

## **TRANSNET FREIGHT RAIL**

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

[Registration No. 1990/000900/30]

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

**PROVISION OF FACILITIES MANAGEMENT SERVICES FOR HEAD OFFICE BUILDINGS IN PARKTOWN (INYANDA HOUSE 1,2 AND 4) AND 138 ELOFF STREET IN BRAAMFONTEIN JOHANNESBURG, FOR A PERIOD OF 2 YEARS.**

|                             |                                                         |
|-----------------------------|---------------------------------------------------------|
| <b>NUMBER</b>               | <b>HOAC-HO- 36632</b>                                   |
| <b>ISSUE DATE:</b>          | <b>06 OCTOBER 2021</b>                                  |
| <b>CLOSING DATE:</b>        | <b>21 OCTOBER 2021</b>                                  |
| <b>CLOSING TIME:</b>        | <b>10:00 AM</b>                                         |
| <b>BID VALIDITY PERIOD:</b> | <b>180 Business Days from Closing Date (18/04/2022)</b> |

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

- **RESPONDENTS WITH A MINIMUM B-BBEE STATUS LEVEL OF 1**
- **A RESPONDENT SUBCONTRACTING A MINIMUM OF 30%**

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

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



The following is the list of potential sub-contractors registered on National Treasury Central Database. It is to be noted that this is not an exhaustive list and subcontractors can bring their own subcontractors

1. Setsei Trading Enterprise MAAA0762866
2. Down top service MAAA0498957
3. Cyril Supply Services MAAA0702658
4. Nondwalane J MAAA0501609
5. Zizi ka Jama Electrical MAAA0168585
6. Maboko Consultancy MAAA0151573
7. Ivywe Mzwasele Trading MAAA0581276
8. Sinakini Trading Project MAAA0153253
9. Mmakima Store MAAA0909431
10. Tshitsani Consulting MAAA0746963

Respondents are to note that Transnet is utilising a **two-envelope system** for the purposes of receiving this bid. As such, Respondents are required to submit their technical and financial proposals in two separate envelopes. Respondents are required to place and seal the returnable documents listed in the Bid in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". **Failure to comply with these requirements will lead to disqualification of the Bid.**

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**RFP FOR THE PROVISION OF FACILITIES MANAGEMENT SERVICES FOR HEAD OFFICE BUILDINGS IN PARKTOWN (INYANDA HOUSE 1,2 AND 4), AND ELOFF STREET IN BRAAMFONTEIN JOHANNESBURG, FOR A PERIOD OF 2 YEARS.**

**SECTION 1: SBD1 FORM**

**PART A**

**INVITATION TO BID**

|                                                                                                                      |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------|------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------|---------|
| <b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF FACILITIES MANAGEMENT SERVICES, A DIVISION TRANSNET SOC LTD</b> |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| <b>BID NUMBER:</b>                                                                                                   | 36632                                                                                                                                                                                      | <b>ISSUE DATE:</b> | 06/10/2021                          | <b>CLOSING DATE:</b>                           | 21/10/2021                                    | <b>CLOSING TIME:</b>                                                              | 10H00AM |
| <b>DESCRIPTION</b>                                                                                                   | PROVISION OF FACILITIES MANAGEMENT SERVICES FOR HEAD<br>OFFICE BUILDINGS IN PARKTOWN (INYANDA HOUSE 1,2 AND 4), AND ELOFF STREET IN<br>BRAAMFONTEIN JOHANNESBURG, FOR A PERIOD OF 2 YEARS. |                    |                                     |                                                |                                               |                                                                                   |         |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>                           |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| *****                                                                                                                |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| *****                                                                                                                |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| *****                                                                                                                |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| *****                                                                                                                |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>                                                                |                                                                                                                                                                                            |                    |                                     | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b> |                                               |                                                                                   |         |
| CONTACT PERSON                                                                                                       | Julias Moeti                                                                                                                                                                               |                    |                                     | CONTACT PERSON                                 | *****                                         |                                                                                   |         |
| TELEPHONE NUMBER                                                                                                     | 011 584 0679                                                                                                                                                                               |                    |                                     | TELEPHONE NUMBER                               | *****                                         |                                                                                   |         |
| FACSIMILE NUMBER                                                                                                     | N/A                                                                                                                                                                                        |                    |                                     | FACSIMILE NUMBER                               | *****                                         |                                                                                   |         |
| E-MAIL ADDRESS                                                                                                       | Julias.Moeti@trasnet.net                                                                                                                                                                   |                    |                                     | E-MAIL ADDRESS                                 | *****                                         |                                                                                   |         |
| <b>SUPPLIER INFORMATION</b>                                                                                          |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| NAME OF BIDDER                                                                                                       |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| POSTAL ADDRESS                                                                                                       |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| STREET ADDRESS                                                                                                       |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| TELEPHONE NUMBER                                                                                                     | CODE                                                                                                                                                                                       |                    |                                     | NUMBER                                         |                                               |                                                                                   |         |
| CELLPHONE NUMBER                                                                                                     |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| FACSIMILE NUMBER                                                                                                     | CODE                                                                                                                                                                                       |                    |                                     | NUMBER                                         |                                               |                                                                                   |         |
| E-MAIL ADDRESS                                                                                                       |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| VAT REGISTRATION NUMBER                                                                                              |                                                                                                                                                                                            |                    |                                     |                                                |                                               |                                                                                   |         |
| SUPPLIER COMPLIANCE STATUS                                                                                           | TAX COMPLIANCE SYSTEM PIN:                                                                                                                                                                 |                    | 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 |         |

