

TRANSNET CORPORATE CENTRE (TCC)

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

REQUEST FOR PROPOSAL [RFP]

FOR THE DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF SOFT SKILLS (NEXT GENERATION) PROGRAMMES ON AN "AS AND WHEN" REQUIRED AT VARIOUS TRANSNET LOCATIONS WITHIN SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS.

RFP NUMBER	TCC/2022/07/0193/7818/RFP
ISSUE DATE:	19 July 2022
CLOSING DATE:	02 August 2022
CLOSING TIME:	16:00 PM
BID VALIDITY PERIOD:	180 Business Days from Closing Date

BIDDER NAME:.....

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SECTION 1: SBD1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS AT TRANSNET SOC LTD							
BID NUMBER:	TCC/2022/07/0193/7818/RFP	ISSUE DATE:	19.07.2022	CLOSING DATE:	02.08.2022	CLOSING TIME:	16:00
DESCRIPTION	THE DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF SOFT SKILLS (NEXT GENERATION) PROGRAMMES AS AND WHEN REQUIRED AT VARIOUS TRANSNET LOCATIONS WITHIN SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS.						
BID RESPONSE DOCUMENTS SUBMISSION							
RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED <i>(please refer to section 2, paragraph 3 for a detailed process on how to upload submissions):</i> https://www.transnet.net							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO							
CONTACT PERSON		Nhlanhla Caluza					
TELEPHONE NUMBER		011- 308 3508					
E-MAIL ADDRESS		Nhlanhla.Caluza@transnet.net					
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER		CODE		NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER		CODE		NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE REGISTRATION REFERENCE NUMBER: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[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]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW.			

PART B

TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS
<p>1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>1.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>1.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>1.5 IN BIDS WHERE UNINCORPORATED CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>1.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>

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	THE DESIGN, DEVELOPMENT, AND IMPLEMENTATION OF SOFT SKILLS (NEXT GENERATION) PROGRAMMES AS AND WHEN REQUIRED AT VARIOUS TRANSNET LOCATIONS WITHIN SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS
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 located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet website at www.transnet.net free of charge. To access the Transnet eTender portal, please click here (refer to section 2, paragraph 3 below for detailed steps)</p>
COMMUNICATION	<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	N/A
CLOSING DATE	<p>16:00 pm on 02.08.2022</p> <p>Bidders must ensure that bids are uploaded timeously onto the system.</p> <p>As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><i>Bidders are required to ensure that electronic bid submissions are done at least a day before the closing date to prevent issues which they may encounter due to their internet speed, bandwidth or the size of the number of uploads they are submitting. Please do not wait for the last hour to submit. A Bidder can upload 30mb per upload and multiple uploads are permitted.</i></p>
VALIDITY PERIOD	<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 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>

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

2 FORMAL BRIEFING

A formal briefing session will not be held but should Respondents have specific queries they should email these to the Transnet representative indicated in Section 1: SBD 1 Form.

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 e-Tender Submission Portal can be accessed as follows:

- Log on to the Transnet eTenders management platform website (<https://www.transnet.net>);
- Click on "TENDERS";
- Scroll towards the bottom right hand side of the page;
- On the blue window click on "register on our new eTender Portal";
- Click on "ADVERTISED TENDERS" to view advertised tenders;
- Click on "SIGN IN/REGISTER – for bidder to register their information (must fill in all mandatory information);
- Click on "SIGN IN/REGISTER" - to sign in if already registered;
- Toggle (click to switch) the "Log an Intent" button to submit a bid;
- Submit bid documents by uploading them into the system against each tender selected.
- No late submissions will be accepted. The bidder guide can be found on the Transnet Portal transnetetenders.azurewebsites.net

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 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

5 JOINT VENTURES OR CONSORTIUMS

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

In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to Transnet.

Respondents are to note that for the purpose of Evaluation:

- a JV will be evaluated based on one consolidated B-BBEE score card as per the B-BBEE Preferential Procurement Regulations, 2017 preference point scoring.
- Experience, qualification or certification of Lead Bidder (JV Partner with higher % split of Business) must have the required Experience, qualification or certification, where the split of business is 50/50, Experience, qualification or certification of either member of the JV will be used for evaluation.

6 COMMUNICATION

- 6.1 Specific queries relating to this RFP before the closing date of the RFP should be submitted to the contact person specified in Section 1 of this RFP before **10:00 am on 30 July 2022**. In the interest of fairness and transparency Transnet's response to such a query will then be made available to other bidders.
- 6.2 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.
- 6.3 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.
- 6.4 Respondents may also, at any time after the closing date of the RFP, communicate with the contact person specified in Section 1 of this RFP on any matter relating to its RFP response
- 6.5 Respondents are to note that changes to its submission will not be considered after the closing date.

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 Goods/Services and request Respondents to re-bid on any such changes;
- 10.2 reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- 10.3 disqualify Proposals submitted after the stated submission deadline [closing date];
- 10.4 award a contract in connection with this Proposal at any time after the RFP's closing date;

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

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

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

13 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

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

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

14 TAX COMPLIANCE

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

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

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

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

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

TIP-OFFS ANONYMOUS:


Ethics Helpdesk
(Pty) LTD.
Ethics Management System™

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

				
	<p>AI Voice Bot "Jack" Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.</p>	<p>What's App Speak to an Agent via What's App.</p>	<p>Speak to an Agent Speak to an Agent via the platform with no call or data charge</p>	<p>Telegram Speak to an Agent via Telegram</p>

 **0800 003 056**

 **086 551 4153**

 **reportit@ethicshelpdesk.com**

 ***120*0785980808#**

SECTION 3: BACKGROUND, OVERVIEW AND SCOPE OF REQUIREMENTS

1 BACKGROUND

Transnet is committed to developing its employees to ensure optimum performance and to enable Transnet to deliver on its current and future mandate. Transnet seeks the services of service provider/s to deliver soft skills programmes on an “as and when” required at various Transnet locations within South Africa. Where possible, the programmes should be credit bearing and NQF aligned.

