



**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 PROVISION OF TECHNICAL SERVICES ON THE MIGRATION FROM SAP ECC6 TO SAP S4/HANA.**

|                             |                                            |
|-----------------------------|--------------------------------------------|
| <b>RFP NUMBER</b>           | <b>TCC/2023/05/0001/30997/RFP</b>          |
| <b>ISSUE DATE:</b>          | <b>01/06/2023</b>                          |
| <b>CLOSING DATE:</b>        | <b>15/06/2023</b>                          |
| <b>CLOSING TIME:</b>        | <b>12:00 PM</b>                            |
| <b>BID VALIDITY PERIOD:</b> | <b>180 Business Days from Closing Date</b> |

**BIDDER: .....**

RFP for Goods and Services without LC  
June 2022

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ANNEXURE C: NON-DISCLOSURE AGREEMENT

**1: SBD1 FORM****PART A****INVITATION TO BID****YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS AT TRANSNET SOC LTD**

|             |                                                                                           |             |            |               |            |               |       |
|-------------|-------------------------------------------------------------------------------------------|-------------|------------|---------------|------------|---------------|-------|
| BID NUMBER: | TCC/2023/05/0001/30997/RFP                                                                | ISSUE DATE: | 01/06/2023 | CLOSING DATE: | 15/06/2023 | CLOSING TIME: | 12H00 |
| DESCRIPTION | RFP FOR THE PROVISION OF TECHNICAL SERVICES ON THE MIGRATION FROM SAP ECC6 TO SAP S4/HANA |             |            |               |            |               |       |

**BID RESPONSE DOCUMENTS SUBMISSION**

**RESPONDENTS ARE TO UPLOAD THEIR BID RESPONSE PROPOSALS ONTO THE TRANSNET SYSTEM AGAINST EACH TENDER SELECTED** (please refer to section 2, paragraph 3 for a detailed process on how to upload submissions):

<https://www.transnet.net>

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

|                  |                                |
|------------------|--------------------------------|
| CONTACT PERSON   | Vongani Hlungwani              |
| TELEPHONE NUMBER | 011 308 4106                   |
| E-MAIL ADDRESS   | Vongani.Hlungwani@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:<br>MAAA                                     |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE | TICK APPLICABLE BOX]<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT |                           | [TICK APPLICABLE BOX]<br><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]**

Respondent's Signature

Date & Company Stamp

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                    |                                                                                   |                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF] | <b>2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER QUESTIONNAIRE BELOW] |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                    |                                                                                   |                                                                                                  |
| IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO<br><br><b>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.</b> |                                                                                    |                                                                                   |                                                                                                  |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

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

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

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

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

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

| <b>DESCRIPTION</b>      | <b>RFP FOR THE PROVISION OF TECHNICAL SERVICES ON THE MIGRATION FROM SAP ECC6 TO SAP S4/HANA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TENDER ADVERT</b>    | All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>RFP DOWNLOADING</b>  | <p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> <li>Click on "Tender Opportunities";</li> <li>Select "Advertised Tenders";</li> <li>In the "Department" box, select Transnet SOC Ltd.</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet website at <a href="http://www.transnet.net">www.transnet.net</a> free of charge. To access the Transnet eTender portal, please click <a href="#">here</a> (refer to section 2, paragraph 3 below for detailed steps)</p> |
| <b>COMMUNICATION</b>    | <p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>                                                                                                                                                                                                                                                                                                                                        |
| <b>BRIEFING SESSION</b> | <p>Yes Compulsory</p> <p>Bidders are required to confirm their attendance and to send their contact details including the number of representatives (where applicable) to the following address: <a href="mailto:Vongani.Hlungwani@transnet.net">Vongani.Hlungwani@transnet.net</a></p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Refer to paragraph 2 for details.</p>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>CLOSING DATE</b>     | <p><b>12:00 pm on Thursday 15 June 2023</b></p> <p>Bidders must ensure that bids are uploaded timeously onto the system. As a general rule, if a bid is late, it will not be accepted for consideration.</p> <p><b>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.</b></p>                                                                                                                                                                                                                    |
| <b>VALIDITY PERIOD</b>  | <p><b>180 Business Days from Closing Date</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|  |                                                                                                                                               |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|
|  | successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded. |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------|

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

## 2 FORMAL BRIEFING

A compulsory briefing will be conducted on Microsoft Teams on the **05 June 2023 at 11:00 AM** for a period of ± 1 hour. The briefing session will start punctually, and information will not be repeated for the benefit of Respondents arriving late.

## 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](https://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 **12:00 pm on 15 June 2023**. 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 AND COMPLIANCE SUPPORT

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

|                                                                                                         |                                                                                                                                                                                            |                                                                                                                        |                                                                                                               |                                                                                       |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                      |                                                                                                         |                                     |                          |  |
|                                                                                                         | <b>AI Voice BoT "Jack"</b><br>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. | <b>What's App</b><br>Speak to an Agent via What's App.                                                                 | <b>Speak to an Agent</b><br>Speak to an Agent via the platform with no call or data charge                    | <b>Telegram</b><br>Speak to an Agent via Telegram                                     |
|  <b>0800 003 056</b> |  <b>086 551 4153</b>                                                                                    |  <b>reportit@ethicshelpdesk.com</b> |  <b>*120*0785980808#</b> |                                                                                       |

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

#### 1 BACKGROUND

Transnet seeks to appoint a competent and qualified Service Provider for the provision of technical services on the migration from SAP ECC6 to SAP S4/HANA. The Service provider with the right level of expertise will strengthen the organisation's SAP modernisation plan and will improve the quality of the design work to be undertaken before the build phase. Furthermore, a better understanding of the technical aspects to consider will improve the overall plan to transition to S4/HANA and will assist Transnet in proactively planning and mitigating risks. The service provider should have deep technical knowledge of projects of this nature to produce the necessary artifacts required to deliver a comprehensive design blueprint and supporting business processes for the transition to S4/HANA.