Respondent's Signature

Date & Company Stamp

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |                                                                                   |                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                    |                                                                                   |                                                                                                   |
| <b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                    |                                                                                   |                                                                                                   |
| <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>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 1.3 BELOW. |                                                                                    |                                                                                   |                                                                                                   |

## PART B

### TERMS AND CONDITIONS FOR BIDDING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. TAX COMPLIANCE REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.<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 FACILITIES MANAGEMENT SERVICES FOR HEAD OFFICE BUILDINGS IN PARKTOWN (INYANDA HOUSE 1,2 AND 4), AND ELOFF STREET IN BRAAMFONTEIN JOHANNESBURG, FOR A PERIOD OF 2 YEARS.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>TENDER ADVERT</b>    | All Transnet tenders are advertised on the National Treasury's e-Tender Publication Portal and the Transnet website. Should one of these media (i.e. National Treasury's e-Tender Publication Portal or Transnet website) not be available, bidders are advised to check on the other media for advertised tenders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>RFP DOWNLOADING</b>  | <p>This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at <a href="http://www.etenders.gov.za">www.etenders.gov.za</a> free of charge.</p> <p>To download RFP and Annexures:</p> <ul style="list-style-type: none"> <li>• Click on "Tender Opportunities";</li> <li>• Select "Advertised Tenders";</li> <li>• In the "Department" box, select Transnet SOC Ltd.</li> </ul> <p>Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents.</p> <p>The RFP may also be downloaded from the Transnet website at <a href="http://www.transnet.net">www.transnet.net</a> free of charge. To access the Transnet eTender portal, please click <a href="#">here</a>.</p> <p>To download RFP and Annexures,</p> <ul style="list-style-type: none"> <li>• Scroll towards the bottom right hand side of the page,</li> <li>• On the blue window click on 'Transnet SOC Ltd' or Select Operating Division.</li> </ul> |
| <b>COMMUNICATION</b>    | <p>Any addenda to the RFP or clarifications will be published on the e-tender portal and Transnet website. Bidders are required to check the e-tender portal or Transnet website prior to finalising their bid submissions for any changes or clarifications to the RFP.</p> <p>Transnet will not be held liable if Bidders do not receive the latest information regarding this RFP with the possible consequence of either being disadvantaged or disqualified as a result thereof.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>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: No 15 Girton Road, Parktown</p> <p>This is to ensure that Transnet may make the necessary arrangements for the briefing session.</p> <p>Refer to paragraph 0 for details.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CLOSING DATE</b>     | <p><b>10:00 Am on Tuesday 19/10/2021</b></p> <p>Bidders must ensure that bids are delivered timeously to the correct address.</p> <p>As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>BID OPENING</b>      | A public opening of this bid will <u>NOT</u> take place.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>VALIDITY PERIOD</b> | <p><b>18/04/2022 Business Days from Closing Date</b></p> <p>Bidders are to note that they may be requested to extend the validity period of their bid, at the same terms and conditions, if the internal evaluation process has not been finalised within the validity period. However, once the adjudication body has approved the process and award of the business to the successful bidder(s), the validity of the successful bidder(s)' bid will be deemed to remain valid until a final contract has been concluded.</p> <p>With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 11.12</p> |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

#### FORMAL BRIEFING

A formal briefing session will be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated in paragraph 7 [Communication] below:

A compulsory pre-proposal site meeting and/or RFP briefing will be conducted at 15 Girton Road, Parktown (Imyanda House 2). on the **11/10/2021**, at 10H00am for a period of ± Two (2) hours. [Respondents to provide own transportation and accommodation]. The briefing session will start punctually and information will not be repeated for the benefit of Respondents arriving late.

- 1.1 *A Certificate of Attendance in the form set out in Section 10, hereto must be completed and submitted with your Proposal as proof of attendance is required for a **compulsory** site meeting and/or RFP briefing.*
- 1.2 Respondents failing to attend the compulsory RFP briefing will be disqualified.
- 1.3 Respondents are encouraged to bring a copy of the RFP to the site meeting and/or RFP briefing.

## 2 PROPOSAL SUBMISSION

Proposals must be addressed on the cover as follows:

The Secretariat, Transnet Acquisition Council  
RFP No: HOAC-HO-36632  
Description: PROVISION OF FACILITIES MANAGEMENT SERVICES FOR HEAD OFFICE BUILDINGS IN PARKTOWN (INYANDA HOUSE 1,2 AND 4), AND ELOFF STREET IN BRAAMFONTEIN JOHANNESBURG, FOR A PERIOD OF 2 YEARS.  
Closing date and time: 21/10/2021 (10H00 AM)  
Closing address: THE SECRETARIAT  
TRANSNET ACQUISITION COUNCIL  
GROUND FLOOR TENDER BOX  
21 WELLINGTON ROAD  
PARKTOWN

## 3 RFP INSTRUCTIONS

- 3.1 The measurements of the "tender slot" are 350mm wide x 200mm high. Bid responses which are larger than the dimensions mentioned must be split into two or more files and clearly marked. **Transnet will not be held responsible if bid documents do not comply with the mentioned dimensions and Respondents experience difficulty in submitting their bids as a result.**

