Service Provider shall prepare and provide, without charge to Transnet, samples and specimens in accordance with the terms of this Agreement or Purchase Order, and render all reasonable assistance in making such samples.
- 17.4 Inspection will be arranged by the Staff of Transnet, as indicated in the Purchase Order(s).
- 17.5 When Services are ready for inspection, the Service Provider shall apply promptly to the appropriate authority for instructions regarding such inspection. All applications for inspection shall quote Transnet's Agreement or Purchase Order number. seven (7) Business Days' notice of readiness from the Service Provider shall be given to the authorised inspector appointed by Transnet to carry out such inspection.

- 17.6 Transnet shall have the right to recover from the Service Provider the cost of inspection of any Services that have been rejected by its authorised inspector in terms of this clause 17.

18 PRICE ADJUSTMENTS

- 18.1. Prices for Services provided in terms of this Agreement shall be subject to review based on the Consumer Price Index (CPI) as published by Statistics South Africa from year 2,3,4 and 5 on the anniversary of the contract.
- 18.2. Transnet shall not be liable to pay the Service Provider any amount that is not provided for in terms of this Agreement, particularly the Pricing Schedule.
- 18.3. Should Transnet and the Service Provider fail to reach an agreement on the price adjustment, either Party shall be entitled to submit this matter for dispute resolution in accordance with the provisions of this Agreement.

19 TOTAL OR PARTIAL FAILURE TO PERFORM

- 19.1 In the case of Services to be specially rendered for it, if Transnet at any time ascertains that:
- a) no rendering of the Services specified in a Purchase Order has commenced and there is little or no prospect, in Transnet's opinion, that provisioning will commence within a reasonable time; or
 - b) provision of any of the Services is being or is likely to be delayed beyond the promised provision date(s), and there is little or no prospect of the Purchase Order(s) being carried out within reasonable adherence to the promised provision rate(s) or time(s),
- then Transnet may, irrespective of the cause of the delay, by notice to the Service Provider, cancel as from a future date specified in such notice the whole or any part of this Agreement or Purchase Order in respect of which the Services to be provided have not been completed by that date, without incurring any liability by reason of such cancellation except as provided in this clause.
- 19.2 The Service Provider shall thereupon, as soon as possible after such date, provide to Transnet the Services [if any] already completed, and payment for the part performance shall be made on a pro rata basis, provided the uncompleted part is not an integral or essential part of the completed Goods/Services. Where an integral or essential part of the work has not been completed, the amount to be paid to the Service Provider will be calculated on the basis of Transnet's enrichment. The Service Provider shall, wherever practicable, provide Transnet with the necessary drawings and/or specifications to enable it to complete the work.
- 19.3 Whenever, in any case not covered by clause 19.1 above, the Service Provider fails or neglects to execute the work or to provide any portion of the Services as required by the terms of this Agreement or Purchase Order, or if any Services are rejected on any of the grounds mentioned in clause 15, Transnet may cancel this Agreement or Purchase Order in so far as it relates to the unexecuted work or the undelivered or rejected portion of the Services, and in such event, the provision of the remaining portion shall remain subject in all respects to these conditions.

20 NON CONFORMANCE OF SERVICES PROCURED

- 20.1 In the case of Services provided for and procured by Transnet from the Service Provider in terms of this Agreement, being found not to conform to the Transnet standards, specifications and

requirements, Transnet at any time may be entitled to raise a Non Conformance Report (NCR) against a Service Provider whose Services do not conform to Transnet standards, specifications and requirements directing the Service Provider to investigate and remedy the non-conformance within the stipulated time frame as may be determined by Transnet at its discretion.

- 20.2 Failure by the Service Provider to fully comply with NCR within the period stated in sub-clause 22.1 above, shall entitle Transnet to further conditions to which the Service Provider must discharge in order to close the NCR or to terminate the order without giving the Service Provider written notice of termination in terms of this Agreement.

21 RIGHTS ON CANCELLATION

- 21.1 If this Agreement or Purchase Order is cancelled in whole or in part in terms of clause 19 [*Total or Partial Failure to Perform*], Transnet may execute or complete this Agreement with any other entity and do so on such terms as it may deem proper, or may procure other comparable Services in substitution for those neglected to be provided or rendered or rejected as aforesaid, and may recover from the Service Provider the difference between the cost of such Services and the Price [if the latter was lower] as well as any costs and expenses [including any additional transport costs] which Transnet may have had to incur in consequence of the Service Provider's default.
- 21.2 Any amount which may be recoverable from the Service Provider in terms of clause 21.1 above, without prejudice to any other legal remedies available to Transnet, may be deducted in whole or in part from any monies in the hands of Transnet and due for payment to the Service Provider.

22 BREACH AND TERMINATION

- 22.1 Termination in accordance with clause 6 [Term and Cancellation] shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to either Party and all provisions which are to survive this Agreement or impliedly do so shall remain in force and in effect.
- 22.2 On termination of this Agreement or a Work Order, the Service Provider will immediately render up, and procure that its Personnel will immediately render up to Transnet, all Deliverables and property belonging to Transnet [or, in the event of termination of a Work Order, such as is relevant to that Work Order] which may be in the possession of, or under the control of the Service Provider, and certify to Transnet in writing that this has been done.
- 22.3 To the extent that any of the Deliverables and property referred to in clause 22.2 above are in electronic form and contained on non-detachable storage devices, the supplier will provide Transnet with unencrypted copies of the same on magnetic media and will irretrievably destroy and delete copies so held.
- 22.4 In the event that this Agreement is terminated by the Service Provider under clause 6 [Term and Cancellation], or in the event that a Work Order is terminated by Transnet under clause 21 [Breach and Termination], Transnet will pay to the Service Provider all outstanding Fees [apportioned on a pro rata basis] relating to the work undertaken by the Service Provider up until the date of such termination. Transnet will also pay the costs of any Services and materials ordered by the Service Provider in relation to the such work for which the Service Provider has paid or is legally obliged to pay, in which case, on provision of such services or materials, the Service Provider will promptly provide such Services and materials to Transnet or as it may direct.
- 22.5 If either Party [**the Defaulting Party**] commits a material breach of this Agreement and fails to remedy such breach within thirty(30) calendar days of written notice thereof, the other Party

[hereinafter **the Aggrieved Party**], shall be entitled, in addition to any other rights and remedies that it may have in terms of this Agreement, to terminate this Agreement forthwith without any liability and without prejudice to any claims which the Aggrieved Party may have for damages against the Defaulting Party.

- 22.6 Either Party may terminate this Agreement forthwith by notice in writing to the other Party when the other Party is unable to pay its debts as they fall due or commits any act or omission which would be an act of insolvency in terms of the Insolvency Act, 24 of 1936 [as amended from time to time], or if any action, application or proceeding is made with regard to it for:
- a) a voluntary arrangement or composition or reconstruction of its debts;
 - b) its winding-up or dissolution;
 - c) the appointment of a liquidator, trustee, receiver, administrative receiver or similar officer;
 - d) any similar action, application or proceeding in any jurisdiction to which it is subject.
- 22.7 Transnet may terminate this Agreement at any time within two (2) months of becoming aware of a change of control of the Service Provider by notice in writing to the Service Provider. For the purposes of this clause, **control** means the right to direct the affairs of a company whether by ownership of shares, membership of the board of directors, agreement or otherwise.
- 22.8 Notwithstanding this clause 22, Transnet may cancel this Agreement without cause by giving thirty (30) calendar days prior written notice thereof to the Service Provider, or
- 22.9 The provisions of clauses 2 [Definitions], 15 [Warranties applicable to Services], 21 [Rights on Cancellation], 26 [Confidentiality], 28 [Limitation of Liability], 311[Dispute Resolution] and 35.1 [Governing Law] shall survive termination or expiry of this Agreement.

23 CESSIONS AND ASSIGNMENTS AS PER NT INSTRUCTION NOTE 08 OF 2022/2023

- 23.1 The Service Provider is not allowed to cede its rights for payment in terms of this Agreement without prior written approval from Transnet. Cession shall only be applicable as follows:
- a) Cession must only be applicable to the transfer of right to payment for Services-rendered by a Service Provider to an FSP or State Institutions;
 - b) The written request for cession must be by the Service Provider and not a third party; and
 - c) The written request by the Service Provider must be accompanied by the cession agreement.
- 23.2 The Service Provider is prohibited from transferring its rights and obligations to perform under this contract. Assignments are against the principles of section 217 of the Constitution mainly, fairness, transparency and competitiveness.