Transnet has been making use of Enterprise Resource Planning software since its first SAP ERP modules were purchased in 1995. Over the last 26 years, the organisation has continued to add ERP solutions (SAP and Non-SAP) to its landscape such that the ERP software is now pervasive in all areas of the organisation. The current version of SAP ECC6 is used in all operating divisions, including the Transnet Corporate Centre.

The immediate challenge with SAP ECC6 is its end-of-support date from the original equipment manufacturer (OEM) – SAP AG, which is scheduled for 31/12/2027. This implies that Transnet would still be able to use the SAP ECC6 software but will not have any further production support from the OEM. The associated risk of not having any technical support for applications in production means that the OEM will not be able to provide any kind of support should technical challenges with the SAP ECC6 software arise after end-of-life support has been reached.

It, therefore, becomes imperative that the organisation puts measures in place to mitigate the risk of having its core ERP system out of technical support once the due date of 2027 has been reached. In this regard, the intention is to migrate all SAP ECC6 environments to a new S4/HANA instance before the end-of-life date is reached with the OEM.

There are six types of installations of SAP ECC6 ERP system currently in production across the organisation. The following table outlines details in this regard:

| Operating Division      | S4/HANA Readiness     | Database | Infrastructure | SAP Version              |
|-------------------------|-----------------------|----------|----------------|--------------------------|
| Corporate Centre        | Unicode compliant     | Oracle   | On-premise     | ECC6                     |
| Freight Rail            | Non-Unicode compliant | Oracle   | On-premise     | ECC6                     |
| Engineering             | Non-Unicode compliant | Oracle   | On-premise     | ECC6                     |
| National Port Authority | Non-Unicode compliant | Oracle   | On-premise     | ECC6                     |
| Pipelines               | Non-Unicode compliant | Oracle   | On-premise     | ECC6                     |
| *Port terminals         | Unicode compliant     | DB2      | On-premise     | Transitioning to S4/HANA |

Table1

SAP is primarily used as an ERP platform and forms the bedrock of the organisation's, financial, Asset Management and People Management systems. In a migration of this nature, it becomes critical to ensure that there are minimal disruptions to the functioning of the organisation. Planning such a migration is imperative to ensure all risks are mitigated in realising project objectives.

The following figure outlines the SAP modules currently used across the various Operating Divisions.



Figure 1

As highlighted above, there are 6 separate installations of SAP ECC6 in operation at Transnet. The core SAP ERP modules, including Financial, Cost Management, Plant Maintenance and Material Management, are utilised and in production in all the operating divisions, with each division having its own configuration and implementation of the modules highlighted above. Modules that can be found in specific OD's include Real Estate and Solution Manager, with Transnet Pipelines being the only OD using an industry-specific SAP Oil and Gas solution.

There are also several commonly or transversally used SAP modules across the OD's. These single system implementations include Human Resources Management, Contract Lifecycle Management, Fixed Assets and Governance, Risk and Compliance.

The table below is a summary view of OD specific SAP modules that are in production and actively used as well as a view of the single instance SAP modules deployed across the organization.

|      | OD specific implementations |    |    |    |             |             | Transversal                     |     |     |     |
|------|-----------------------------|----|----|----|-------------|-------------|---------------------------------|-----|-----|-----|
| OD   | FI                          | CO | PM | MM | Real Estate | Oil and Gas | HCM                             | CLM | FAS | GRC |
| TFR  | X                           | X  | X  | X  | X           | O           | Single platform across all OD's |     |     |     |
| TPT  | X                           | X  | X  | X  | X           | O           |                                 |     |     |     |
| TNPA | X                           | X  | X  | X  | X           | O           |                                 |     |     |     |
| TE   | X                           | X  | X  | X  | O           | O           |                                 |     |     |     |
| TPL  | X                           | X  | X  | X  | O           | X           |                                 |     |     |     |
| TCC  | X                           | X  | X  | X  | X           | O           |                                 |     |     |     |

Table 2

## 2. S4/HANA Transition Plan

Transnet has implemented a Shared Services Operating Model to provide a transversal set of capabilities for common services across the organisation. Core activities in Shared Services include Financial Management, Procurement and Human Resource Management.

To support a shared services model requires consolidation of several core processes including Finance, Procurement and Master Data Governance. In this regard the transition to S4/HANA will entail the following:

1. Consolidating all financial systems onto a single instance of S4/HANA as part of a CFIN implementation.
2. Consolidating all procurement activities under a single instance of S4/HANA.
3. Implementing a Master Data Governance framework and system as part of an S4/HANA implementation.
4. Implementation of centralized reporting via shared services on S4/HANA.
5. Migration of SAP GRC to S4/HANA appropriate environment.
6. Ensuring integration to OD specific SAP and non-SAP operational systems.