- 3.2 It should also be noted that the above tender box is located at the street level in the main entrance in 21 Wellington Road Parktown and is accessible to the public from 08:00 am until 04:30 pm business working days only.
- 3.3 Respondents are to note that Transnet is utilising a two-envelope system for the purposes of receiving this bid. As such, Respondents are required to submit their technical and financial proposals in two separate envelopes. Respondents are required to place and seal the returnable documents listed in the Bid in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". **Failure to comply with these requirements will lead to disqualification of the Bid.**
- 3.4 Proposals must be submitted in duplicate hard copies [1 original and 1 copy] and must be bound.
- 3.5 Sign one set of original documents [sign, stamp and date the bottom of each page]. This set will serve as the legal and binding copy. A duplicate set of documents is also required. This second set must be a copy of the original signed Proposal.
- 3.6 Both sets of documents are to be submitted to the address specified, and Respondents must ensure that the original and copies (where applicable) are identical in all respects.
- 3.7 A CD copy of the RFP Proposal must be submitted. Please provide files in MS Word / Excel format, not PDF versions, noting that the signed original set will be legally binding.
- 3.8 **All returnable documents tabled in the Proposal Form [Section 5] must be returned with proposals.**
- 3.9 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.
- 3.10 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, paragraph 13 below (Legal Review) and Section 6 of the RFP, alterations, additions or deletions must not be made by the Respondent to the actual RFP documents.

#### 4 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.

## 5 PREFERENTIAL PROCUREMENT PREQUALIFICATION CRITERIA

### 6.1. B-BBEE level

Transnet has decided to set a B-BBEE threshold for participation in this RFP process. The B-BBEE threshold in this instance is a B-BBEE Level 1, and Respondents who do not have at least this B-BBEE status or higher will be disqualified

### 6.2. Subcontracting

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

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

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

## 6 COMMUNICATION

- 6.1 For specific queries relating to this RFP, an RFP Clarification Request Form should be submitted to **Julias Moeti** before **12:00 pm on 15/10/2021**, substantially in the form set out in Section 8 hereto. In the interest of fairness and transparency, Transnet's response to such a query will be published on the e-tender portal and Transnet website.
- 6.2 After the closing date of the RFP, a Respondent may only communicate with the Secretariat of the Transnet Acquisition Council, at telephone number at telephone number, email [Prudence.Nkabinde@transnet.net](mailto:Prudence.Nkabinde@transnet.net) on any matter relating to its RFP Proposal.
- 6.3 Respondents are to note that changes to its submission will not be considered after the closing date.
- 6.4 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFP between the closing date and the date of the award of the business.
- 6.5 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.

## 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 **Supplier/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: 0800 003 056**

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

### 1 BACKGROUND

Transnet Freight Rail intent to appoint a Facilities Maintenance and Management Service provider/s to continue providing the required services, including but not limited to, building maintenance, cleaning, hygiene and garden services etc. to the Inyanda buildings in Parktown and the building in Eloff Street, Braamfontein Johannesburg, for a period of 2 years.

TFR leases three buildings, Inyanda 1, 2 and 4 in Parktown from Growthpoint (referred to as Precinct and own 138 Eloff and 96 Rissik in Braamfontein.

The FM contract/s will be for a period of 2 years for all the building.

The 138 Eloff building has a total of area of approximately 18 000sqm whilst the 3 Inyanda buildings collectively measures approximately 28000 sqm.

### 2 EXECUTIVE OVERVIEW

Whereas Transnet is seeking a partner(s) to provide solutions for its Facilities Management in head office, it also seeks to improve its current processes for providing these Goods/Services to its end user community throughout its locations.

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

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

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

### 3 SCOPE OF REQUIREMENTS

#### **SCOPE OF WORK INCLUDE MAINTENANCE AND REPAIRS, BUT NOT LIMITED TO THE FOLLOWING.**

- Building structure and fabric, including structural components such as walls, roofs, ceilings, doors (PWD included), windows, etc. (internal and external)
- Water supply quality and water storage tanks and pumps including provision of emergency water supply in the event of municipal water interruption
- Water and effluent reticulation including plumbing, sewer and storm water pits and pumps
- Paved areas and parking areas
- Internal plants, including those in office areas and foyers, etc.
- Electrical distribution including 11000 V/400V step-down transformers, substations, electrical distribution boards and electrical installations in the facilities annually
- Canteen electrical appliances and equipment such as the ones found at the current Inyanda 2 building.
- Electric Lighting and Lighting Control,
- Lightning protection and earthing
- Gas geyser installations where applicable
- Mechanical plant and equipment such as Heating, Ventilation and Air-conditioning units and systems, extractor fans in parking areas, ablution, etc., Lift installations, standby generators and Uninterruptable power supplies (UPS)
- Fire prevention and protection systems and related equipment such as fire detection and alarm, intercom and PA systems, sprinklers, hydrants, hose reels and fire extinguishers
- Office furniture, carpeting, window blinds, handrails, etc.
- Appliances such as refrigerators, microwaves, hydro-boilers, etc.
- Cleaning services, internal and external and windows, including deep cleaning of carpets and furniture. Boardroom and pause area maintenance including preparation for meetings, tea-service, etc. Cleaning of canteen facility and extraction system as per regulated frequencies.
- Hygiene and Sanitation Services and deep cleaning of all ablution facilities on quarterly basis or as and when required including supply of all quantified consumables as per standards and requirements.
- Rendering of pest control services to office buildings on quarterly basis or on an as and when required basis, including vermin, insects and bird control
- Waste Management, waste sorting, removal and disposal, including wet waste from canteen kitchen, Waste to be separated into colour coded bins. Including provision of waste management report and rebates where applicable.