Service provider/s will be required to deliver soft skills training to Transnet employees across its operating divisions. These programmes may form part of certain transversal programmes (e.g. part of the curriculum of our Youth Development Programme or Next Generation Mentee Programme) or may stand alone depending on the specific need at the time.

2 DETAILED SCOPE OF WORK

The soft skills training programmes should be delivered to all Transnet Operating Divisions on an “as and when” required basis. The programmes should include as a minimum the following:

	Detail Description
Mentor, Mentee and coaching skills	<p>Mentor training - Understand the modes of mentoring. Distinguish between mentoring, coaching and counselling, understand the roles and responsibilities of the mentor and protégé and understand the six stage mentor process as be able to transfer these to the work environment.</p> <p>Including Insights personal profiling group feedback.</p> <p>Mentee training – How the mentee can optimise the mentoring process and know what to expect from this learning experience. Insights personal profiling group feedback.</p> <p>Coaching training – Understand coaching processes, how to identify coaching opportunities, the nature of relationships that need to be managed and how to maximise knowledge and skills transfer.</p>
Business Communication and presentation skills	Develop communication and presentation skills to convey information, influence, motivate and persuade. Understand how to effectively communicate and the purposes of communication, understand your audience, verbal and non-verbal communication skills. How to present using your voice and how to deliver a presentation.
Business writing skills	Structure and compose a variety of texts to effectively communicate to a specific audience, including letters, emails, reports, proposals, business case writing (including data analysis)
7 habits of highly effective people	How to take initiative, how to balance key priorities, improve interpersonal communication, leverage creative collaboration and apply principles for achieving a balanced life.
Four Disciplines of execution	<p>How to execute on the highest priorities in the midst of a whirlwind day. Creating a culture of high performance by proving a framework to increase strategic execution through focusing on the 4 disciplines of execution:</p> <ol style="list-style-type: none"> 1. Focus on the wildly important 2. Act on lead measures 3. Keep a compelling scoreboard 4. Create a cadence of accountability

Speed of Trust	Help individual contributors communicate transparently with peers and managers, improve their track record of keeping commitment, collaborate in new ways and learn skills that help them close trust gaps with their team,
Business Performance Management	Tracking relevant business metrics, key performance indicators, showing the progress of the business goals, monitor growth and progress of any business
Problem solving skills	Determine why an issue is happening (Including root cause analysis) and how to solve it. Identifying the issue, coming up with solutions, implementing the solutions and evaluation their effectiveness.
Decision making skills	Understand thinking processes and how they work in thinking and decision making. How biases and fallacies affects judgements and decisions and how to minimise the effects using techniques and strategies.
Relationship management	Develop skills needed to build and sustain professional relationships and networks and maintain an ongoing level of engagement with an audience.
Crucial accountability and conversations	How to effectively conduct a discussion between two or more people where the stakes are high, opinions vary and emotions are running strong.
Stakeholder management	Organise, monitor and improve relationships with stakeholders. How to systematically identify stakeholders, analyse their needs and expectations and plan and implement tasks to engage with them.
Emotional intelligence	Understand, use and manage emotions in a positive way to relieve stress, communicate effectively, empathise with others, overcome challenges and defuse conflict.
Facilitator, Assessor, Moderator skills	US 117871 – Facilitate learning using a variety of given methodologies (NQF5) 10 credits US115753 – Conduct outcomes-based assessment NQF5, 15 credits US115759 – Conduct Moderation of outcomes-based assessments (NQF6) 10 credits.

The Service Provider will provide training programmes at the below location:

NO.	REGION	OD	VENUE	ADDRESS	CITY
1	Johannesburg	Transnet Corporate Centre	8th Floor	Carlton Centre, 138 Eloff	Johannesburg
2	Port Elizabeth	School of Engineering	Swartkops Campus	John Tallant Road	Port Elizabeth
3	Johannesburg	Wits University	Upper Ground Floor, Chamber of Mines, West Campus, Johannesburg	Upper Ground Floor, Chamber of Mines, West Campus Johannesburg	Johannesburg
4	Kempton Park	Transnet Freight Rail	Esselen Park Campus	Road P91 off the R25, Esselen Park Campus, Main Building, Room 21	Kempton Park
5	Port Elizabeth	School of Engineering	North end Campus	Corner Paterson and Broad Street	Port Elizabeth
6	Parktown	Transnet Freight Rail	Table 50, 1st Floor	Inyanda House	Parktown
7	Kempton Park	Transnet Freight Rail	Administration Building	1 anvil road Isando. Transnet Freight Rail Administration Building.	Kempton Park