The concept of building a consolidated shared services environment as part of an S4/HANA transition plan is depicted in figure 2 below.

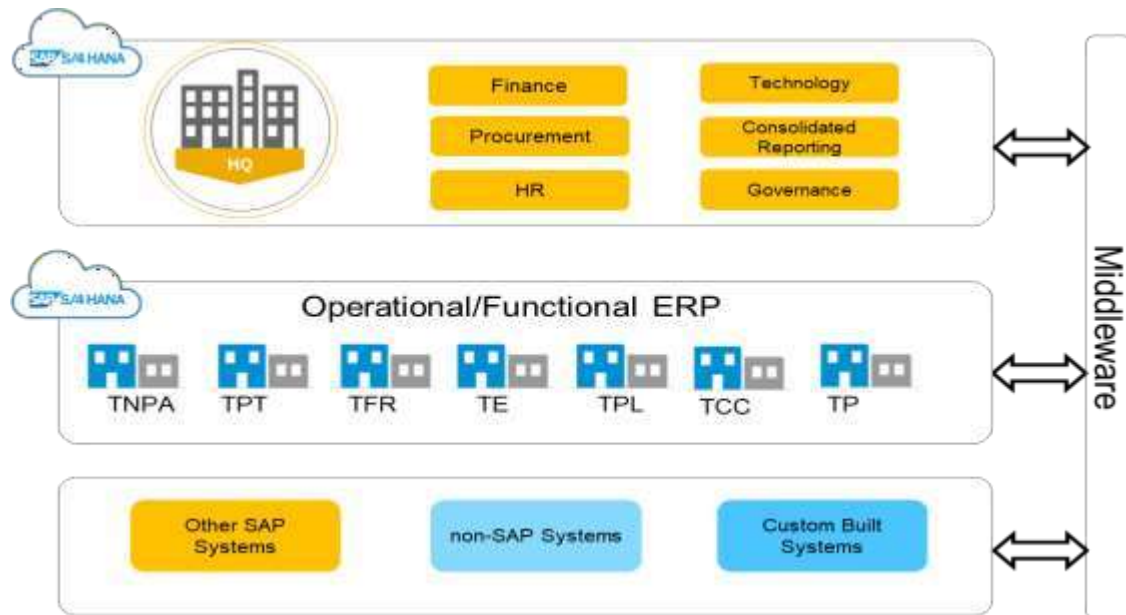


Figure 2

The following set of transversal capabilities will be implemented as part of a shared services operating model:

### Central Finance

| Capability Area                                        | Key Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial accounting and entity close (local/OD level) | <ul style="list-style-type: none"> <li>Ability to consolidate financial transactions at OD level where different company codes exist.</li> <li>Real-time processing to reduce the need for end-of-period batch processing - accelerating closing activities.</li> <li>Real-time replication of master and transaction data from the source system.</li> <li>Allow for centrally maintained master data to reduce data reconciliation efforts.</li> </ul> |
| Planning, budgeting, and forecasting                   | <ul style="list-style-type: none"> <li>Create a single version of truth for planning purposes</li> <li>Facilitate real-time planning, which allows for flexible frequencies of planning and forecasting.</li> </ul>                                                                                                                                                                                                                                      |
| Performance reporting and analytics                    | <ul style="list-style-type: none"> <li>Single version of the truth, available live and at the most granular level, for instance, plan-actual variance analysis, prediction, and simulation</li> <li>KPI data repository to enable extraction of data to perform analyses</li> <li>Reports and/or dashboards can be configured and owned by the business</li> <li>Facilitate real-time reporting across the OD's</li> </ul>                               |

Table 3

**Shared Service Centre Operations**

| Capability Area               | Key Requirement                                                                                                                     |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Invoice/Payment management    | <ul style="list-style-type: none"> <li>Manage Centralised payment processing from a central system.</li> </ul>                      |
| Receivables management        | <ul style="list-style-type: none"> <li>Enable and control the central management and oversight of collections.</li> </ul>           |
| Cash and liquidity management | <ul style="list-style-type: none"> <li>Central bank account management and integrated liquidity planning and forecasting</li> </ul> |

Table 4

**Consolidated Reporting**

| Capability Area                    | Key Requirement                                                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial Reporting                | <ul style="list-style-type: none"> <li>Enable end-to-end financial reporting across multiple Operating Divisions</li> </ul>                                                                                                              |
| Risk, Compliance and ESG Reporting | <ul style="list-style-type: none"> <li>Enable end to end reporting across the Operating Divisions and Functions</li> <li>Consolidation across all Operating Divisions and Functions to achieve a single version of the truth.</li> </ul> |
| Integration                        | <ul style="list-style-type: none"> <li>Enable integration across multiple OD-specific operational systems.</li> </ul>                                                                                                                    |

Table 5

**Procurement**

| Capability Area | Key Requirement                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Procure to Pay  | <ul style="list-style-type: none"> <li>Enable a common procurement platform for procure-to-pay activities across all operating divisions.</li> </ul> |