- Landscaping, gardening and internal plants. Water features at Inyanda 2 and 4 including fountains, filtration and pumps
- Supply and maintenance of ashtrays for smoking facilities.
- Supply of Walk off mats at all entrances (on and when required basis).
- Resources, tools and employees to render day to day civil and electrical maintenance.

Shortlisted bidders will be required to make a presentation of their service offerings and will commit to continue with services as per current schedule to ensure uninterrupted service provision.

#### **4 GREEN ECONOMY / CARBON FOOTPRINT**

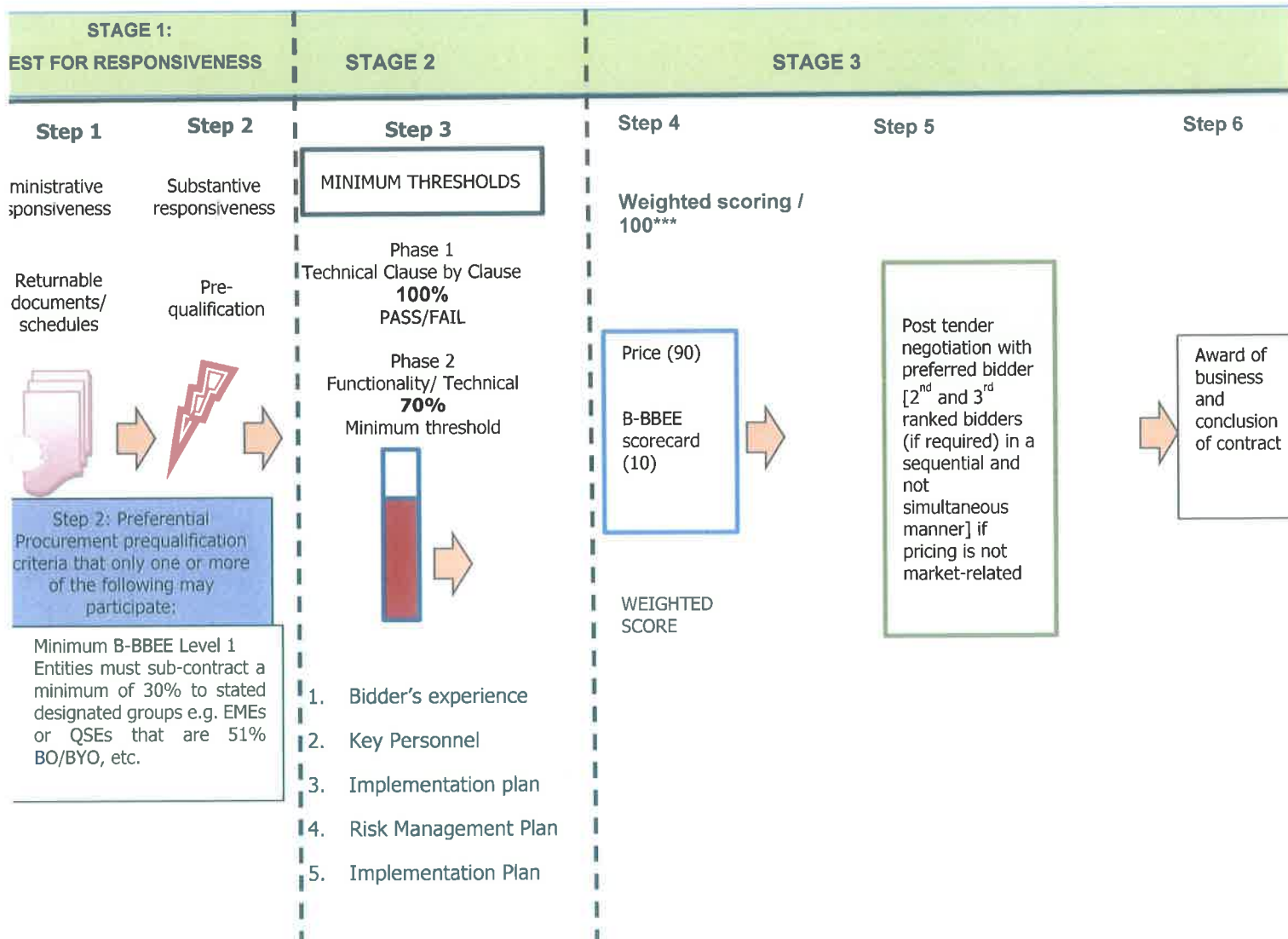
Transnet wishes to have an understanding of your company's position with regard to environmental commitments, including key environmental characteristics such as waste disposal, recycling and energy conservation. *Please submit details of your entity's policies in this regard.*