8	Johannesburg	Transnet Group Planning	Building 9, Harrowdene Office Park	Western Service Road	Johannesburg
9	Heidelberg	Transnet Capital Projects: Inland Terminal	Jameson Park	Poortje Street	Johannesburg
10	Heidelberg	Transnet Freight Rail	Heidelberg Depot	01 Viljoen Street	Johannesburg
11	Johannesburg	Transnet Freight Rail	Reception	Knowledge Centre	Johannesburg
12	Germiston	Transnet Rail Engineering	TE Facility	3 Keswick, Street	Germiston
13	Germiston	Transnet Rail Engineering	TE facility	No 3, Keswick Road	Germiston
14	City Deep	Transnet Freight Rail	City Deep Terminal	Houer Road	Gauteng
15	Sentrarand	Transnet Rail Engineering	Room 312, Admin Building	Electric Locomotive Maintenance	Boksburg
16	Sentrarand	Transnet Freight Rail	Room 204, Admin Building	1 Durand Street PUTFONTEIN	Putfontein
17	Boksburg	Transnet Rail Engineering	Room 22	20 Sebenza Street	Boksburg
18	Alrode	Transnet Pipelines	3 Akasia Road	General Alberts Park	Alberton
19	Koedoespoort	Transnet Rail Engineering	Koedoespoort	Koedoespoort and Creswell Road	Pretoria
20	Pyramid South	Transnet Rail Engineering	Pyramid South	Old Warm baths Road	Pretoria
21	Pretoria	Transnet Rail Engineering	Room 38, Blue Train Depot	3rd Avenue	Pretoria
22	Pretoria	Transnet Rail Engineering	Room 22B, NZASM Building	Cnr Minaar & Paul Kruger	Pretoria
23	Pretoria	Transnet Rail Engineering	TRE	Corner Micheal Brink and Voortrekker	Pretoria
24	Pretoria	Transnet Freight Rail	Room 211, NZAS M Building	Capital park, to office no. 17/18	Pretoria
25	Kilner Park	Transnet Rail Engineering	TRE	160 Lynette Str	Pretoria
26	Koedoespoort	Transnet Rail Engineering	Koedoespoort Diesel Depot	Populier Street	Pretoria
27	Witbank	Transnet Freight Rail	Operations Managers Office	Cnr Langermann & Main Streets	Witbank
28	Nelspruit	Transnet Freight Rail	Operations, Station Building	First Andrew Street	Nelspruit
29	Rustenburg	Transnet Freight Rail	Railway Station Building	Office B446636	Rustenburg
30	Koedoespoort	Transnet Rail Engineering	Infra Maintenance Depot	8 Trans Road	Pretoria
31	Polokwane	Transnet Freight Rail	Room 3, TFR Security Building	Hospital Street	Polokwane
32	Leeuhof (Vereeniging)	Transnet Freight Rail	Area Managers Office	Hollywood Blvd	Vereeniging
33	Ermelo	Transnet Rail Engineering	Wagon Maintenance Depot	Ermelo	Ermelo
34	Ermelo	Transnet Freight Rail	Area Managers Office	Office 2	Ermelo
35	NPA Durban, Services Workshop	Transnet National Ports Authority	NPA Durban, Services Workshop	4 Bayhead Road	4 Bayhead Road
36	Durban	Transnet Pipelines	Room 806	202 Smith St	Durban
37	Durban	Transnet Capital Projects	237 Mahatma	237 Mahatma Gandhi	Durban

38	Durban	Transnet Property	First Floor, Room 123	202 Anton Lembede Street	Durban
39	Bayhead	Transnet Freight Rail	Room 114, Loliwe House	151 South Coast Road	Bayhead
40	Durban	Transnet Rail Engineering	CEO Umbilo	150 Eel Road,	Durban
41	Durban	Transnet Rail Engineering	Truck Washout Depot	80 Bayhead Road	Durban
42	Durban	Transnet Rail Engineering	Room 1101	477 Smith Street	Durban
43	Durban	Transnet Rail Engineering	TRE	311 Edwin Swales Drive	Durban
44	Port of Durban	Transnet National Ports Authority	Room 122A	Ocean Terminal Building,	Durban
45	Durban	Transnet Port Terminal	Maydon Wharf	45B Johnstone Road	Durban
46	Durban	Transnet Port Terminal	Container Terminal	Pier 1, Container Terminal	Port Entrance 9, Bayhead Rd Durban
47	Durban	Transnet Port Terminal	Durban Container Terminal	CVR Building	Bayhead
48	Durban	Transnet Port Terminal	Car Terminal	45 Bay Terrace	Durban
49	Pinetown	Transnet Pipeline	10B Kerk Road	Pinetown	Pinetown
50	Durban	Maritime School	Reunion, Durban	1 Airport Road	Durban
51	Pietermaritzburg	Transnet Freight Rail	TFR Yard	9 Devonshire Road	Pietermaritzburg
52	Newcastle	Transnet Freight Rail	Client Service Centre	Albert Wessels Drive	Newcastle
53	Vryheid	Transnet Rail Engineering	Slubaa Road	Slubaa Road	Vryheid
54	Vryheid	Transnet Freight Rail	Coalink Evan Circle	Off Jan Moolman Street	Vryheid
55	Ladysmith	Transnet Pipelines	5 Hamilton Road	Ladysmith	Ladysmith
56	Empangeni	Transnet Freight Rail	Room 148, Malahle House	4 Kiewiet Street	Empangeni
57	Richards Bay	Transnet Rail Engineering	Room 6, Administrative Building	Locomotive Depot	Richards Bay
58	Richards Bay	Transnet Port Terminal	Dry Bulk Terminal	Umhlatuze Building DBT	Richards Bay
59	Richards Bay	Transnet Port Terminal	Umhlatuze Building	Gordon Road	Richards Bay
60	Richards Bay	Transnet Capital Projects	7 Trinidad, Lakeview Terrace	Absa building 1 floor	Richards Bay
61	Richards Bay	Transnet National Ports Authority	Room 112, Bayview Centre	Ventura Rd	Richard's Bay
62	Empangeni	Transnet Rail Engineering	South Dunes	Wagon Maintenance Depot	Richards Bay
63	Ladysmith	Transnet Rail Engineering	Locomotive Depot	End Diamana Road	Ladysmith
64	Ladysmith	Transnet Freight Rail	INFRA	Cnr Lyell and Alexander Streets	Ladysmith
65	Bloemfontein	Transnet Rail Engineering	Wagon Maintenance	Cnr Nathan & Maselspoort Road	Bloemfontein
66	Bloemfontein	Transnet Rail Engineering	BV3 Ground Floor Freight Bloemfontein, Communications & Media	Admin Building 1st floor.	Bloemfontein