Table 6

**Governance, Risk and Compliance**

| Capability Area                                                | Key Requirement                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Risk Compliance and ESG (Environmental, Social and Governance) | <ul style="list-style-type: none"> <li>End-to-end process data visibility and steering capabilities</li> <li>Full audit trail – logging all changes to data.</li> <li>Detect fraud online and in real-time within processes and by mass detection</li> <li>Investigate fraudulent transactions with alert management capabilities and the network analyser tool</li> </ul> |
| Risk Management                                                | <ul style="list-style-type: none"> <li>Integrated reporting of core audit findings across the organisation.</li> </ul>                                                                                                                                                                                                                                                     |

Table 7

**Data Governance**

| Capability Area        | Key Requirement                                                                                                                                                      |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Master Data Management | <ul style="list-style-type: none"> <li>Enable a platform for the transversal management of master data across different operating Divisions and Functions</li> </ul> |
| Integration            | <ul style="list-style-type: none"> <li>Enable process to integrate master data with various core financial, procurement and operations systems.</li> </ul>           |

Table 8

### 3. Scope of work

Transnet Group ICT requires the services of a SAP-certified service provider that can provide the overall blueprint and design, with supporting business processes for a migration to S4/HANA. The processes in scope, is highlighted in the section above and include Finance Centralization and Consolidation, GRC migration to S4/HANA, Procurement consolidation in S4/HANA, Centralised reporting, and the implementation of master data governance on S4/HANA.

The service provider must have the technical expertise to reengineer business processes and map the solution to the desired shared service model as outlined in section 3 above.

The specific deliverables of this engagement include the following:

- **Deep dive analysis of the various OD's SAP implementations**

There is an overall objective to consolidate all SAP environments under one instance of S4/HANA. The service provider is therefore required to undertake an in-depth review of the various SAP environments and provide Transnet with blueprint roadmaps and processes to integrate 6 disparate SAP environments into a single instance. Core to this output is the migration of various business functions, such as Finance, Procurement and Commercial SAP systems into a single instance solution.

- **Gap analysis of system variations across operating divisions**

An important part of the deep dive between OD SAP installations is to determine the variation in SAP configurations between Operating Divisions. This is important step in determining the business and technical requirements to migrate onto a single integrated ERP system.

- **Identification of opportunities for business process standardization**

The service provider will also identify where opportunities exist for business process simplification or standardisation. Operating Divisions have not traditionally integrated at a business process level making it inherently difficult and complicated to consolidate at a technical level.

- **Data Transition Plan**

Operating divisions traditionally employ a 4-tier technical environment to host and manage its SAP systems. This includes the following:

| Environment       | Data Size |
|-------------------|-----------|
| Production        | 2TB       |
| Pre-prod          | 2TB       |
| Quality Assurance | 1TB       |
| Dev environment   | 1TB       |

Table 9

Database sizes vary between operating divisions, so there are on average about 40TB of data that must be migrated to S4 to ensure a single instance of SAP.

There are currently data archiving initiatives underway to significantly reduce the data take-on requirements for S4/HANA. However, this will still leave an extensive amount of data to be migrated to S4/HANA. The service provider is required to determine the operational strategy to migrate large volumes of data from legacy data platforms onto new environments, which can either be on-premises or cloud.

- **On-premises versus cloud provisioning**

A key decision to make is where to provision the new S4/HANA environment considering various hosting options available to the organisation. Traditionally the ERP environment is hosted on-premises for all of Transnet's SAP instances. An opportunity exists to consider using cloud computing as a hosting option, and this must be assessed fully in determining the migration to S4/HANA. Furthermore, a hybrid computing strategy is also a viable consideration for the new S4/HANA environment. The service provider is required to assess the most optimal hosting option for Transnet with the following three options being considered:

- Hosting on-premises,
- Hosting in the cloud,
- Hosting on a hybrid platform.

- **Change Management and communication**

An important requirement is to understand the level of change required when migrating to S4/HANA. The significance of the level of change will become an important driver in determining the change and communication plan. The service provider is required to determine the level and depth of change as well as to assist in developing a change and communication plan for the transition to S4/HANA.

- **Quality Assurance (QA)**

The recommended service provider must provide a quality assurance framework and QA plan for the build phase of the SAP S4/HANA implementation. It is expected that the service provider will provide quality assurance reviews to support Transnet during the entire implementation phase of the S4/HANA project. A closeout quality assurance report must be made available to Transnet at the end of the Project.

- **Estimated timelines to complete overall blueprint**

Transnet undertook a Request for Information (RFI) process to conduct research on the migration to S4/HANA. Vendors were requested to provide project estimates for a total transition to S4/HANA. Estimates ranged from 6-18 months across the spectrum of responses received. Against this backdrop the organization believes that a S4/HANA blueprinting phase should take no longer than 6 months to complete and request that vendors work within this timeframe allocation when putting their respective bids together.



#### 4. Available Resources

Once appointed, the service provider will work with ICT technical teams across Operating Divisions to develop blueprints for the transitioning to S4/HANA. The service provider will have full access to all Operating Divisions to ensure that comprehensive analysis and blueprinting is undertaken.