24 FORCE MAJEURE

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

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

25 PROTECTION OF PERSONAL INFORMATION

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

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

b) Transnet will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

c) Transnet agrees that in submitting any information or documentation requested in the RFP and in this Agreement, the Service Provider consents to the processing of their personal information for the purpose of, but not limited to, risk assessment, contract award, contract management, auditing, legal opinions/litigation, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by Transnet and/or its authorised appointed third parties.

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

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

that the safeguards are continually updated in response to new risks or deficiencies in previously implemented safeguards;

- viii. such personal information is protected against unauthorised or unlawful processing, accidental loss, destruction or damage, alteration, disclosure or access.
- 25.1 The Parties agree that if personal information will be processed for additional purposes beyond the original purpose for which it was obtained, explicit consent must be obtained beforehand from those persons whose information will be subject to such processing.
- 25.2 Should it be necessary for either Party to disclose or otherwise make available the personal information to any third party (including sub-contractors and employees) that is not already consented to, it may do so only with the prior written consent of the other Party. The Party requiring such consent shall require of all such third parties, appropriate written undertakings to be provided, containing similar terms to that set forth in this clause, and dealing with that third party's obligations in respect of its processing of the personal information. Following approval by the other Party, the Party requiring consent agrees that the provisions of this clause shall *mutatis mutandis* apply to all authorised third parties who process personal information.
- 25.3 The Parties shall ensure that any persons authorized to process information on their behalf (including employees and third parties) will safeguard the security, integrity and authenticity of all information. Where necessary to meet this requirement, the Parties shall keep all personal information and any analyses, profiles, or documents derived therefrom logically separated from all other information and documentation held by it.
- 25.4 The Parties shall carry out regular assessments to identify all reasonably foreseeable internal and external risks to the personal information in its possession or under its control. The Parties shall implement and maintain appropriate safeguards against the risks which it identifies and shall also regularly verify that the safeguards which it has in place have been effectively implemented.
- 25.5 The Parties agree that they will promptly return, destroy or de-identify any personal information in their possession or control which belongs to the other Party once it no longer serves the purpose for which it was collected in relation to this Agreement, subject to any legal retention requirements. This may be at the request of the other Party and includes circumstances where a person has requested the Parties to delete all instances of their personal information. The information will be destroyed or de-identified in such a manner that it cannot be reconstructed to its original form, linking it to any particular individual or organisation.
- 25.6 Personal Information security breach:
- a) Each Party shall notify the other party in writing as soon as possible after it becomes aware of or suspects any loss, unauthorised access or unlawful use of any personal information and shall, at its own cost, take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible. The Parties shall also be required to provide each other with details of the persons affected by the compromise and the nature and extent of the compromise, including details of the identity of the unauthorised person who may have accessed or acquired the personal information.
- b) The Parties shall provide on-going updates on the progress in resolving the compromise at reasonable intervals until such time as the compromise is resolved.

- c) Where required, the Parties must notify the South African Police Service; and/or the State Security Agency and the Information Regulator and the affected persons of the security breach. Any such notification shall always include sufficient information to allow the persons to take protective measures against the potential consequences of the compromise.
- d) The Parties undertake to co-operate in any investigations relating to security which is carried out by or on behalf of the other including providing any information or material in its possession or control and implementing new security measures.

26 CONFIDENTIALITY

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

- a) not to divulge or disclose to any person whomsoever in any form or manner whatsoever, either directly or indirectly, any Confidential Information of the other without the prior written consent of such other Party, other than when called upon to do so in accordance with a statute, or by a court having jurisdiction, or by any other duly authorised and empowered authority or official, in which event the Party concerned shall do what is reasonably possible to inform the other of such a demand and each shall assist the other in seeking appropriate relief or the instituting of a defensive action to protect the Confidential Information concerned;
- b) not to use, exploit, permit the use of, directly or indirectly, or in any other manner whatsoever apply the Confidential Information disclosed to it as a result of this Agreement, for any purpose whatsoever other than for the purpose for which it is disclosed or otherwise than in strict compliance with the provisions in this Agreement;
- c) not to make any notes, sketches, drawings, photographs or copies of any kind of any part of the disclosed Confidential Information without the prior written consent of such other Party, except when reasonably necessary for the purpose of this Agreement, in which case such copies shall be regarded as Confidential Information;
- d) not to de-compile, disassemble or reverse engineer any composition, compilation, concept application, item, component de-compilation, including software or hardware disclosed and shall not analyse any sample provided by Transnet, or otherwise determine the composition or structure or cause to permit these tasks to be carried out except in the performance of its obligations pursuant to this Agreement;
- e) not to exercise less care to safeguard Transnet Confidential Information than the Party exercises in safeguarding its own competitive, sensitive or Confidential Information;
- f) Confidential Information disclosed by either Party to the other or by either Party to any other party used by such party in the performance of this Agreement, shall be dealt with as "restricted" or shall be dealt with according to any other appropriate level of confidentiality relevant to the nature of the information concerned, agreed between the Parties concerned and stipulated in writing for such information in such cases;
- g) the Parties shall not make or permit to be made by any other person subject to their control, any public statements or issue press releases or disclose Confidential Information with regard to any matter related to this Agreement, unless written authorisation to do so has first been obtained from the Party first disclosing such information;

- h) each Party shall be entitled to disclose such aspects of Confidential Information as may be relevant to one or more technically qualified employees or consultants of the Party who are required in the course of their duties to receive the Confidential Information for the Permitted Purpose provided that the employee or consultant concerned has a legitimate interest therein, and then only to the extent necessary for the Permitted Purpose, and is informed by the Party of the confidential nature of the Confidential Information and the obligations of the confidentiality to which such disclosure is subject and the Party shall ensure such employees or consultants honour such obligations;
- i) each Party shall notify the other Party of the name of each person or entity to whom any Confidential Information has been disclosed as soon as practicable after such disclosure;
- j) each Party shall ensure that any person or entity to which it discloses Confidential Information shall observe and perform all of the covenants the Party has accepted in this Agreement as if such person or entity has signed this Agreement. The Party disclosing the Confidential Information shall be responsible for any breach of the provisions of this Agreement by such person or entity; and
- k) each Party may by written notice to the other Party specify which of the Party's employees, officers or agents are required to sign a non-disclosure undertaking.

26.2 The duties and obligations with regard to Confidential Information in this clause 26 shall not apply where:

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

26.3 This clause 26 shall survive termination for any reason of this Agreement and shall remain in force and effect from the Commencement Date of this Agreement and five (5) years after the termination of this Agreement. Upon termination of this Agreement, all documentation furnished to the Service Provider by Transnet pursuant to this Agreement shall be returned to Transnet including, without limitation.

27 INSURANCES

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

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

- 27.3 Subject to clause 27.4 below, if the Service Provider fails to effect adequate insurance under this clause 27, it shall notify Transnet in writing as soon as it becomes aware of the reduction or inadequate cover and Transnet may arrange or purchase such insurance on behalf of the Service Provider. The Service Provider shall promptly reimburse Transnet for any premiums paid provided such insurance protects the Service Provider's liability. Transnet assumes no responsibility for such insurance being adequate to protect all of the Service Provider's liability.
- 27.4 In the event that the Service Provider receives written notice from its insurers advising of the termination of its insurance cover referred to in clause 27.1 above or if the insurance ceases to be available upon commercially reasonable terms, the Service Provider shall immediately notify Transnet in writing of such termination and/or unavailability, whereafter either the Service Provider or Transnet may terminate this Agreement on giving the other Party not less than thirty(30) calendar days prior written notice to that effect.