67	Bloemfontein	Transnet Freight Rail	Freight Bloemfontein, Communications & Media	Transnet Road	Bloemfontein
68	Bloemfontein	Transnet Rail Engineering	Diesel Maintenance Road Locomotive	Diesel Maintenance Road	Bloemfontein
69	Posmasburg	Transnet Rail Engineering	Transwerk Yard	Wagons	Posmasburg
70	Kimberley	Transnet Rail Engineering	Room 114, JW Sauer Building	Cnr Quinn & Roper Street	Kimberley
71	Beaconsfield	Transnet Rail Engineering	Wagons	Oliver Road	Kimberley
72	Kimberley	Transnet Freight Rail	Transnet Refurbishing Depot	1A Austin Street	Kimberley
73	Kimberley	Transnet Freight Rail	Transnet Fire Service	1B Austin Street	Kimberley
74	Kimberley	Transnet Freight Rail	Transnet Property	1B Austin Street	Kimberley
75	Barkly West	Transnet Freight Rail	Transnet Infrastructure	1B Austin Street	Kimberley
76	Kimberley	Transnet Freight Rail	Transnet Security	Old Promat Building, Florence Street	Kimberley
77	Kimberley	Transnet Freight Rail	Transnet Training	Transnet School of Rail, C/o Oliver & Study Street	Kimberley
78	Kimberley	Transnet Freight Rail	Transnet Supply Chain Services	Transnet Property Management Building, Austin Street	Kimberley
79	Beaconsfield Yards	Transnet Freight Rail	Transnet Operations	Alex Yard, Main Building, Landbouweg	Kimberley
80	Beaconsfield Loco	Transnet Freight Rail	Transnet Locomotive Depot	Austin Street	Kimberley
81	De Aar Yard & Loco	Transnet Freight Rail	Transnet De Aar Yards	Infra Building, Freelander Street	De Aar
82	Postmasburg	Transnet Freight Rail	Transnet Locomotive Depot	1 Transnet Street	Postmasburg
83	Sishen	Transnet Freight Rail	Transnet Locomotive Depot	1 Transnet Street	Sishen
84	Upington	Transnet Freight Rail	Locomotive Depot	Kalahari Street	Upington
85	Warrington	Transnet Freight Rail	Station Building	Sassar Road	Warrington
86	Kimberley	Transnet Freight Rail	Infrastructure Complex 10d	1B Austin Street	Kimberley
87	Kimberley	Transnet Rail Engineering	Wagons Coligny	Oliver Road	Kimberley
88	Kimberley	Transnet Rail Engineering	Administration Building	Beacons Field	Kimberley
89	Kroonstad	Transnet Rail Engineering	Wagons Maintenance	7th Avenue	Kroonstad
90	Kroonstad	Transnet Rail Engineering	Electrical Traction	7th Avenue	Kroonstad
91	Uitenhage	Transnet Rail Engineering	TRE	Old Uitenhage Road	Uitenhage
92	Port Elizabeth	Central	1st Floor, Transnet Building	North Union Street	Port Elizabeth
93	Port Elizabeth	Transnet National Ports Authority	Room 409, 4th Floor	North Union Street	Port Elizabeth
94	Port Elizabeth	Transnet Port Terminal	1st Floor, TPT Building	Neptune Road, Off Klub Road, Bluewaterbay/Coega	Port Elizabeth

95	NPA PE, Services workshop	Transnet National Ports Authority	NPA PE, Services workshop	Lighthouse Workshop	Port Elizabeth
96	Port Elizabeth	Transnet Freight Rail	Room 604, F.C. Sturrock Building	Cnr of Strand & Fleming Streets	Port Elizabeth
97	North End	Transnet Freight Rail	Room 24, Ground Floor, Infrastructure Building	C/O Broad Street & Paterson Road	Port Elizabeth
98	Port Elizabeth	Transnet Rail Engineering	Wagon Maintenance depot	Old Grahamstown Road	Port Elizabeth
99	New Brighton & PE Harbour	Transnet Freight Rail	New Brighton Marshalling Yard	Admin Building 1st floor.	Port Elizabeth
100	Swartkops	Transnet Freight Rail	Swartkops Admin Building - Room 17	John Tallant Road	Port Elizabeth
101	Port Elizabeth	Transnet Rail Engineering	Locomotive Maintenance depot	John Gallant Road	Port Elizabeth
102	Port Elizabeth	Transnet Port Terminal	Port Admin Building	Green Street	Port Elizabeth
103	Port Elizabeth	Transnet Capital Projects	61 Warraker Street	Newton Park	Port Elizabeth
104	Uitenhage	Transnet Freight Rail	SCS Building	Room 109, 1st Floor	Uitenhage
105	East London	Transnet Port Terminal	Support Services Building	Hely Hutchinson Road	East London
106	East London	Transnet National Ports Authority	Room 122, Port Control Building	Ganteaume Cres	East London
107	East London	Transnet Rail Engineering	18 Fleet Street	(op Fire station next to Scorpion)	East London
108	East London	Transnet Freight Rail	Finance, Room 101, Admin Building	Cambridge	East London
109	Mossel Bay	Transnet National Ports Authority	Port Administration Building	55 Bland St	Mosselbay
110	Rosmead	Transnet Freight Rail	Rosmead Station	Room 1	Eastern Cape
111	Cape Town	Transnet Port Terminal	Cape Town Container Terminal, Admin Building	Container Road, Ben Schoeman Dock	Paarden Eiland, Cape Town
112	NPA CT, Lighthouse Services Workshop	NPA CT, Lighthouse Services Workshop	Green Point Lighthouse	100 Beach Road	Cape Town
113	Cape Town	Western	Room 700, 7th Floor	1 Adderley Street	Cape Town
114	Cape Town	Transnet National Ports Authority	3rd Floor NPA House	South Arm Rd, Waterfront,	Cape Town
115	Cape Town	Transnet Rail Engineering	Office 33, Loscon Building	19 Voortrekker Road	Cape Town
116	Cape Town	Transnet Capital Projects	Bellville Square	Off Modderdam Road	Bellville
117	Bellville 2	Transnet Freight Rail	Room 34, Infra Building,	Caledon West Street	Belville
118	Saldanha	Transnet Freight Rail	Corporate Affairs	Transnet Park Building	Bellville South
119	Bellville	Transnet Freight Rail	Operations	Belcon Building	Bellville South
120	Saldanha	Transnet National Ports Authority	Moss Gas Park	Moss Gas Park	Saldanha
121	Saldanha	Transnet Freight Rail	Room 353	Salkor Building	Saldanha