#### 5. Project deliverables

The following deliverables are envisioned as part of this engagement:

1. Deep dive analysis of all current SAP ECC6 instances.
2. Gap analysis between the various versions of SAP.
3. Gap analysis to also include process gaps between the current ECC6 installations and S4/HANA.
4. Proposed business processes for all functions highlighted in Section 3 above.
5. Roadmaps to migrate proposed business processes to S4/HANA.
6. Target Architecture and platform strategy.
7. Ensure application of the SAP framework and best practices are considered.
8. Recommendations on where to standardize business processes.
9. Data migration strategy per business area.
10. Hosting strategy based on Infrastructure requirements assessment.
11. Communication and change management strategy.
12. Assess, identify and mitigate all risks (process, operations and compliance) that may hinder or prevent the achievement of the desired model, as per clause 3 above, in the transition to S4/HANA.
13. Provide quality assurance function for the implementation phase of the S4/HANA project.
14. A detailed project schedule will be required highlighting all critical project activities to complete the blueprinting exercise.

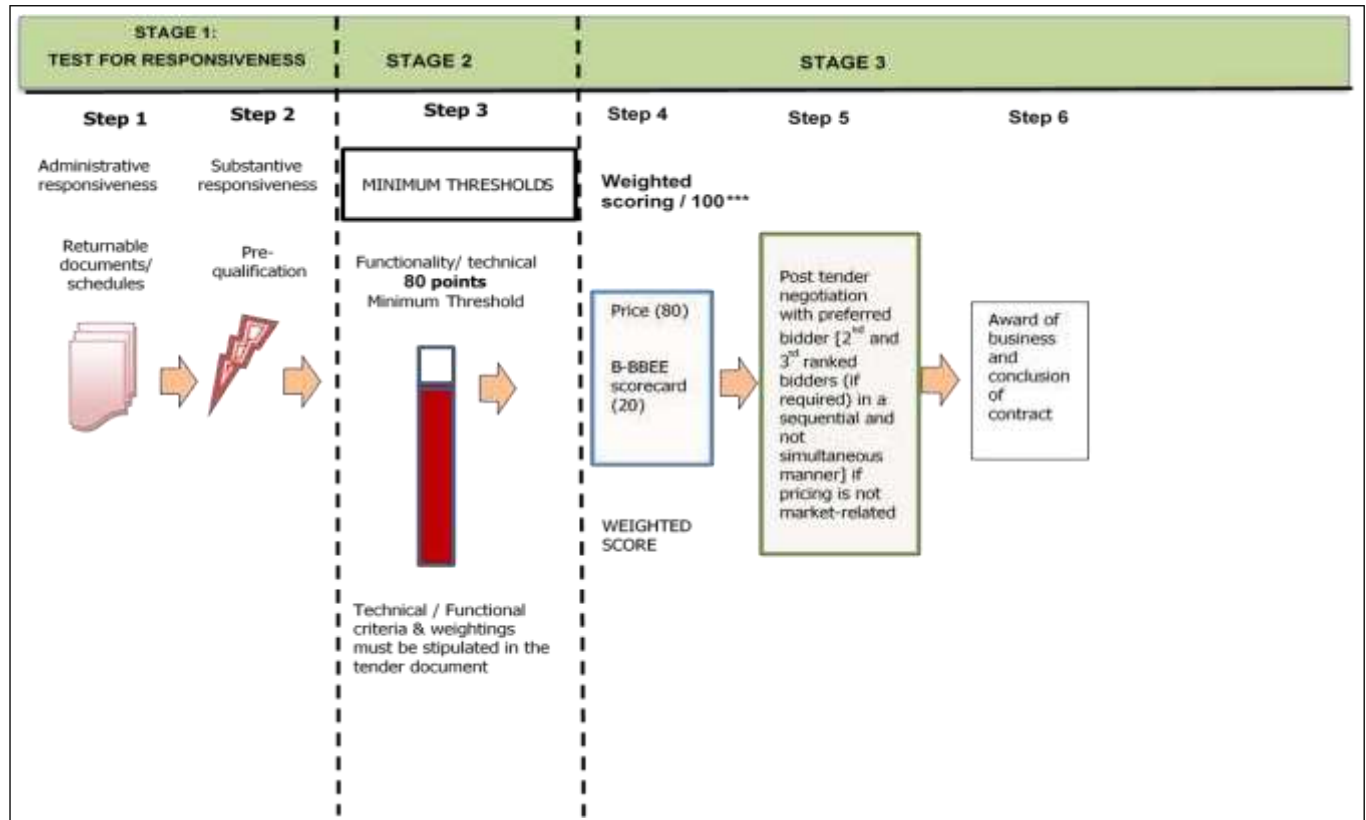
#### 6. Exclusions

The core focus of this statement of work is to develop a design blueprint for the transition to S4\HANA. This will include proposed business process models and maps, S4 Roadmaps and data migration plans. The selected service provider will assist Transnet with all the design work required to move to S4\HANA and as such, will not be able to participate in Request for Proposals (RFPs) for the build-phase of Transnet's SAP S4/HANA modernization programme.

A further exclusion relates to the Human Resource environment which is excluded from this scope of work. SAP HCM is already consolidated on a single instance and a transformation programme is underway to deal with the modernization of various HR related functions.

## 1 EVALUATION METHODOLOGY

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



BB: 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).