#### **5 GENERAL SUPPLIER/SERVICE PROVIDER OBLIGATIONS**

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

#### **6 EVALUATION METHODOLOGY**

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



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

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

The test for administrative responsiveness will include the following:

| <b>Administrative responsiveness check</b>                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| • Whether the Bid has been lodged on time                                                                                       |  |
| • Whether all Returnable Documents and/or schedules [where applicable] were completed and returned by the closing date and time |  |
| • Verify the validity of all returnable documents                                                                               |  |
| • Verify if the Bid document has been duly signed by the authorised respondent                                                  |  |
| • Three-year financial statement                                                                                                |  |

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

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

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

| <b>Check for substantive responsiveness</b>                                                                                                                                                                                         |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>Whether any general pre-qualification criteria set by Transnet, have been met <ul style="list-style-type: none"> <li>– B-BBEE Level 1</li> <li>– 30% Sub- contracting</li> </ul> </li> </ul> |  |
| • Whether the Bid has submitted the SBDI Form:                                                                                                                                                                                      |  |
| • Whether the Bid materially complies with the scope and/or specification given                                                                                                                                                     |  |

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

**6.3 STEP THREE: Minimum Threshold 100% points for Technical Criteria (PHASE 1)****Compulsory and Mandatory Clause by Clause compliance**

| Item     | Description                                                                                                                                                                                      | Compliance to specification |    | Comments/ Remarks |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----|-------------------|
|          |                                                                                                                                                                                                  | Yes                         | No |                   |
| <b>1</b> | <b>Maintenance of the following (mandatory requirements):</b>                                                                                                                                    |                             |    |                   |
| 1.1      | Building structure and fabric, including the following structural components : walls, balconies, roofs, bird netting, ceilings, doors, PWD facilities, windows, concrete work and civil work     |                             |    |                   |
| 1.2      | Water supply quality and water storage tanks and pumps including provision of emergency water supply in the event of municipal water interruption                                                |                             |    |                   |
| 1.3      | Water and effluent reticulation including plumbing, sewer and storm water pits and pumps                                                                                                         |                             |    |                   |
| 1.4      | Paved areas and parking areas                                                                                                                                                                    |                             |    |                   |
| 1.5      | Internal and external plants                                                                                                                                                                     |                             |    |                   |
| 1.6      | Electrical distribution including 11000 V/400V step-down transformers, substations, electrical distribution boards and electrical installations in the facilities annually                       |                             |    |                   |
| 1.7      | Electric Lighting and Lighting Control,                                                                                                                                                          |                             |    |                   |
| 1.8      | Lightning protection and earthing                                                                                                                                                                |                             |    |                   |
| 1.9      | Gas geyser installations where applicable                                                                                                                                                        |                             |    |                   |
| 1.10     | Mechanical plant and equipment such as Heating, Ventilation and Air-conditioning units and systems, extractor fans in parking areas, ablution, etc., Lift installations, and standby generators  |                             |    |                   |
| 1.11     | Fire prevention and protection systems and related equipment such as fire detection and alarm, intercom, sprinklers, hydrants, hose reels and fire extinguishers                                 |                             |    |                   |
| 1.12     | Office furniture, carpeting, window blinds, handrails, etc.                                                                                                                                      |                             |    |                   |
| 1.13     | Canteen equipment in Inyanda 2 building                                                                                                                                                          |                             |    |                   |
| 1.14     | Access controlled doors, gates and metal detectors.                                                                                                                                              |                             |    |                   |
| 1.15     | Boom gates                                                                                                                                                                                       |                             |    |                   |
| <b>2</b> | <b>Provision of the following (mandatory requirements):</b>                                                                                                                                      |                             |    |                   |
| 2.1      | Rental walk-off mat at all entrances                                                                                                                                                             |                             |    |                   |
| 2.2      | Labeling of equipment and creation of an inventory register                                                                                                                                      |                             |    |                   |
| 2.3      | Provision of fuel for standby generators as required                                                                                                                                             |                             |    |                   |
| 2.4      | Technical access control equipment maintenance                                                                                                                                                   |                             |    |                   |
| 2.5      | Asset tagging for verification                                                                                                                                                                   |                             |    |                   |
| 2.6      | Cleaning services, internal and external (entrances and surrounding areas) and windows, including deep cleaning of carpets, tiling and furniture, deep cleaning of parking areas and degreasing. |                             |    |                   |

|      |                                                                                                                                                  |  |  |  |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 2.7  | Cleaning of archives, storerooms and libraries including shelving and treatment for fish moth infestation.                                       |  |  |  |
| 2.8  | Boardroom and pause area maintenance including preparation for meetings, tea-service, etc.                                                       |  |  |  |
| 2.9  | Hygiene, Sanitation Services and deep cleaning all ablution facilities on quarterly basis                                                        |  |  |  |
| 2.10 | Rendering of pest control services to office buildings on quarterly basis or on an as and when basis, including vermin, insects and bird control |  |  |  |
| 2.11 | Landscaping, gardening service and provision and maintenance of internal plants.                                                                 |  |  |  |
| 2.12 | Maintenance of Water features, fountains, filtration and pumps                                                                                   |  |  |  |
| 2.13 | Supply and maintenance of smoking booths and provision of ashtrays for external smoking facilities in accordance with smoking legislation        |  |  |  |