122	Saldanha	Transnet Freight Rail	Saldanha CTC Building	CT Building	Saldanha
123	Saldanha	Transnet Freight Rail	Security Foyer	Salkor Building	Saldanha
124	Saldanha	Transnet Freight Rail	Room 282	Salkor Building	Saldanha
125	Saldanha	Transnet Freight Rail	Room 134	Salkor Building	Saldanha
126	Saldanha	Transnet Freight Rail	Room 45	Salkor Building	Saldanha
127	Saldanha	Transnet Port Terminal	Multi- Purpose Terminal	Administration Building, Office 25	Saldanha
128	Worcester	Transnet Freight Rail	Reception, Old PX Building	2 Louis Lange Street	Worcester
129	Beaufort West	Transnet Freight Rail	2nd Avenue	Beaufort West	Beaufort West
130	Cape Town	Transnet Capital Projects	Tygerburg Office Park	Table Bay Building 163	Cape Town
131	East London	Locomotive Depot	Locomotive Depot	Locomotives Depot Of two rivers drive	Cambridge

The intended scope of work requirements for the programme are as follow:

- a) Design, develop and delivery of approved management programme learning material;
- b) Include case studies / assignments / or work based project as part of the learning material.
- c) The programme should commence with a launch.
- d) Upon successful completion delegates will receive a certificate of attendance to be handed over at a graduation ceremony.
- e) The Training Programme will include module structures, learning outcomes of the modules and relevant activities to reinforce learning, and after training reference manual or material;
- f) The programme delivery, should have a blended learning approach. The modules should be designed such that it could be classroom based as well as online Learning platforms, for self-study purposes;
- g) The Programme modules to be aligned and customized to Transnet corporate branding and relevant to the business needs and requirements
- h) The Programme training modules must include Assessment guides, Learner Workbooks and Facilitator Guides both manual and electronic formats;
- i) The requirement is that all the qualifications are portable with other qualifications for credit bearing purposes.
- j) Pilot the learning programme and incorporate inputs based on the pilot results
- k) Accredited international experts should be invited to present some modules either local or abroad, where the institution has agreements or contracts.
- l) Use of best e-Learning software and Learning Management System for online study support.
- m) The training to be delivered at recognized and approved campuses and/or other available and agreed venues.

In the process of developing and designing the Training Programmes, the service provider will engage in the following activities:

- a) Conduct a consultation session with the Curriculum Development & Assessment department, together with the Transnet Academy Faculties, Governance and Compliance, and the other cross functional teams, i.e. Talent Management, relevant Operating Division Departments, as per the programme, in order to acquire the necessary information that will inform the content of the Training Programmes;
- b) Familiarising themselves with the expectations of the business, learning methodologies, Training Programmes content, the Transnet Capacity Building policies;
- c) Conduct a consultative session with the Curriculum Development & Assessment Department to discuss instructional design framework and the 'look and feel' of the learner manuals and the suggested layout design template (corporate branding) of the Learner workbook;
- d) Consult with subject matter experts (SME's) as referred to by the project team;
- e) Present the learning programme to the Steering Committee and the project cross-functional team;
- f) Revise the learning programme based on recommendations made by the Quality Assurers (and Subject Matter Experts), and input by the cross functional teams;
- g) Conduct consultative workshops with Subject Matter Experts (SME's) and Curriculum Development Specialists to review various critical stages of the review of the tool, as deemed necessary by Transnet Academy.
- h) Continuing Professional Development (CPD) points will be acquired as per professional body/association of relevant and recognised programmes attended by the employee.
- i) Record keeping and feedback on training delivered.
- j) Provide services in compliance with all Transnet company policies (national and international legislation).
- k) Pilot the learning programme and incorporate inputs based on the pilot results, as agreed to and approved by the Steering Committee;
- l) Provide clearly detailed project plan and relevant deliverables for this project.
- m) Be willing to share best practices in respect of content and delivery.
- n) Understanding Transnet Logistics environment would be an added advantage.
- o) As and when required, the Service Provider will be required to provide CV's of the facilitators.