28 LIMITATION OF LIABILITY

- 28.1 The Service Provider's liability under this clause 28 shall be in addition to any warranty or condition of any kind, express or implied by law or otherwise, relating to the Services, including the quality of the Services or any materials provided pursuant to this Agreement.
- 28.2 Neither Party excludes or limits liability to the other Party for:
- a) death or personal injury caused by its negligence, [including its employees', agents' or Subcontractors' negligence]; or
 - b) fraud or theft.
- 28.3 The Service Provider shall indemnify and keep Transnet indemnified from and against liability for damage to any Transnet property [whether tangible or intangible] or any other loss, costs or damage suffered by Transnet to the extent that it results from any act of or omission by the Service Provider or its Personnel in connection with this Agreement. The Service Provider's liability arising out of this clause 28.3 shall be limited to direct damages.
- 28.4 Subject always to clauses 28.1 and 28.2 above, the liability of either the Service Provider or Transnet under or in connection with this Agreement, whether for negligence, misrepresentation, breach of contract or otherwise, for direct loss or damage arising out of each Default or series of related Defaults shall not exceed one hundred per cent (100%) of the Fees paid under the schedule or Work Order to which the Default(s) relates.
- 28.5 Subject to clauses 28.1 to 28.4 above, in no event shall either Party be liable to the other for indirect or consequential loss or damage or including indirect or consequential loss of profits, business, revenue, goodwill or anticipated savings of an indirect nature or loss or damage incurred by the other Party as a result of third party claims.
- 28.6 If for any reason the exclusion of liability in clause 28.5 above is void or unenforceable, either Party's total liability for all loss or damage under this Agreement shall be as provided in clause 28.3 above.
- 28.7 Nothing in this clause 28 shall be taken as limiting the liability of the Parties in respect of clauses 26
[Confidentiality]
- 28.8 **Unauthorised Use of Confidential Information**
- The Service Provider shall not authorise any party to act on or use in any way any Confidential Information belonging to Transnet whether or not such party is aware of such Confidential

Information, and shall promptly notify Transnet of the information if it becomes aware of any party so acting, and shall provide Transnet the information with such assistance as Transnet reasonably requires, at Transnet's cost and expense, to prevent such third party from so acting.

29 NON-WAIVER

- 29.1 Failure or neglect by either Party, at any time, to enforce any of the provisions of this Agreement, shall not in any manner be construed to be a waiver of any of that Party's rights in that regard and in terms of this Agreement.
- 29.2 Such failure or neglect shall not in any manner affect the continued, unaltered validity of this Agreement, or prejudice the right of that Party to institute subsequent action.

30 PARTIAL INVALIDITY

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

31 DISPUTE RESOLUTION

- 31.1 Should any dispute of whatsoever nature arise between the Parties concerning this Agreement, the Parties shall try to resolve the dispute by negotiation within ten (10) Business Days of such dispute arising.
- 31.2 If the dispute has not been resolved by such negotiation, either of the Parties may refer the dispute to AFSA and notify the other Party accordingly, which proceedings shall be held in Johannesburg.
- 31.3 Such dispute shall be finally resolved in accordance with the rules of AFSA by an arbitrator or arbitrators appointed by AFSA.
- 31.4 This clause constitutes an irrevocable consent by the Parties to any proceedings in terms hereof, and neither of the Parties shall be entitled to withdraw from the provisions of this clause or claim at any such proceedings that it is not bound by this clause 311.
- 31.5 This clause 311 is severable from the rest of this Agreement and shall remain in effect even if this Agreement is terminated for any reason.
- 31.6 This clause 311 shall not preclude either Party from seeking urgent relief in a court of appropriate jurisdiction, where grounds for urgency exist.

32 ADDRESSES FOR NOTICES

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

- a) **Transnet**
 - (i) For legal notices:
 -
 -
 - Fax No.

Attention: Group Legal Department

(ii) For commercial notices:
.....
.....

Fax No.

Attention:

b) **The Service Provider**

(i) For legal notices:
.....
.....

Fax No.

Attention:

(ii) For commercial notices:
.....
.....

Fax No.

Attention:

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

32.3 Any notice shall be deemed to have been given:

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

33 WHOLE AND ONLY AGREEMENT

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

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

34 AMENDMENT AND CHANGE CONTROL

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

formal approval of the Change Request will then trigger the issue of the addendum to this Agreement.

- 34.2 In the event the Parties cannot agree upon changes, the Parties shall in good faith seek to agree any proposed changes using the dispute resolution procedures in clause 31 [*Dispute Resolution*].

35 GENERAL

35.1 Governing Law

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

35.2 Change of Law

In this Agreement, unless the context otherwise requires, references to a statutory provision include references to that statutory provision as from time to time amended, extended or re-enacted and any regulations made under it, provided that in the event that the amendment, extension or re-enactment of any statutory provision or introduction of any new statutory provision has a material impact on the obligations of either Party, the Parties will negotiate in good faith to agree such amendments to this Agreement as may be appropriate in the circumstances. If, within a reasonable period of time, the Service Provider and Transnet cannot reach agreement on the nature of the changes required or on modification of Prices, provision schedules, warranties, or other terms and conditions, either Party may seek to have the matter determined in accordance with clause 311 [*Dispute Resolution*] above.

35.3 Counterparts

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

36 DATABASE OF RESTRICTED SUPPLIER

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

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

For and on behalf of TRANSNET SOC LTD duly authorised hereto	For and on behalf of duly authorised hereto	For and on behalf of TRANSNET SOC LTD duly authorised hereto
Name:	Name:	Name:
Position:	Position:	Position:
Signature:	Signature:	Signature:
Date:	Date:	Date:
Place:	Place:	Place:

AS WITNESS: Name:	AS WITNESS: Name:	AS WITNESS: Name:
Signature:	Signature:	Signature:



SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF FIVE (5) YEARS

SERVICE PROVIDER

CONTRACT NUMBER **TNPA/2026/05/0994/5575/RFP**

DURATION **FIVE (5) YEARS**

COMMENCEMENT DATE

EXPIRY DATE

With reference to the Standard Terms and Conditions of Contract, Reference Number TNPA/2026/05/0994/5575/RFP dated, ("Contract") between Transnet SOC Ltd ("Transnet") and (the "Supplier") pursuant to which you have agreed to supply certain goods to Transnet subject to such Contract.

The defined terms in the Contract will, unless otherwise indicated, have the same meaning in this Schedule of Requirements. In consideration of the mutual covenant and agreements contained in the Contract and in this Schedule of Requirements, it is agreed as follows:

1. Description of the Goods

The scope of service and goods to be provided by the suppliers is for the provision of offsite document storage facilities and to render document management services to Transnet National Ports Authority (TNPA) for a period of five (5) years. The details for the goods to be provided are as stipulated in clause 2 below.

2. Scope of Goods

2.1 Deliverables

provision of offsite document storage facilities and to render document management services as per section 3 of the published RFP document attached hereto as **Annexure A**.

3. Contract Manager/s & Personnel to provide the services

Transnet Contract Manager	
Designation	
Operating Division	
Address	eMendi Building admin Block N2 Neptune Road Gqeberha Port Elizabeth 6001
Telephone	
Email	

Service Provider's Account Manager	
Designation	
Address	
Telephone	
Email	

4. Performance Review Meetings

Contract management and performance review meetings will be held as required by Transnet's Contract Manager.

5. Fees & Disbursements

5.1 In consideration of the provision of offsite document storage facilities and to render document management services to Transnet National Ports Authority (TNPA) by the Supplier pursuant to this Work Order, Transnet will pay it in accordance with pricing schedule attached hereto as **Annexure B**.

5.2 The successful service provider(s) will be required to indicate that their prices quoted would be kept firm and fixed for the first year. The contract prices for Year 2 to Year 5 will be revised annually based on actual CPI movement at the anniversary of the contract (start of each contractual Year respectively). The indices published in Statistics SA Publication P0141 will be used to calculate the actual annual escalation of prices.

IN WITNESS of which this Schedule of Requirements has been duly executed by the parties.

SIGNED for and on behalf of

.....

Signature.....

Name.....

Position.....

Date.....

SIGNED for and on behalf of

Transnet SOC Ltd

Signature.....

Name.....

Position.....

Date.....

Signature.....

Name.....

Position.....

Date.....

APPENDIX 1

Address for Notices

Any notice or communications between the parties to be given under this Agreement shall be deemed to have been received at the following times:

- i. by email transmission – when the sender receives confirmation of receipt;
- ii. by hand delivery - immediately upon receipt by the recipient.