### 1.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

| Administrative responsiveness check                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Whether the Bid has been lodged on time</li> <li>Bidder has signed SECTION 6: Certificate of Acquaintance with RFP Documents</li> <li>Attendance of Compulsory Briefing Session</li> </ul> |

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

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

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

| <b>Check for substantive responsiveness</b> |                                                                                                                                                                                |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | • Bidder has completed SECTION 1: SBD1 Form                                                                                                                                    |
|                                             | • Bidder has submitted a Priced Offer                                                                                                                                          |
|                                             | • Bidder has submitted SAP competency and specialisation Certification in Enterprise Resource Planning (SAP S/4 Hana Cloud, Private edition)-Minimum Essential Competency Tier |

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

**1.3 STEP THREE: Minimum Threshold 80 points for Technical Criteria****Desktop Evaluation**

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

| Evaluation Criteria                                                                                                                                                                                                                       | Maximum Points |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>1. Bidder's Experience in developing blueprints to transition from SAP ECC6 to S4/HANA</b><br><br>No reference listed [0]<br>(1) - (2) references listed [10]<br>(3) or more references listed [15]                                    | <b>15</b>      |
| <b>2. Bidder's Experience in implementing Central Finance Solutions on SAP S4/HANA</b><br><br>No reference listed [0]<br>(1) - (2) references listed [10]<br>(3) or more references listed [15]                                           |                |
| <b>3. Bidders Experience in implementing Centralised Procurement Solutions on SAP S4/HANA</b><br><br>No references listed [0]<br>(1) – (2) references listed [5]<br>(3) or more references listed [10]                                    | <b>10</b>      |
| <b>4. Bidders experience in implementing a Master Data Governance framework and system as part of an S4/HANA implementation.</b><br><br>No references listed [0]<br>(1) – (2) references listed [5]<br>(3) or more references listed [10] | <b>10</b>      |
| <b>5. Bidders experience in implementing GRC solutions on SAP S4/HANA</b><br><br>No references listed [0]<br>(2) references listed [5]<br>(3) or more references listed [10]                                                              | <b>10</b>      |
| <b>3. Bidder's Experience in developing business processes for S4/HANA implementations</b><br><br>No reference listed [0]<br>(1) - (2) references listed [5]<br>(3) or more references listed [10]                                        | <b>10</b>      |
| <b>4. Bidder's timelines</b><br><br>The Bidder confirms completion of design footprint development for the transition to s4/HANA in over 12 Months [0]                                                                                    |                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| The Bidder confirms completion of design footprint development for the transition to s4/HANA in 07 -12 Months [5]                                                                                                                                                                                                                                                                                                                                                                      |            |
| The Bidder confirms completion of design footprint development for the transition to s4/HANA within 6 Months [10]                                                                                                                                                                                                                                                                                                                                                                      |            |
| <b>5. Methodology</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |
| <p>Bidder must provide methodology on the migration from SAP ECC6 to SAP S4/HANA detailing the following:</p> <ul style="list-style-type: none"> <li>• Overall migration Process from SAP ECC6 to SAP S4/HANA [5]</li> <li>• Overall migration process to transition data from SAP ECC6 TO SAP S4/HANA [5]</li> <li>• IT Infrastructure strategy for a hybrid computing environment [5]</li> <li>• Quality Assurance plan for the migration from SAP EE6 to SAP S4/HANA [5]</li> </ul> |            |
| <b>Total Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>100</b> |
| <b>Minimum Threshold</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>80</b>  |

**The minimum threshold for technical/functionality must be met or exceeded for a Respondent's Proposal to progress to the step for final evaluation**

**1.4 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:

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

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

Pmin = Price of lowest acceptable Bid

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

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

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

| Evaluation Criteria | Final Weighted Scores |
|---------------------|-----------------------|
| Price               | 80                    |
| B-BBEE - Scorecard  | 20                    |
| <b>TOTAL SCORE:</b> | <b>100</b>            |

**1.6 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).

**1.7 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:

| <b>Deliverables</b>                                                                                                               | <b>UOM</b> | <b>Price (Excl. VAT)</b> |
|-----------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------|
| Functional analysis: Deep dive and gap analysis of the current financial, procurement, GRC and master data processes in SAP ECC6. | each       |                          |
| Functional analysis: Gap analysis to also include process gaps between the current ECC6 implementations and S4/HANA.              | each       |                          |
| Detailed blueprint and design for a consolidated Central Finance environment in SAP S4/HANA                                       | each       |                          |
| Detailed blueprint and design for consolidated Procurement environment in SAP S4/HANA                                             | each       |                          |
| Detailed blueprint and design for a master data governance framework in SAP S4/HANA                                               | each       |                          |
| Detailed blueprint and design for Governance, Risk and Compliance in S4/HANA                                                      | each       |                          |
| Data transition strategy and plan to migrate to S4/HANA                                                                           | each       |                          |
| Infrastructure plan for S4/HANA                                                                                                   | each       |                          |
| Quality assurance framework and Quality assurance plan                                                                            | each       |                          |
| Quality assurance Review as per the quality assurance plan for the build phase of the S4/HANA migration                           | per plan   |                          |
| <b>Total Exclusive of VAT</b>                                                                                                     |            |                          |
| <b>VAT</b>                                                                                                                        |            |                          |
| <b>Total Inclusive of VAT</b>                                                                                                     |            |                          |

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; 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](http://www.etenders.gov.za)), as required per National Treasury Instruction Note 01 of 2015/2016.

### JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

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

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

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

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

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

|                                                                                                                                                                                                                                                                                                                    |  |                                       |  |                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------|--|------------------------------------------|--|
| The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld. |  |                                       |  |                                          |  |
| <b>Is the Respondent</b><br>(Complete with a "Yes" or "No")                                                                                                                                                                                                                                                        |  |                                       |  |                                          |  |
| <b>A DPIP/FPPO</b>                                                                                                                                                                                                                                                                                                 |  | <b>Closely Related to a DPIP/FPPO</b> |  | <b>Closely Associated to a DPIP/FPPO</b> |  |
| <b>List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.</b>                                                                                                                                                                    |  |                                       |  |                                          |  |



| No | Name of Entity / Business | Role in the Entity / Business (Nature of interest/ Participation) | Shareholding % | Registration Number | Status (Mark the applicable option with an X) |            |
|----|---------------------------|-------------------------------------------------------------------|----------------|---------------------|-----------------------------------------------|------------|
|    |                           |                                                                   |                |                     | Active                                        | Non-Active |
| 1  |                           |                                                                   |                |                     |                                               |            |
| 2  |                           |                                                                   |                |                     |                                               |            |
| 3  |                           |                                                                   |                |                     |                                               |            |

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

## 2. 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 Supplier/Service provider's account representative on an on-going basis.
- 2.3 Transnet reserves the right to request that any member of the Supplier/Service provider's team involved on the Transnet account be replaced if deemed not to be adding value for Transnet.

**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

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

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

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. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with their bids based on the consequences of non-submission as indicated below:

| <b>RETURNABLE DOCUMENTS &amp; SCHEDULES</b>                                                                                                                       | <b>SUBMITTED<br/>[Yes or No]</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Section 1: SBD1 Form                                                                                                                                              |                                  |
| SECTION 4: Pricing 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: TAX compliance status and PIN                                                                                                                         |                                  |
| Annexure G: Bidder's Experience in developing blueprints to transition from SAP ECC6 to S4/HANA                                                                   |                                  |
| Annexure H: Bidder's Experience in implementing Central finance solutions on SAP S4/HANA                                                                          |                                  |
| Annexure I: Bidders Experience in implementing centralised procurement solutions on SAP S4/HANA                                                                   |                                  |
| Annexure J: Bidders experience in implementing a Master Data Governance framework and system as part of an S4/HANA implementation.                                |                                  |
| Annexure K: Bidders experience in implementing GRC solutions on SAP S4/HANA                                                                                       |                                  |
| Annexure L: Bidder's Experience in developing business processes for S4/HANA implementations                                                                      |                                  |
| Annexure M: Bidder's timelines                                                                                                                                    |                                  |
| Annexure N: Methodology                                                                                                                                           |                                  |
| 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 8: B-BBEE PREFERENCE POINTS CLAIM FORM                                                                                                                    |                                  |
| SECTION 9: B-BBEE Preference Claim Form                                                                                                                           |                                  |
| SECTION 10: 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

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Respondent's Signature

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Date & Company Stamp

**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

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Respondent's Signature

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Date & Company Stamp

**Annexure F:**  
TAX compliance status and PIN

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Respondent's Signature

---

Date & Company Stamp

**Annexure G:**

Bidder's Experience in developing blueprints to transition from SAP ECC6 to S4/HANA

| Client Name | Client Contact<br>(Name, Contact No:<br>& Email Address) | Industry | Contract<br>Description | Contract Value<br>(Excl. VAT) | Duration<br>(Start & End<br>Date) |
|-------------|----------------------------------------------------------|----------|-------------------------|-------------------------------|-----------------------------------|
|             |                                                          |          |                         |                               |                                   |
|             |                                                          |          |                         |                               |                                   |
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**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/ Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table / Reference Letter**

**NB: Documents/table/ Reference Letter etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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



**Annexure H:**

Bidder's Experience in implementing Central finance solutions on SAP S4/HANA

| Client Name | Client Contact<br>(Name, Contact No:<br>& Email Address) | Industry | Contract<br>Description | Contract Value<br>(Excl. VAT) | Duration<br>(Start & End<br>Date) |
|-------------|----------------------------------------------------------|----------|-------------------------|-------------------------------|-----------------------------------|
|             |                                                          |          |                         |                               |                                   |
|             |                                                          |          |                         |                               |                                   |
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**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/ Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table / Reference Letter**

**NB: Documents/table/ Reference Letter etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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

**Annexure I:**

Bidders Experience in implementing centralised procurement solutions on SAP S4/HANA

| Client Name | Client Contact<br>(Name, Contact No:<br>& Email Address) | Industry | Contract<br>Description | Contract Value<br>(Excl. VAT) | Duration<br>(Start & End<br>Date) |
|-------------|----------------------------------------------------------|----------|-------------------------|-------------------------------|-----------------------------------|
|             |                                                          |          |                         |                               |                                   |
|             |                                                          |          |                         |                               |                                   |
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**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/ Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table / Reference Letter**

**NB: Documents/table/ Reference Letter etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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Respondent's Signature

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Date & Company Stamp

**Annexure J:**

Bidders experience in implementing a Master Data Governance framework and system as part of an S4/HANA implementation.