The Service Provider must ensure compliance and be familiar with the following for the Duration of the contract:

- a) The successful provider should be an accredited and registered training service provider with the relevant Sector Education and Training Authority (SETA);
- b) Knowledge of global trends in Outcomes-Based Education and adult learning methodologies;
- c) Knowledge of legislation: the National Qualifications Framework (NQF), the South African Qualifications Authority (SAQA) and the Skills Development Act, etc.;
- d) Knowledge of Education, Training and Development Practitioners' (ETDP) environment and registered with the relevant Sector Education and Training Authority (SETA), Council for Higher Education and Quality Council for Trades and Occupations (QCTO);
- e) Knowledge of both formative and summative assessment methods, using a range of methodologies;
- f) Knowledge of relevant computer systems and appropriate software is desirable for proper learner management and assessment authenticity;
- g) The ability to apply creativity and innovation when developing learning programmes;

- h) Expertise and Knowledge of Logistics management will be an advantage;
- i) Have and be able to allocate capacity for delivering excellent services (Needs Analysis, Design and Delivery);
- j) Knowledge of Logistics environment, with relevant proof.
- k) Have and be able to allocate capacity for delivering services (Design, Development and Delivery).
- l) The Service Provider should be willing to partner with other previously disadvantaged institutions **Locally**, and also partner with institutions **Internationally** (Partnering strategy to be provided)
- m) The ability to deliver quality services within tight timeframes;
- n) Ascertain return on investment using an approved methodology.
- o) The service provider must have excellent service delivery standards.

The intended success of the project is founded on the assumption that certain conditions will exist. These assumptions are as follows:

- a) The selected service provider will receive the necessary background information, documents and support from the project team;
- b) The project team and Subject Matter Experts (SME's) will co-operate with the service provider, and vice versa;
- c) Applicable departments within Transnet Operating Divisions will support this project at Senior Executive authority levels , then filtering down to Operations Management levels;
- d) The project will be managed on the basis of a clear project plan and agreed to, between the service provider and project team, with appropriate sign-off at appropriate delegation of authority.

The service provider is not responsible for booking learners to attend training sessions and for the Learners' travel and accommodation cost to attend the training sessions.

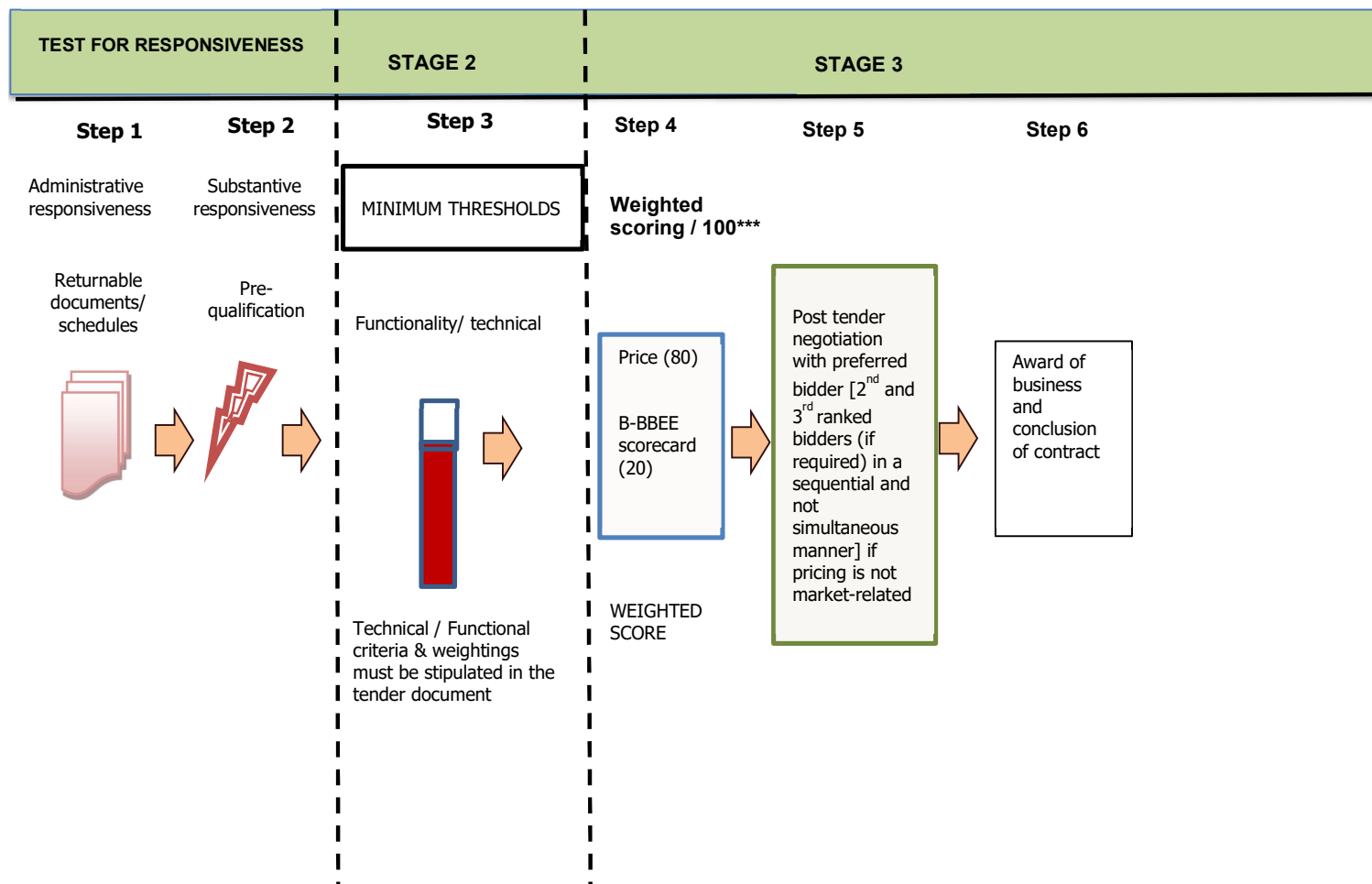
3 GREEN ECONOMY / CARBON FOOTPRINT

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

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



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 Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check
• Whether the Bid has been lodged on time
• Bidder has signed SECTION 6: Certificate of Acquaintance with RFP Documents