Any notice or communications between the parties shall be delivered to the addresses set out below:

The Service Provider

Addressee:

Attention: Legal Counsel

Physical Address:

Postal Address:

email:

Transnet

Addressee:

Transnet SOC Ltd

Attention: Group Legal Counsel

Physical Address:

Postal Address:

email:

Either party may, by a notice given in accordance with this Schedule 1, change its address or email address for the purpose of this Schedule 1.

APPENDIX 2

Non- Disclosure Agreement

Date: 2026

I (*name*)

Of (*address*)
.....
.....

Undertake to Transnet SOC Ltd ("Transnet") that:

1. I shall keep confidential and not to disclose or make available to any third party, except with the express prior written consent of Transnet, any Confidential Information relating to Transnet business, assets, customers or staff which is disclosed to me or to which I may have access during the course of providing Goods to Transnet ("my assignment"); and
2. Upon termination of my assignment, I shall return to Transnet all documents, books, discs, tapes or other records (in whatever medium) which I may have in my possession, custody or control and which are the property of Transnet, its customers, staff or agents and any copies thereof.

For the purposes of this Confidentiality Agreement, "Confidential Information" shall mean any information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs of the Transnet Group or its customers, whether in writing, conveyed orally or by machine-readable medium.

I understand that this Confidentiality Agreement shall survive the termination of my assignment.

SIGNED at _____ on _____ 2026

(*Signature*)

in the presence of:-

Witness name:

Witness Signature:

Witness address:
.....

INTEGRITY PACT

Between

TRANSNET SOC LTD

Registration Number: 1990/000900/30

("Transnet")

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

PREAMBLE

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

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

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

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

1 OBJECTIVES

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

2 COMMITMENTS OF TRANSNET

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

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

3 OBLIGATIONS OF THE BIDDER / SUPPLIER

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

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

4 INDEPENDENT BIDDING

- 4.1 For the purposes of this undertaking in relation to any submitted Bid, the Bidder declares to fully understand that the word "competitor" shall include any individual or organisation, other than the Bidder, whether or not affiliated with the Bidder, who:
- a) has been requested to submit a Bid in response to this Bid invitation;
 - b) could potentially submit a Bid in response to this Bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same Goods and Services as the Bidder and/or is in the same line of business as the Bidder.
- 4.2 The Bidder has arrived at his submitted Bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
- 4.3 In particular, without limiting the generality of paragraph 4.2 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- a) prices;
 - b) geographical area where Goods or Services will be rendered [market allocation];
 - c) methods, factors or formulas used to calculate prices;
 - d) the intention or decision to submit or not to submit, a Bid;

- e) the submission of a Bid which does not meet the specifications and conditions of the RFP; or
 - f) bidding with the intention of not winning the Bid.
- 4.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the Goods or Services to which his/her Bid relates.
- 4.5 The terms of the Bid as submitted have not been, and will not be, disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official Bid opening or of the awarding of the contract.
- 4.6 Bidders are aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, Bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and/or may be reported to the National Prosecuting Authority [**NPA**] for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding 10 [ten] years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

5 DISQUALIFICATION FROM BIDDING PROCESS

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

6 DATABASE OF RESTRICTED SUPPLIERS

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

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

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

7 PREVIOUS TRANSGRESSIONS

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

8 SANCTIONS FOR VIOLATIONS

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

9 CONFLICTS OF INTEREST

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

10 DISPUTE RESOLUTION

10.1 Transnet recognises that trust and good faith are pivotal to its relationship with its Bidders / Suppliers. When a dispute arises between Transnet and its Bidder / Supplier, the parties should use their best endeavours to resolve the dispute in an amicable manner, whenever possible. Litigation in bad faith negates the principles of trust and good faith on which commercial relationships are based. Accordingly, following a restriction process as mentioned in paragraph 6 above, Transnet will not do business with a company that litigates against it in bad faith or is involved in any action that reflects bad faith on its part. Litigation in bad faith includes, but is not limited to the following instances:

- a) **Vexatious proceedings:** these are frivolous proceedings which have been instituted without proper grounds;
- b) **Perjury:** where a supplier make a false statement either in giving evidence or on an affidavit;
- c) **Scurrilous allegations:** where a supplier makes allegations regarding a senior Transnet employee which are without proper foundation, scandalous, abusive or defamatory; and
- d) **Abuse of court process:** when a supplier abuses the court process in order to gain a competitive advantage during a bid process.

11 GENERAL

11.1 This Integrity Pact is governed by and interpreted in accordance with the laws of the Republic of South Africa.

11.2 The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the law relating to any civil or criminal proceedings.

11.3 The validity of this Integrity Pact shall cover all the bidding processes and will be valid for an indefinite period unless cancelled by either Party.

11.4 Should one or several provisions of this Integrity Pact turn out to be invalid the remainder of this Integrity Pact remains valid.

11.5 Should a Bidder / Supplier be confronted with dishonest, fraudulent or corruptive behaviour of one or more Transnet employees, Transnet expects its Bidders / Suppliers to report this behaviour directly to a senior Transnet official / employee or alternatively by using Transnet's "Tip-Off Anonymous" hotline number 0800 003 056, whereby your confidentiality is guaranteed.

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

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NON DISCLOSURE AGREEMENT

THIS AGREEMENT is made between

Transnet SOC Ltd [Transnet] [Registration No. 1990/000900/30]

whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001,

and

the Company as indicated in the RFP bid response hereto

WHEREAS

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

IT IS HEREBY AGREED

1. INTERPRETATION

In this Agreement:

- 1.1 **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any Group member;
- 1.2 **Bid or Bid Document** means Transnet's Request for Information [**RFI**] Request for Proposal [**RFP**] or Request for Quotation [**RFQ**], as the case may be;
- 1.3 **Confidential Information** means any information or other data relating to one party [the **Disclosing Party**] and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party [the **Receiving Party**] or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:
 - 1.3.1 is publicly available at the time of its disclosure or becomes publicly available [other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement]; or
 - 1.3.2 was lawfully in the possession of the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] free of any restriction as to its use or disclosure prior to its being so disclosed; or

- 1.3.3 following such disclosure, becomes available to the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;
- 1.4 **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and
- 1.5 **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

2. CONFIDENTIAL INFORMATION

- 2.1 All Confidential Information given by one party to this Agreement [the **Disclosing Party**] to the other party [the **Receiving Party**] will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose [whether in writing or orally or in any other manner] Confidential Information to any other person other than in accordance with the terms of this Agreement.
- 2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Bid or for the subsequent performance of any contract between the parties in relation to the Bid.
- 2.3 Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:
- 2.3.1 to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
- 2.3.2 to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.
- 2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3.2 above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.
- 2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorised copying, disclosure or use.
- 2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

3. RECORDS AND RETURN OF INFORMATION

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

4. ANNOUNCEMENTS

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

5. DURATION

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

6. PRINCIPAL

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Bid and in complying with the terms of this Agreement.

7. ADEQUACY OF DAMAGES

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

8. PRIVACY AND DATA PROTECTION

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

9. GENERAL

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

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LEARNER GUIDE

TRANSNET



TRANSNET
E-SUPPLIER
PORTAL TRAINING

DPS
DIGITAL PROCUREMENT SYSTEM





OUR LEARNING JOURNEY

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Purpose & Outcomes

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Step by Step Guide

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Conclusion

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Glossary: Acronyms

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Glossary: Portal Actions

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Purpose & Outcomes



Purpose

The purpose of this module is to enable participants to understand and effectively use the eSupplier Portal. Learners will gain the knowledge and practical skills required to perform supplier registration, tender bidding, and contract approval activities in line with organisational processes and compliance requirements.

Learning Outcomes

By the end of this module, participants will be able to:

Registration

Capture and submit supplier registration details, including business, partner, transformation, and address information.

Tender Bidding

Log an intent to bid on the portal.

Upload bid documentation in the required formats.

Capture pricing schedules accurately.

Complete and submit scorecards for evaluation.

Contract Approval

Review contracts for approval within the system.

Use contract chat and communication functions to resolve queries and finalise approval.

System Use

Apply knowledge of the eSupplier Portal to confidently perform supplier-related activities in support of organisational compliance and operational requirements.

TRANSNET



DPS
DIGITAL PROCUREMENT SYSTEM

TRANSNET

E-SUPPLIER

PORTAL TRAINING

Supplier Registration



1

Registration:

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>](#)

Step 2: Click the sign up link.