| Item | Description                                                                                                                                                                                                                | Compliance to specification |    |  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----|--|
|      |                                                                                                                                                                                                                            | Yes                         | No |  |
| 3    | Successful Bidder will be given 30 calendar days to attend to contract execution preparatory work to ensure the following (mandatory requirements):                                                                        |                             |    |  |
| 3.1  | Training and induction of staff                                                                                                                                                                                            |                             |    |  |
| 3.2  | Purchasing of required uniform, equipment, tools, and consumables                                                                                                                                                          |                             |    |  |
| 3.3  | Finalisation and confirmation of public liability insurance                                                                                                                                                                |                             |    |  |
| 3.4  | Procurement of critical resources to resume the contract                                                                                                                                                                   |                             |    |  |
| 3.5  | Identification of on-site workstation                                                                                                                                                                                      |                             |    |  |
| 3.6  | Compiling of a comprehensive inventory of the buildings, structures, plant and equipment.                                                                                                                                  |                             |    |  |
| 3.7  | Acquisition or compiling of network drawings, single line diagrams including but not limited to the floor-plans, water, air, gas supply reticulation.                                                                      |                             |    |  |
| 3.8  | Acquisition of all relevant documents for the operation and maintenance of the plant and equipment.                                                                                                                        |                             |    |  |
| 3.9  | Provision of 1 ton light commercial vehicle (bakkie/van) with tow bar inclusive of 15 000km per annum for usage during the FM contract. Vehicle must be in a well serviceable condition and kept road worthy at all times. |                             |    |  |

*Respondents must complete and submit **Annexure B** which include a Technical Questionnaire. A Respondent's compliance with the minimum functionality/technical threshold will be measured by their responses to Annexure A.*

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

**6.4 STEP THREE: Minimum Technical Functionality Threshold 70% points for Technical Criteria (PHASE 1)**

| REQUIREMENT           | WEIGHT      |
|-----------------------|-------------|
| Bidder' s Experience  | 35%         |
| Key Personnel         | 20%         |
| Risk Management       | 15%         |
| Implementation plan   | 15%         |
| Execution Methodology | 15%         |
| <b>Total</b>          | <b>100%</b> |

## TECHNICAL FUNCTIONALITY SCORING MATRIX

### FACILITIES MANAGEMENT (FM) CONTRACT FOR TFR

| BIDDER'S EXPERIENCE |                                                            |                              |                           | 35%     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------|------------------------------------------------------------|------------------------------|---------------------------|---------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requirement         |                                                            | Deliverable                  | Criteria                  | Points  | %   | Form of proof for submission                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Bidder's Experience | Bidder's experience in FM Contracts (previous and current) | Number of FM contracts       | 0 contracts               | 0 = 0%  | 15% | Bidder must provide Reference/ testimonial letter(s) from current and previous client(s). The letter/or any form of proof must be on Client's letterhead and signed; and shall contain the following information (a) All FM services provided (b) Duration of the contract (c) Contract value; (d) Client's feedback on the service provided; (e) Detail of client's contact person; (e) Building/complex/precints name and address where the FM contract is/was executed |
|                     |                                                            |                              | 1 contract                | 1 = 3%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 2 contracts               | 2 = 6%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 3 contracts               | 3 = 9%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 4 contracts               | 4 = 12% |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 5 and above               | 5 = 15% |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            | Highest FM contract value    | R 0                       | 0 = 0%  | 10% |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | R1 to R14,999,999         | 1 = 2%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | R15,000,000 - R29,999,999 | 2 = 4%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | R30,000,000 - R44,999,999 | 3 = 6%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | R50,000,000 - R69,999,999 | 4 = 8%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | R70,000,000 and above     | 5 = 10% |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            | Longest FM contract duration | 0 months                  | 0 = 0%  | 10% |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 1 to 6 monhts             | 1 = 2%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 7 - 12 months             | 2 = 4%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 13 - 18 months            | 3 = 6%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 19 - 36 months            | 4 = 8%  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                     |                                                            |                              | 37 months and above       | 5 = 10% |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

Respondent's Signature

Date &amp; Company Stamp

| KEY PERSONNEL |                                     |                                                                                                                                           | 20%                                                            |         |        |                                                                                                  |
|---------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------|--------|--------------------------------------------------------------------------------------------------|
| Requirement   |                                     | Deliverable                                                                                                                               | Criteria                                                       | Points  | Weight | Form of proof for submission                                                                     |
| Key personnel | Facilities Contract Manager         | Infrastructure/ built environment postgrad qualification (i.e. civil, electrical, mechanical, architecture, QS, Construction Management)  | Matric                                                         | 0 = 0%  | 10%    | Bidders must submit "relevant" CVs and Qualification/education certificates of all key personnel |
|               |                                     |                                                                                                                                           | Qualified Artisan                                              | 1 = 2%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | National Diploma                                               | 2 = 4%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | National Diploma and Professional Reg Certificate              | 3 = 6%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | B.Tech/ BSc Degree                                             | 4 = 8%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | B.Tech/ BSc Degree (or above) and Professional Reg Certificate | 5 = 10% |        |                                                                                                  |
|               | Facilities Technical Site Agent     | Infrastructure/ built environment undergrad qualification (i.e. civil, electrical, mechanical, architecture, QS, Construction Management) | Grade 12                                                       | 0 = 0%  | 5%     |                                                                                                  |
|               |                                     |                                                                                                                                           | FM or Built Environment shortcourse certificate                | 1 = 1%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | College Diploma                                                | 2 = 1%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | Qualified Artisan                                              | 3 = 3%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | National Diploma                                               | 4 = 4%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | National Diploma (or above) and Professional Reg Certificate   | 5 = 5%  |        |                                                                                                  |
|               | Facilities Non-Technical Site Agent | Safety or Environmental qualifications (i.e. Safety, Environmental)                                                                       | No Grade12                                                     | 0 = 0%  | 5%     |                                                                                                  |
|               |                                     |                                                                                                                                           | Grade 12                                                       | 1 = 1%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | FM or Built Environment shortcourse certificate                | 2 = 1%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | College Diploma                                                | 3 = 3%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | National Diploma                                               | 4 = 4%  |        |                                                                                                  |
|               |                                     |                                                                                                                                           | National Diploma (or above) and Professional Reg Certificate   | 5 = 5%  |        |                                                                                                  |