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

5.2 STEP TWO: Test for Substantive Responsiveness to RFP

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

Check for substantive responsiveness
<ul style="list-style-type: none"> Bidder has completed SECTION 1: SBD1 Form
<ul style="list-style-type: none"> Bidder has submitted a Priced Offer
<ul style="list-style-type: none"> Bidder has attached proof of valid liability Insurance of the minimum value of R50 000.00
<ul style="list-style-type: none"> Bidder has experience in design, development and implementation of Soft Skills (Next Generation) programmes for the following Relevant (industries State Owned Companies; Municipality; Government Departments/ Logistics/ Banking/ Mining/ Petrochemical/ Aviation/ Telecommunication)

The test for substantive responsiveness [Step Two] must be passed for a Respondent's proposal to progress to Step Three for further evaluation

5.3 STEP THREE: Minimum Threshold 75 points for Technical Criteria

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

Evaluation Criteria	Maximum Points
Bidder Experience in design, development and implementation of Soft Skills (Next Generation) programmes <ul style="list-style-type: none"> Bidder has provided no reference [0] Bidder has provided 1 client reference [10] Bidder has provided 2 client reference [15] Bidder has provided over 3 client reference [20] 	20
Bidder Key Personnel Senior Resource experience in design, development and implementation of Soft Skills (Next Generation) programmes <ul style="list-style-type: none"> No reference [0] 1 client reference [10] 2 client reference [15] over 3 client reference [20] 	20
Junior Resource experience in design, development and implementation of Soft Skills (Next Generation) programmes <ul style="list-style-type: none"> no reference [0] 1 client reference [10] 2 client reference [15] over 3 client reference [20] 	20

Bidder's Turnaround Times <ul style="list-style-type: none"> Bidder confirm to provide required resources more than 8 days after receiving order [0] Bidder confirm to provide required resource within 7 days after receiving order [4] Bidder confirm to provide required resource within 5 days after receiving order [7] Bidder confirm to provide required resource within 3 days after receiving order [10] 	10
Key Personnel Accreditation Bidders has provided proof of accreditation for: <ul style="list-style-type: none"> Senior Facilitator [5] Junior Facilitator [5] Senior Assessor [5] Junior Assessor [5] Senior Moderator [5] Junior Moderator [5] 	30
Total Score	100
Minimum Threshold	75

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

5.4 STEP FOUR: Evaluation and Final Weighted Scoring

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

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

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

Where:

Ps = Score for the Bid under consideration
 Pt = Price of Bid under consideration
 $Pmin$ = Price of lowest acceptable Bid

b) **Broad-Based Black Economic Empowerment criteria** [Weighted score 20 points]

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

5.5 SUMMARY: Applicable Thresholds and Final Evaluated Weightings

Evaluation Criteria	Final Weighted Scores
Price	80
B-BBEE - Scorecard	20
TOTAL SCORE:	100

5.6 STEP FIVE: Post Tender Negotiations

- 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).

5.7 STEP SIX: Award of business and conclusion of contract

- Immediately after approval to award the contract has been received, the successful bidder(s) 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).
- A final contract will be concluded and entered into with the successful Bidder at the acceptance of a letter of award by the Respondent.

SECTION 4: PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the table below:

Item No	Description of Goods /Services	Unit of Measure	Quantity	Design, develop and deliver Price (Excluding VAT)
1.	Mentor, Mentee and Coaching Training	Per programme	1	
2.	Business communication and presentation skills	Per programme	1	
3.	Business Writing Skills	Per programme	1	
4.	7 Habits of highly effective people	Per programme	1	
5.	Four Disciplines to Execution	Per programme	1	
6.	Leading with Trust	Per programme	1	
7.	Crucial Accountability	Per programme	1	
8.	Business Performance Management	Per programme	1	
9.	Problem solving skills	Per programme	1	
10.	Decision making skills	Per programme	1	
11.	Stakeholder management	Per programme	1	
12.	Relationship management	Per programme	1	
13.	Emotional intelligence	Per programme	1	

Item No	Description of Goods /Services	Unit of Measure	Quantity	Training Unit Price (Excluding VAT)	Training Total Price (Excluding VAT)
2.	Mentor, Mentee and Coaching Training	Per person	140		
3.	Business communication and presentation skills	Per person	300		
4.	Business Writing Skills	Per person	300		
5.	7 Habits of highly effective people	Per person	300		
6.	Four Disciplines to Execution	Per person	300		
7.	Leading with Trust	Per person	200		
8.	Crucial Accountability	Per person	200		
9.	Business Performance Management	Per person	200		
10.	Problem solving skills	Per person	200		
11.	Decision making skills	Per person	200		
12.	Stakeholder management	Per person	200		
13.	Relationship management	Per person	200		
14.	Emotional intelligence	Per person	200		
TOTAL PRICE, exclusive of VAT:					
VAT					
Total Inclusive of VAT					
15.	Disbursement (Travel)	Per km			
Accommodation and Flights (Government Rate and Economy Class) will be reimbursed as cost					

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

Notes to Pricing:

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

If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.
- b) Prices must be quoted in South African Rand.
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this pricing schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.