Step 3: Populate the registration details:

- Populate your Email
- Populate your Name
- Populate your Surname
- Populate your Password and Confirm password

Step 4: Click the check box once you have agreed to the Terms and read all the policies.

Step 5: Click the verify email link button

Supplier

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The screenshot shows the Transnet registration form. At the top left is a '< Cancel' link. The Transnet logo is centered. Below it, the word 'Register' is displayed. There are five input fields: the first contains 'msiphiwo@gmail.com', the second contains 'Solo', the third contains 'Mog', and the last two are masked with dots. Below the fields is a checkbox labeled 'I agree to Transnet's Terms and Privacy Policy' which is checked. A blue 'Verify Email' button is at the bottom. At the very bottom, there is a link: 'Already have a Transnet account? Sign In'.

Verification Link Sent

Didn't receive it? You can:

[Resend Verification Link](#)

A verification link has been sent to msiphiwo@gmail.com. Please check your inbox.

[Change Email](#)

Enter new email

[Resend](#)

[Back to Login](#)

Transnet Verification Code

The screenshot shows an email from EcoX. At the top right is the 'EcoX Logo'. The email body contains the following text: 'Hi Siphwo, Thank you for registering. Please click the button below to activate your account:'. Below this text is a blue button labeled 'Activate Account'. At the bottom of the email, it says: 'If you did not request this, you can safely ignore this email. Regards, Support Team'. At the very bottom, there is a small copyright notice: '© EcoX. All rights reserved.'

Registration (Organisation Information)



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Supplier/Bidder

Registration (Organization information):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>](#)

Step 2: Populate your email and password details, then click sign button.

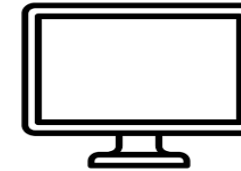
Step 3: Clicks the Supplier relationship management button.

Step 4: Click the manage button.

Step 5: On the Organization info button (Populate):

- Organization Name*
- Website
- Email*
- Country*
- Primary Contact Name
- Primary Contact Title
- Office Number
- Mobile Number
- Relationship*
- Status*
- Industry*
- Sector*
- Upload
- Company Logo
- Company Bio

Step 6: Then click the save button



Organisation Info	Website	Email*	Country*
SM TRADER	www.pptts.com	support@pptts.com	South Africa

Partners	Primary Contact Title	Office Number	Mobile Number
Daren Mudaly	MR	Enter Office Number	0829377765

Transformation	Status*	Industry*	Sector*
Supplier	Active	Technology	SOFTWARE

Verified	Company Logo
No	Choose File No file chosen

Company Bio
Company Bio

Save

Maintain and Manage Company Address Info.



Registration (address):

Step 1: Search for the Supplier Relationship Portal using the

URL: [<E-supplier Portal Link>](#)

Step 2: Populate your email and password details, then click sign button.

Step 3: Clicks the Supplier relationship management button.

Step 4: Click the manage button.

Step 5: On the Address button (Populate):

- Address Type*
- Country*
- Province*
- Address Line1*
- Address Line2
- Address Line3
- Postal Code*
- Status*
- Start Date*

Step 6: Then click the save button

Supplier

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Main Organisation Information

Organisation Info	Address Type*	Country*	Province*
Address	Business	South Africa	Gauteng
Partners	Address Line1*	Address Line2	Address Line3
Business Information	Montecasino Boulevard	Fourways	Johannesburg
Transformation	Postal Code*	Status*	Start Date*
	2191	Active	2025/02/27
	End Date		
	yyyy/mm/dd		
			Save



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Supplier/Bidder

Registration (Partners):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>](#)

Step 2: Populate your email and password details, then click sign button.

Step 3: Clicks the Supplier relationship management button.

Step 4: Click the manage button.

Step 5: On the Partners button (Populate/Select):

- Partner*
- Relationship*
- Start Date*
- End Date
- Populate the Agreement text field
- Populate the Terms text fields

Step 6: Then click the save button



Main Organisation Information

Organisation Info	Address Type*	Country*	Province*
Address	Business	South Africa	Gauteng
Partners	Address Line1*	Address Line2	Address Line3
Business Information	Montecasino Boulevard	Fourways	Johannesburg
Transformation	Postal Code*	Status*	Start Date*
	2191	Active	2025/02/27
	End Date		
	yyyy/mm/dd		
			Save

Manage and Maintain Business Information



Supplier

Registration (Partners):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>](#)

Step 2: Populate your email and password details, then click sign button.

Step 3: Clicks the Supplier relationship management button.

Step 4: Click the manage button.

Step 5: On the Business information button (Populate/Select):

- Trading Name*
- Company Registration Number*
- Year of Incorporation*

Step 6: Click the YES option on the radio button for: Do you have a South African VAT Number?

(If yes option is selected)

- Populate VAT No.
- Upload the VAT Certificate

Step 6: Then click the save button

Main Organisation Information

Organisation Info

Address

Partners

Business Information

Transformation

Trading Name* Eco X

Company Registration Number* 09

Year of Incorporation* 2025/09/02

Do you have a South African VAT Number? YES

VAT Number*

VAT Certificate* No file chosen

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Registration (Transformation):

Step 1: Search for the Supplier Relationship Portal using the URL: [<E-supplier Portal Link>](#)

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Step 2: Populate your email and password details, then click sign button.

3

Step 3: Clicks the Supplier relationship management button.

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Step 4: Click the manage button.

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Step 5: On the transformation button (Populate/Select):

- BBBEE Level*
- Date of Issue*
- Date of Expiry*
- Issued By*
- Black Youth Ownership %*
- Black Woman Ownership %*
- BEE Vendor Class*
- Black Youth Ownership %*
- Black Woman Ownership %*
- BEE Vendor Class*
- (Click the yes or no option on the radio button) BEE Value-adding Enterprise?
- (Click the yes or no option on the radio button) Empowering Supplier?
- Upload BBBEE Affidavit/Certificate*

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Step 6: Then click the save button

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Supplier



Main Organisation Information
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<p>Organisation Info</p> <p>Address</p> <p>Partners</p> <p>Business Information</p> <p style="background-color: #4CAF50; color: white; padding: 2px;">Transformation</p>	<p>BBBEE Level* Level 5</p> <p>Date of Issue* 2025/09/05</p> <p>Black Youth Ownership %* 10.00</p> <p>BEE Value-adding Enterprise? <input type="radio"/> No</p>	<p>Date of Expiry* 2025/09/29</p> <p>Black Woman Ownership %* 20.00</p> <p>Empowering Supplier? <input type="radio"/> No</p>	<p>Issued By* Buhle Yankolo</p> <p>BEE Vendor Class* EME</p> <p>Upload BBBEE Affidavit/Certificate* <input type="button" value="Choose File"/> No file chosen</p>
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Applying for Bids

Step 1: Log on to the **Supplier Relationship Portal**.
(**<E-supplier Portal Link>**)

2

Step 2: View the **Open Tender Tab**.

3

Step 3: View the **relevant tender**.

4

Step 4: Click **View details**.

5

Step 3: Click the **Log Intent to bid radio button** to **Yes**.

6

Supplier/Bidder

Ask for Clarity

7

Step 1: Click the ask for **clarity tab**.

8

Step 2: Type the message in the text bar, then click the **send arrow**

9



Submission Intent Details

Tender Details Ask for Clarity Submit Tender Documents

Tender Reference Number: **TC/2024/0000/0488P** Log on Intent to Bid

Name of Tender: TESTING TRANSACTION FOR OPEN TENDER Date Published: 07/09/2025

Description: TESTING TRANSACTION FOR OPEN TENDER Time Published:

Tender Type: BFP Closing Date: 07/09/2025 11:00:00 AM

Contact Person: Valios Chaudhary Briefing Date And Time: 07/09/2025 09:45:00 PM

Contact Person Email Address: valios.chaudhary@transnet.net Location Of Service: Carbon Center

Tender Category: Income Generating Contracts

Attachments:

[BFP Request.pdf](#)

Briefing Details
The Briefing Details section provides important information regarding any scheduled meetings, site visits, or pre-tender briefings related to the tender. This may include the date, time, location, format (physical or virtual), and any requirements for attendance. It ensures that potential bidders have all necessary details to participate in the briefing, ask questions, and gain clarity on the tender process before submission.