| Client Name | Client Contact<br>(Name, Contact No:<br>& Email Address) | Industry | Contract<br>Description | Contract Value<br>(Excl. VAT) | Duration<br>(Start & End<br>Date) |
|-------------|----------------------------------------------------------|----------|-------------------------|-------------------------------|-----------------------------------|
|             |                                                          |          |                         |                               |                                   |
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**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/ Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table / Reference Letter**

**NB: Documents/table/ Reference Letter etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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Respondent's Signature

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Date & Company Stamp

**Annexure K:**

Bidders experience in implementing GRC solutions on SAP S4/HANA

| Client Name | Client Contact<br>(Name, Contact No:<br>& Email Address) | Industry | Contract<br>Description | Contract Value<br>(Excl. VAT) | Duration<br>(Start & End<br>Date) |
|-------------|----------------------------------------------------------|----------|-------------------------|-------------------------------|-----------------------------------|
|             |                                                          |          |                         |                               |                                   |
|             |                                                          |          |                         |                               |                                   |
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**Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/ Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table / Reference Letter**

**NB: Documents/table/ Reference Letter etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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Respondent's Signature

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Date & Company Stamp

**Annexure L:**

Bidder's Experience in developing business processes for S4/HANA implementations

| Client Name | Client Contact<br>(Name, Contact No:<br>& Email Address) | Industry | Contract<br>Description | Contract Value<br>(Excl. VAT) | Duration<br>(Start & End<br>Date) |
|-------------|----------------------------------------------------------|----------|-------------------------|-------------------------------|-----------------------------------|
|             |                                                          |          |                         |                               |                                   |
|             |                                                          |          |                         |                               |                                   |
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Bidder must complete the table above, Bidders who substitute the above table with their own document/ table/ Reference Letter etc, must ensure that their substitute document/table etc include the same heading specified in the table / Reference Letter

**NB: Documents/table/ Reference Letter etc that do not contain the provided heading before may not be clear for evaluation, and thus lead to disqualification**

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

**Annexure M:**  
Bidder timelines

Bidder needs to confirm delivery timelines in the Table below:

|                                                                                                                | Bidder to confirm Marking<br>With X |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------|
| The Bidder confirms completion of design footprint development for the transition to S4/HANA in over 12 Months |                                     |
| The Bidder confirms completion of design footprint development for the transition to s4/HANA in 07 -12 Months  |                                     |
| The Bidder confirms completion of design footprint development for the transition to s4/HANA within 6 Months   |                                     |

NB: Successful Bidder will be required (on Award) to submit project Methodology outlining the key phases, milestones, deliverables, and key activities with timelines for the implementation of the solution.

**Annexure K:**

Bidder must provide methodology on the migration from sap ecc6 to sap S4/Hana detailing:

- S4/HANA transition plan
- Data transition to S4/HANA
- Hybrid computing roadmap for S4/HANA transition.
- Architectural blueprint for migrating to S4/HANA
- Quality Assurance framework

**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: \_\_\_\_\_



## 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 | Transnet's Supplier Integrity Pact |
| 3 | 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: \_\_\_\_\_

**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:

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 interest<sup>1</sup> 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<sup>1</sup> 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 consortium<sup>2</sup> will not be construed as collusive bidding.

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

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

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<br>_____<br>duly authorised hereto | AS WITNESS: |
| Name:                                                   | Name:       |
| Position:                                               | Position:   |

**Returnable document**

|            |                                 |
|------------|---------------------------------|
| Signature: | Signature:                      |
| Date:      | Registration No of Company/CC   |
| Place:     | Registration Name of Company/CC |

---

Respondent's Signature

---

Date & Company Stamp

## SECTION 8: 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
- 1.2 The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- 1.3 Preference points for this bid shall be awarded for:
- (a) Price; and
  - (b) B-BBEE Status Level of Contribution.
- 1.4 The maximum points for this bid are allocated as follows:

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

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE status level of contributor together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

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

- (e) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **"EME"** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (g) **"functionality"** means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents
- (h) **"Price"** includes all applicable taxes less all unconditional discounts.
- (i) **"Proof of B-BBEE Status Level of Contributor"**
- i) the B-BBEE status level certificate issued by an authorised body or person;
  - ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or
  - iii) any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small 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 80/20

A maximum of 80

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 | Number of points (80/20 system) |
|------------------------------------|---------------------------------|
| 1                                  | 20                              |
| 2                                  | 18                              |
| 3                                  | 14                              |
| 4                                  | 12                              |
| 5                                  | 8                               |
| 6                                  | 6                               |
| 7                                  | 4                               |
| 8                                  | 2                               |
| Non-compliant contributor          | 0                               |



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

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

- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 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.
- 4.9 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

## 5. BID DECLARATION

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

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

- 6.1 B-BBEE Status Level of Contribution: . = .....(maximum of 20 points)

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

## 7. SUB-CONTRACTING

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

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

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

(a) If yes, indicate:

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

(Tick applicable box)

|     |  |    |  |
|-----|--|----|--|
| YES |  | NO |  |
|-----|--|----|--|

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

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

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

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

8.6 COMPANY CLASSIFICATION

- Y Manufacturer  
 Y Supplier  
 Y Professional Supplier/Service provider  
 Y Other Suppliers/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 09: 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 |  |
|-----|--|----|--|

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

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

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