| RISK MANAGEMENT PLAN                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               | 15%    |        |                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|--------|---------------------------------------------------------------------------------------------------------------------|
| Requirement                                                                                                     | Deliverable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Criteria                      | Points | Weight | Form of proof for submission                                                                                        |
| Business continuity plan                                                                                        | Detailed Risk Management Plan addressing Business Continuity Management : The objective is to ensure continuity of the service provision to TFR in case on any interruptions which may arise from the tenderer's site aligned to applicable standards 2017/10/17 (a) Emergency operating procedures; (b) Business continuity invocation action; (c) Project recovery resources; (d) Business / Supplier contact list; (e) Emergency contacts                                                                                                   | Addressing 0 topic            | 0 = 0% | 5%     | Bidders must submit comprehensive Risk Management Plan, unpacking and addressing things required to be attended to. |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 1 topics           | 1 = 1% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 2 topics           | 2 = 1% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 3 topics           | 3 = 3% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 4 topics           | 4 = 4% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 5 topics and above | 5 = 5% |        |                                                                                                                     |
| Business Impact Analysis                                                                                        | Detailed Business Impact Analysis addressing the following topics/ elements (a) Identification of critical processes within the project; (b) Recovery Time Objective in case of any interruption that may arise; (c) Recovery Strategy: how will the supplier recover; (d) Operational dependencies eg: Operational equipments, telephones, Alternative supply of equipment and / or supply of extra staff etc needed to ensure continuity; (e) Battle box ( It comprises of all necessary documentation, equipments required for continuity ) | Addressing 0 topic            | 0 = 0% | 5%     | Bidders must submit comprehensive Risk Management Plan, unpacking and addressing things required to be attended to. |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 1 topics           | 1 = 1% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 2 topics           | 2 = 1% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 3 topics           | 3 = 3% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 4 topics           | 4 = 4% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 5 topics and above | 5 = 5% |        |                                                                                                                     |
| Risk Assessment for the project/Operational Risks<br>The identified risks should be based on the scope of works | Detailed Risk Assessment for the project/Operational Risks, addressing the following topics: (a) Identification of risks of service interruption during the project; (b) Risk analysis methodology; (c) Ranking of the Risks; (d) Mitigation of the identified risks; (e) Responsible person                                                                                                                                                                                                                                                   | Addressing 0 topics           | 0 = 0% | 5%     | Bidders must submit comprehensive Risk Management Plan, unpacking and addressing things required to be attended to. |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 1 topics           | 1 = 1% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 2 topics           | 2 = 1% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 3 topics           | 3 = 3% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 4 topics           | 4 = 4% |        |                                                                                                                     |
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Addressing 5 topics and above | 5 = 5% |        |                                                                                                                     |

| IMPLEMENTATION PLAN |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               | 15%     |        |                                                                                       |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|--------|---------------------------------------------------------------------------------------|
| Requirement         | Deliverable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Criteria                      | Points  | Weight | Form of proof for submission                                                          |
| Implementation Plan | Detailed Implementation Plan addressing the following contract and compliance topics: <b>(A) Customer Service:</b> 1. Communication management; 2. Time management; 3. Assistance before, during and after customer's requirements are met; <b>(B) Service Continuity Measures</b> - 1. Staff Induction programme; 2. Work process and Intervals; 3. Sourcing of Resources/ materials; 4. Noise and Dust Control; <b>(C) Labour Relations Compliance</b> - 1. Recruitment and Retention Management; 2. Remuneration and wage management; 3. Management of absenteeism, misconduct and insubordination and disciplinary process; 4. Handling of labour disputes; 5. Management of records; <b>(D) Staff Training: Theory and Practical</b> training on 1. OHS, 2. work processes, 3. hygiene and 4. housekeeping, 5. do's and don't's; <b>(E) Quality Management System (QMS)</b> -1. Processes and procedures in place 2. Mechanism to comply to applicable standards | Addressing 0 topic            | 0 = 0%  | 15%    | Bidders must submit comprehensive Implementation Plan addressing all topics indicated |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Addressing 1 topics           | 1 = 3%  |        |                                                                                       |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Addressing 2 topics           | 2 = 6%  |        |                                                                                       |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Addressing 3 topics           | 3 = 9%  |        |                                                                                       |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Addressing 4 topics           | 4 = 12% |        |                                                                                       |
|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Addressing 5 topics and above | 5 = 15% |        |                                                                                       |