Talk to Us

Can I have clarity
2025-09-22 13:47:12

Type a message ➤



1

2

3

4

6

7

8

9

Supplier

Step 1: Click the Submit Tender Documents button (blue)

Step 2: Click on the mandatory tab.

Step 3: Choose a file from your local, click the Upload Documents button to upload the document in this Section.

Step 4: Click on the Essential tab.

Step 5: Choose a file from your local, click the Upload Documents button to upload the document in this Section.

Step 6: Click on the non-essential tab.

Step 7: Choose a file from your local, click the Upload Documents button to upload the document in this Section.

Step 8: Click on the other tab.

Step 9: Choose a file from your local, click the Upload Documents button to upload the document in this Section



#

Pricing & Scorecard Captured

TRANSNET



1

Pricing Captured

Step 1: Click on the Pricing schedule tab.

Step 2: Click the Capture Pricing button, Capture your rating on each line item.

Step 3: Click the Submit pricing button.

3

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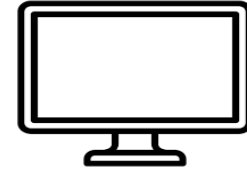
Supplier/Bidder

Scorecard Captured

Step 1: Click the Score card tab.

Step 2: Click the Choose file button, then upload a file.

Step 3: Type a comment on the comment section.

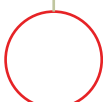
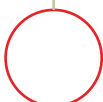
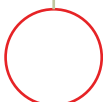
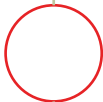
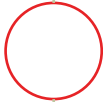


Mandatory	Essential	Returnable Documents	Other	Pricing Schedule	Scorecards
Schedule Name					
Type		Status		Action	
Invertors Calculations	Activity Schedule	Enabled		Capture Pricing	

Mandatory	Essential	Returnable Documents	Other	Pricing Schedule	Scorecards
Copy	Excel	CSV	PDF	Print	Search: <input type="text"/>
Criteria	Evidence	Scoring Guideline	Upload	Action	Uploaded Documents
Acceptance of			Choose file No file chosen	Comments	No documents uploaded yet.
			Upload		<ul style="list-style-type: none"> Mandatory Essential Returnable Documents Other Scorecards



Tender Bid is submitted



Supplier

Submit Tender Bid

- Step 1: Click my intents tab.
- Step 2 Click the View detail button on the tender.
- Step 3: Click the Submit Tender Document button
- Click the submit application button.
- Step 4: Click the Submit Application button.



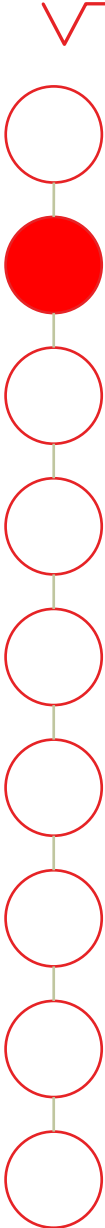
Terms of use

Information provided by the bidder through this portal constitutes a binding bid submission/response and a commitment to deliver Transnet requirements. Kindly not that the system automatically ranks the outcome of the evaluation of the price and BBEE scoring based on the information provided. Pricing and BBEE information provided is the responsibility of the bidder to ensure correctness and Transnet will only consider your latest submission made before closing date.

[Submit Application](#)



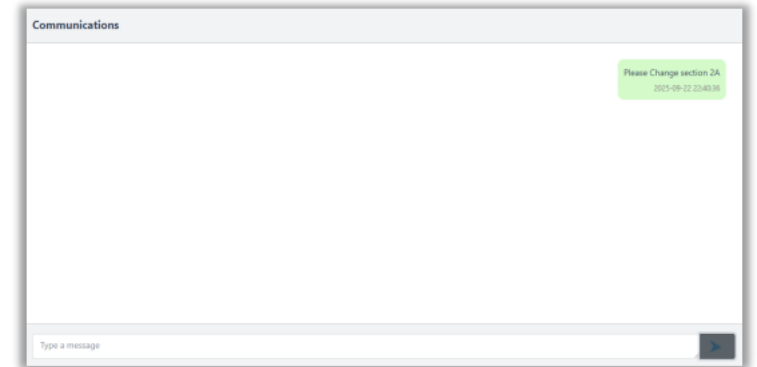
Supplier Response



Supplier

Supplier Response

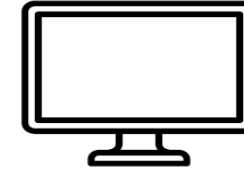
- Step 1: Login the Supplier Relationship Portal.
- Step 2: Click on the SRM tab.
- Step 3: Click on the documentation tab.
- Step 4: Click on the contract tab.
- Step 5: Click on the folder with the shared contract (MSA) to preview the documentation.
- Step 6: View the Chat section and add comments related to the shared MSA and click send



#

Supplier Approval

TRANSNET



Supplier Approval

Step 1: Login the Supplier Relationship Portal.

Step 2: Click on the SRM tab.

Step 3: Click on documentation tab.

Step 4: Search for the Contract on the Urgent attention table.

Step 5: Click the manage button then click Approve button.

Supplier/Bidder

Request Date	MSA No.	Status	Action
2025-07-25 13:13:22	MSA/TCC/2025/07/0006/84/RFQ-Non-Technical	Signed	Manage
2025-07-28 10:54:05	MSA3/TCC/2025/07/0008/96/RFP	Signed	Manage
2025-07-29 12:42:52	MSA3/TFR/2025/06/0001/77/RFI	Signed	Manage
2025-08-01 13:25:55	MSA4/TFR/2025/06/0001/77/RFI	Signed	Manage
2025-09-21 20:35:42	MSA/TCC/2025/09/0038/123/RFP	Signed	Manage
2025-09-22 21:26:55	MSA3/TCC/2025/09/0038/123/RFP	Signed	Manage
2025-09-22 23:08:58	MSA9/TFP/2025/07/0002/88/RFI	Pending	Manage