1. DISCLOSURE OF CONTRACT INFORMATION

PRICES TENDERED

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

JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

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

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

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

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

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

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

Is the Respondent
(Complete with a "Yes" or "No")

A DPIIP/FPPO		Closely Related to a DPIIP/FPPO		Closely Associated to a DPIIP/FPPO	
---------------------	--	--	--	---	--

List all known business interests, in which a DPIIP/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. SERVICE LEVELS

- 2.1 An experienced account representative(s) is required to work with Transnet's procurement department.
- 2.2 Transnet will have contract reviews with the Service provider's account representative on an on-going basis.
- 2.3 Transnet reserves the right to request that any member of the Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.
- 2.4 The Service provider guarantees that it will meet set service level agreement for the scope of work:

SECTION 5: PROPOSAL FORM AND LIST OF RETURNABLE DOCUMENTS

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

carrying on business trading/operating as

represented by _____

in my capacity as _____

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

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

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

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

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

I/We accept that unless Transnet should otherwise decide and so inform me/us in the letter of award, 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 Goods/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.

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

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

ADDRESS FOR NOTICES

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

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

Name of Entity: _____

Facsimile: _____

Address: _____

NOTIFICATION OF AWARD OF RFP

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

VALIDITY PERIOD

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

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

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

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

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

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

RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below.

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

RETURNABLE DOCUMENTS & SCHEDULES	SUBMITTED [Yes or No]
Section 1: SBD1 Form	
SECTION 4: Pricing and Delivery Schedule	
Annexure D: Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP	
Annexure E: 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	
Annexure F: Bidder's TAX Compliance confirmation and PIN	
Annexure G: Bidder's Experience	
Annexure H: Bidder's Liability Insurance	
Annexure I: Bidder's Key Personnel	
Annexure J: Bidder's Turnaround Times	
SECTION 5: Proposal Form and List of Returnable documents	
SECTION 6: Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents	
SECTION 7: RFP Declaration and Breach of Law Form	
SECTION 9: B-BBEE Preference Claim Form	
SECTION 11: SBD 9 - Certificate of Independent Bid Determination	
SECTION 12: Protection of Personal Information	

Annexure D:

Bidder to attach Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP

Annexure E:

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

Annexure F:

Bidder to attach TAX compliance status and PIN

Respondent's Signature

Date & Company Stamp

Annexure G:
Bidder experience in design, development and implementation of Soft Skills (Next Generation) programmes

Relevant Industry include: State Owned Companies; Municipality; Government Departments; Logistics; Banking; Mining; Petrochemical; Aviation; Telecommunication.

Client Name	Client Contact (Name, Contact No: & Email Address)	Specify the Industry (Eg. Municipality)	Contract Description	Contract Value (Incl. VAT)	Duration (Start & End Date)

Respondent's Signature

Date & Company Stamp

Annexure H:
Bidder to attach Liability Insurance of minimum R50 000.00

Respondent's Signature

Date & Company Stamp

**Annexure I:
Bidder's Key Personnel Experience**

Using the format below, provide information on key personnel proposed.

Bidder to attach Proof of Accreditation for all Resources

Name and Surname					
Proposed position for the Position		Senior Resource			
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

Respondent's Signature_____
Date & Company Stamp

Name and Surname					
Proposed position for the Position			Junior Resource		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Name and Surname					
Proposed position for the Position			Senior Facilitator		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Accreditation					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Name and Surname					
Proposed position for the Position			Junior Facilitator		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Accreditation					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Name and Surname					
Proposed position for the Position			Senior Assessor		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Accreditation					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Name and Surname					
Proposed position for the Position			Junior Assessor		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Accreditation					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Name and Surname					
Proposed position for the Position			Senior Moderator		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Accreditation					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Name and Surname					
Proposed position for the Position			Junior Moderator		
Professional Membership					
Date of Birth					
Nationality					
Qualifications					
Accreditation					
Experience					
Employer	Client	Client Contact (Name, Contact Number, Email address)	Scope of work Description	Scope of work Value	Scope of Work Duration (From -To)

 Respondent's Signature

 Date & Company Stamp

Annexure J:
Bidder's Turnaround Times

	Mark with [X] the applicable
Bidder confirm to provide required resources to deliver a specific project more than 8 days after receiving order	
Bidder confirm to provide required resource to deliver a specific project within 7 days after receiving order	
Bidder confirm to provide required resource to deliver a specific project within 5 days after receiving order	
Bidder confirm to provide required resource to deliver a specific project within 3 days after receiving	

Respondent's Signature

Date & Company Stamp

CONTINUED VALIDITY OF RETURNABLE DOCUMENTS

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

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date & Company Stamp

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

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

1	Transnet's General Bid Conditions
2	Master Agreement and SLA attached
3	Transnet's Supplier Integrity Pact
4	Non-disclosure Agreement

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

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

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

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

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date & Company Stamp

SECTION 7: RFP DECLARATION AND BREACH OF LAW FORM

NAME OF ENTITY: _____

We _____ do hereby certify that:

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

Respondent's Signature_____
Date & Company Stamp

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

ADDRESS:

Indicate nature of relationship with Transnet:

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

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

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

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 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

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,

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.

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.

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

Respondent's Signature_____
Date & Company Stamp

SECTION 9 : B-BBEE PREFERENCE POINTS CLAIM FORM

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

1.3 Preference points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

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

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

2. DEFINITIONS

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

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

3. POINTS AWARDED FOR PRICE

3.1 THE 0/10 PREFERENCE POINT SYSTEMS

A maximum of 20 points is allocated for price on the following basis:

80/20

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

Where

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

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

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

B-BBEE Status Level of Contributor (80/20 system)	Number of points
1	20
2	18
3	14
4	12
5	8

6	6
7	4
8	1

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

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
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.
- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 4.7 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

5. BID DECLARATION

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

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

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

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

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

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.

(Tick applicable box)

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

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

- 8.7 Total number of years the company/firm has been in business:.....
- 8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
 - iv) If a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) if the successful bidder subcontracted a portion of the bid to another person without disclosing it, Transnet reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (f) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS.....

SECTION 12: 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

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	
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12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying Transnet against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.
13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

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