Showing 1 to 7 of 7 entries

Approve

TRANSNET



FULL-SCREEN

IMAGES

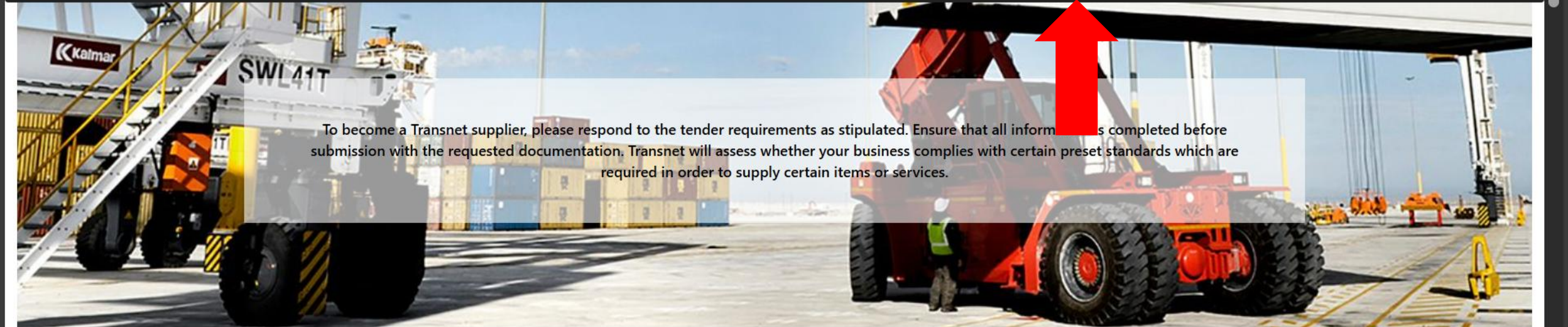
TRANSNET

E-SUPPLIER

PORTAL TRAINING

DPS
DIGITAL PROCUREMENT SYSTEM





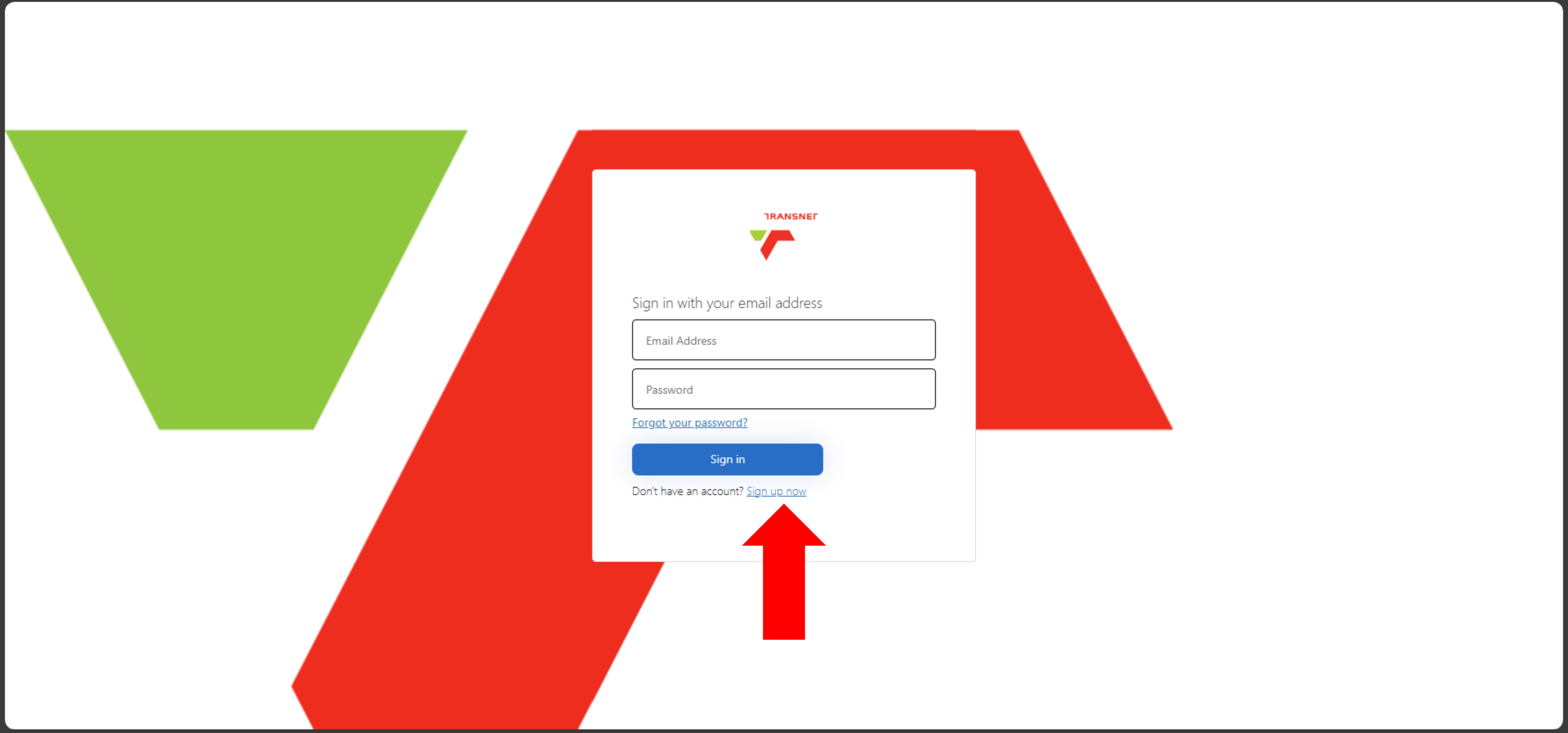
To become a Transnet supplier, please respond to the tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.

PUBLICATION OF TENDER

When Transnet needs to procure goods, services or works, it does so through one

[Tender Search](#) for construction tenders. Regarding quotations, Transnet will

Transnet does not have its own database of prospective suppliers. It makes use of



Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)








Hi Mikail,

What work would you like to do?



To become a Transnet supplier, please respond to tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.




View Advertised Tenders




My Submitted Intents



My Bid Document Submission



Supplier Profile Management





Advertised Tenders

Open Tenders Other Tenders

Filter
All

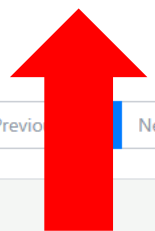
Search

Show 10 entries

Reference Numbers	Tender Name	Description	Briefing Session	Closing Date	Status	Action
TE/2025/05/0004/56/RFP	Build a new electric car prototype for South Africans	Build a new electric car prototype for South Africans	-	2025-07-15	Open	View Details

Showing 1 to 1 of 1 entries

Previous Next





Advertised Tenders

Open Tenders Other Tenders

Filter

All

Search

Show 10 entries

Reference Numbers	Tender Name	Description	Briefing Session	Closing Date	Status	Action
TE/2025/05/0004/56/RFP	Build a new electric car prototype for South Africans	Build a new electric car prototype for South Africans	-	2025-07-15	Open	View Details

View Details





Submission Intent Details

Tender Details

Tender Reference Number:
TE/2025/05/0004/56/RFP

Published

Name of Tender:
BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Description:
BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Tender Type:

Contact Person:
Pepper Potts (Support)

Log an intent to Bid
 NO



Date Published:
07/14/2025

Time Published:

Closing Date:
07/15/2025 12:00:00 AM

Location Of Service:
National

Tender Category:

Attachments:



Submission Intent Details

Tender Details

Tender Reference Number:

Published

TE/2025/05/0004/56/RFP

Log an intent to Bid

YES

Date Published:

07/14/2025

Time Published:

Closing Date:

07/15/2025 12:00:00 AM

Location Of Service:

National

Tender Category:

Attachments:

Name of Tender:

BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Description:

BUILD A NEW ELECTRIC CAR PROTOTYPE FOR SOUTH AFRICANS

Tender Type:

Contact Person:


Pepper Potts (Support)





Hi Mikail,

What work would you like to do?



To become a Transnet supplier, please respond to tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.





View Advertisised Tenders




My Submitted Intents



My Bid Document Submission



Supplier Profile Management






My Intents

Show columns All

Search

Show 10 entries

Reference Number	Tender Name	Description	Briefing Session Date	Intent Logged Date	Logged By	Closing Date
 TPL/2025/05/0001/55/RFI	Diesel	Please tender this tender	-	06/08/2025 13:03:38	Mikail Ansari	14/07/2025 12:00 AM

Tender Status Cancelled


Action View Details





Submission Intent Details

Tender Details Ask for Clarity

 [View Tender Documents](#)

Tender Reference Number: Cancelled
TPL/2025/05/0001/55/RFI

Log an intent to Bid
 YES

Date Published:
07/14/2025

Time Published:

Closing Date:
07/14/2025 11:00:00 PM

Location Of Service:
Gaueng

Tender Category:
Normal Goods and Services

Name of Tender:
DIESEL

Description:
PLEASE TENDER THIS TENDER

Tender Type:
RFP

Contact Person:
Tshepo Moganetsi





- Mandatory**
- Essential
- Returnable Documents
- Other

⚠ Please take note before uploading

- Duplicate documents are not permitted
- There's a 50MB file size limit per upload
- Please allow yourself sufficient time to upload documents and consider your internet speed

Required Document(s):

- Company registration documents
- Tax clearance certificate
- BBBEE certificate (if applicable)
- Bid proposal and pricing schedule
- Technical compliance documents
- Any other tender-specific requirements

⚠ This tender is Cancelled and no longer accepting document submissions.

Uploaded Documents

- Mandatory**
 - 1MandatoryExample.txt
 - 1MandatoryExample_UeaGY16.txt
- Essential**
 - 2EssentialExample.txt
- Returnable Documents**
 - 3NonEssentialExample.txt
- Other**
 - 4Other.txt



Hi Mikail,

What work would you like to do?

To become a Transnet supplier, please respond to tender requirements as stipulated. Ensure that all information is completed before submission with the requested documentation. Transnet will assess whether your business complies with certain preset standards which are required in order to supply certain items or services.



View Advertised Tenders



My Submitted Intents



My Bid Document Submission



Supplier Profile Management





Overview Documentation

Status

Invoices Paid
ZAR 0

Outstanding
ZAR 0

Orders
ZAR 0

Top Product / Service Orders

Recent Communication

28/02/2025 12:52:20
Invitation for RFP
Request for Procurement:
Procurement software

[View more](#)

Comp ABCD (Supplier)

www.abc.co.za

support@abc.co.za

Manage ⚙️



Main Organisation Information

- Organisation Info
- Address
- Partners
- Business Information
- Transformation

Organisation Name*	Website	Email*	Country*
<input type="text" value="Comp ABCD"/>	<input type="text" value="www.abc.co.za"/>	<input type="text" value="support@abc.co.za"/>	<input type="text" value="South Africa"/>
Primary Contact Name	Primary Contact Title	Office Number	Mobile Number
<input type="text" value="Primary contact name"/>	<input type="text" value="Primary contact title"/>	<input type="text" value="Enter Office Number"/>	<input type="text" value="00000"/>
Relationship*	Status*	Industry*	Sector*
<input type="text" value="Supplier"/>	<input type="text" value="Active"/>	<input type="text" value="Technology"/>	<input type="text" value="SOFTWARE"/>
Verified	Company Logo		
<input type="text" value="No"/>	<input type="button" value="Choose File"/> No fil...osen		
Company Bio			
<input type="text" value="Company Bio"/>			

Save

View more

View more

View more

Main Organisation Information

- Organisation Info
- Address**
- Partners
- Business Information
- Transformation

Address Type*	Country*	Province*
Business Address	South Africa	Gauteng
Address Line1*	Address Line2	Address Line3
123	123	
Postal Code*	Status*	Start Date*
2196	Active	03/09/2025
End Date		
dd/mm/yyyy		

[Save](#)

[View more](#)

[View more](#)

[View more](#)

Quick Information About Comp ABCD

Company Bio

Main Organisation Information

- Organisation Info
- Address
- Partners
- Business Information**
- Transformation

Trading Name*

Company Registration Number*

Year of Incorporation*

Do you have a South African VAT Number? NO

[Save](#)

Comp ABCD (Supplier)

www.abc.co.za
support@abc.co.za

[Manage](#)

Quick Information About Comp ABCD

Company Bio

Top Product / Service Orders

Recent Communication

- 28/02/2025 12:52:20
Invitation for RFP
Request for Procurement: Procurement software
[View more](#)
- 28/02/2025 12:52:20
Invitation for RFP
Request for Procurement: Procurement software
[View more](#)
- 28/02/2025 12:52:20
Invitation for RFP
Request for Procurement: Procurement software
[View more](#)



Overview Documentation



Services Paid
ZAR 0

Outstanding
ZAR 0

Orders
ZAR 0

Comp ABCD (Supplier)

www.abc.co.za

support@abc.co.za

Manage

Top Product / Service Orders

Recent Communication

28/02/2025 12:52:20

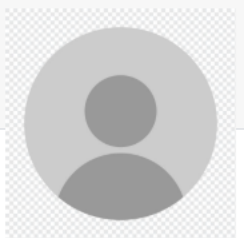
Invitation for RFP

Request for Procurement:

Procurement software

View more






Comp ABCD (Supplier)

www.abc.co.za


support@abc.co.za

[Manage](#)


Overview **Documentation**



Shared Documents



Organisational Documents



Contracts

Urgent Attention

Show 10 rows Download List Show Columns

Request Date	MSA. No.	Status	Action
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next



Quick Information About Comp ABCD

Company Bio



- TPL/2025/05/0002/69/RFI
- TE/2025/05/0008/68/RFP
 - Master Sercive Agreement
 - Master Sercive Agreement**
- TCC/2025/06/0010/84/RFP
- TRIM/2025/06/0001/86/RFI
- TFR/2025/07/0001/98/RFI

TRANSNET



DPS
DIGITAL PROCUREMENT SYSTEM



Conclusion



In conclusion, the module on the Supplier Relationship Management (eSupplier Portal) External Portal is designed to equip learners with the knowledge and practical skills needed to confidently navigate and use the system. The objectives of this module were to guide learners in performing key activities such as supplier registration, tender bidding, and contract approval, while ensuring that these processes align with organisational standards, compliance requirements, and effective system use.

By completing this module, learners are now better prepared to apply their learning in real work situations, contributing to efficient supplier management and improved organisational performance.

Congratulations on completing the module! Your dedication to learning and engaging with the system demonstrates your commitment to professional growth and the success of your organisation. The skills you have gained—registering suppliers, managing tenders, and approving contracts—are not just processes to follow, but tools to make your work more efficient, accurate, and impactful.

We encourage you to continue applying these skills confidently, share your knowledge with colleagues, and seek opportunities to innovate within your role. Your contribution strengthens the organisation and ensures that supplier management is carried out with excellence and integrity.

Thank you for your active participation, curiosity, and commitment to learning. Your efforts make a real difference.

Glossary



Acronym / Term	Definition
SRM	Supplier Relationship Management – A system used to manage supplier interactions, registration, tendering, and contract processes.
Portal	An online platform that allows suppliers and buyers to access SRM functionalities.
Supplier	A company or individual providing goods or services to the organisation.
Buyer	An individual or team responsible for sourcing, tender management, and contract approval in the organisation.
Administrator	A user role responsible for managing system settings, user roles, and overall portal administration.
Registration Details	Information provided by a supplier during portal sign-up, including personal, business, and contact information.
Business Information	Details about a supplier’s company, including trading name, registration number, year of incorporation, VAT status, and company bio.
Partners Information	Details of business partners associated with the supplier, including relationship type, agreement terms, and relevant dates.
Address Information	Supplier’s company address details, including address type, province, postal code, and status.
Transformation	Supplier compliance information, including B-BBEE level, ownership percentages, and empowerment status.
Tender Bidding	The process by which suppliers express intent to bid, submit pricing, and upload required documentation.
Pricing Schedule	A detailed capture of pricing for each tender item submitted by the supplier.
Scorecard	A document or template used to evaluate or rate supplier submissions for tenders.
Contract Approval	The process by which contracts are reviewed, communicated, and approved within the portal.
Master Agreement (MSA)	A standard contract between the organisation and suppliers outlining terms, conditions, and obligations.
Chat / Communication Section	Portal feature enabling suppliers and buyers to ask questions, clarify requirements, and communicate about contracts.
Open Tender Tab	Portal section displaying all available tenders that suppliers can view and apply for.
Log Intent to Bid	Supplier action to indicate interest in submitting a tender for a specific opportunity.
Mandatory / Essential / Non-Essential Tabs	Categories in the portal where suppliers upload required or optional tender documentation.
Documentation Tab	Portal section where contracts, agreements, and other relevant supplier documents are stored and accessed.



Glossary of Portal Actions



Action / Process	Definition / Description
Supplier Registration	Creating a supplier account on the SRM portal by providing personal, business, partner, address, and transformation information.
Manage Organisation Information	Updating and maintaining the supplier's company details, including company name, website, contact information, industry, sector, and company bio.
Manage Company Address	Capturing and updating the supplier's official address details, including address type, province, postal code, and status.
Manage Partners	Recording and maintaining information about business partners, including relationship type, agreement terms, and relevant dates.
Manage Business Information	Capturing essential company details such as trading name, registration number, year of incorporation, and VAT information.
Manage Transformation	Recording supplier B-BBEE compliance information, including ownership percentages, empowerment status, and uploading supporting certificates or affidavits.
View Open Tenders	Accessing available tender opportunities in the portal for which suppliers can submit bids.
Log Intent to Bid	Indicating a supplier's interest to participate in a specific tender.
Submit Tender Documentation	Uploading required files in the appropriate categories (mandatory, essential, non-essential, other) to support a tender bid.
Capture Pricing Schedule	Entering detailed pricing information for each tender item in the system.
Capture Scorecard	Completing the evaluation form or template associated with the tender submission, including any comments or ratings.
Submit Tender Bid	Finalising and submitting all tender-related information, including documents, pricing, and scorecards, for consideration.
Ask for Clarity	Using the portal chat or communication feature to request additional information or clarification regarding a tender.
Contract Collaboration / Supplier Response	Engaging with buyers via the portal to discuss, comment, and respond to contract documents such as the Master Service Agreement (MSA).
Contract Approval	Reviewing, finalising, and approving contracts in the portal, ensuring compliance with organisational requirements.
Documentation Tab	Portal section where all contracts, tender documents, and supporting supplier files are stored and accessible.
Chat / Communication Section	Portal feature that allows suppliers and buyers to communicate directly about tenders, contracts, and related processes.
SRM Tab	Main portal section where suppliers manage registration, tenders, contracts, and communication activities.