| EXECUTION METHODOLOGY |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               | 15%     |        |                                                                                         |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------|--------|-----------------------------------------------------------------------------------------|
| Requirement           | Deliverable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Criteria                      | Points  | Weight | Form of proof for submission                                                            |
| Execution Methodology | Detailed Execution Plan addressing the following topics for day-to-day activities: <b>(A) Computerised FM System</b> indicating 1. system capacity, 2. typical report to be generated, 3. financial management, 4. maintenance plan control and monitoring, 5. helpdesk management; <b>(B) Integrated Organogram</b> indicating 1. positions, 2. accountability and 3. responsibility; <b>(C) Procurement process</b> on 1. engaging sub contractors for long and short term activities; <b>(D) Contract Management</b> - 1. Nature of contract with sub contractors, 2. nature of SLA with sub contractors, 3. measures to implement penalties; <b>(E) Cost Saving Measures: 1.</b> Energy consumption, 2. water consumption, 3. efficiency in service delivery and cost saving initiatives. | Addressing 0 topic            | 0 = 0%  | 15%    | Bidders must submit comprehensive Execution Methodology addressing all topics indicated |
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Addressing 1 topics           | 1 = 3%  |        |                                                                                         |
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Addressing 2 topics           | 2 = 6%  |        |                                                                                         |
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Addressing 3 topics           | 3 = 9%  |        |                                                                                         |
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Addressing 4 topics           | 4 = 12% |        |                                                                                         |
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Addressing 5 topics and above | 5 = 15% |        |                                                                                         |
| GRAND TOTAL           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                               |         | 100%   |                                                                                         |

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

#### 6.5 STEP FOUR: Evaluation and Final Weighted Scoring

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

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

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

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

Where:

$Ps$  = Score for the Bid under consideration

$Pt$  = Price of Bid under consideration

$Pmin$  = Price of lowest acceptable Bid

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

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

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

| Thresholds                | Minimum Threshold |
|---------------------------|-------------------|
| Technical / functionality | 70%               |

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

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

- Respondents are to note that Transnet may not award a contract if the price offered is not market-related. In this regard, Transnet reserves the right to engage in PTN with the view to achieving a market-related price or to cancel the tender. Negotiations will be done in a sequential manner i.e.:
  - first negotiate with the highest ranked bidder or cancel the bid, should such negotiations fail,
  - negotiate with the 2nd and 3rd ranked bidders (if required) in a sequential manner.
- In the event of any Respondent being notified of such short-listed/preferred bidder status, his/her bid, as well as any subsequent negotiated best and final offers (BAFO), will automatically be deemed to remain valid during the negotiation period and until the ultimate award of business.
- Should Transnet conduct post tender negotiations, Respondents will be requested to provide their best and final offers to Transnet based on such negotiations. Where a market related price has been achieved through negotiation, the contract will be awarded to the successful Respondent(s).

6.8 **STEP SIX: Award of business and conclusion of contract**

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

## SECTION 4: PRICING AND DELIVERY SCHEDULE

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

### Notes to Pricing: PLEASE REFER ANNEXURE G

- a) Respondents are to note that if the price offered by the highest scoring bidder is not market-related, Transnet may not award the contract to that Respondent. Transnet may-
  - (i) negotiate a market-related price with the Respondent scoring the highest points or cancel the RFP;
  - (ii) if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFP;
  - (iii) if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFP.If a market-related price is not agreed with the Respondent scoring the third highest points, Transnet must cancel the RFP.
- b) Prices must be quoted in South African Rand inclusive of VAT.
- c) Any disbursement not specifically priced for will not be considered/accepted by Transnet.
- d) 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.
- e) Quantities given are estimates only. Any orders resulting from this RFP will be on an "as and when required" basis.
- f) Please note that should you have offered a discounted price(s), Transnet will only consider such price discount(s) in the final evaluation stage if offered on an unconditional basis.
- g) All salaries quoted have to be in line with statutory or Government gazetted rates where applicable (EG: NCCA rates) or be comparable with the industry norm or rates.
- 1. Anniversary of the contract prices in the bid submissions will be valid for a period of 12 months from date of start services by the awarded bidder of provision of the Facilities Management services for head office building in Parktown (Inyanda House 1,2 and 4) and 138 Eloff street in Braamfontein Johannesburg for a period of 2 years.

## 2. DISCLOSURE OF CONTRACT INFORMATION

### PRICES TENDERED

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

### JOHANNESBURG STOCK EXCHANGE DEBT LISTING REQUIREMENTS

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

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

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

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

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

| The below form contains personal information as defined in the Protection of Personal Information Act, 2013 (the "Act"). By completing the form, the signatory consents to the processing of her/his personal information in accordance with the requirements of the Act. Consent cannot unreasonably be withheld. |                           |                                                                      |                |                                          |                                                                                     |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------|----------------|------------------------------------------|-------------------------------------------------------------------------------------|--|
| <b>Is the Respondent</b><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<br>(Nature of interest/ Participation) | Shareholding % | Registration Number                      | Status<br>(Mark the applicable option with an X)<br><b>Active</b> <b>Non-Active</b> |  |
| 1                                                                                                                                                                                                                                                                                                                  |                           |                                                                      |                |                                          |                                                                                     |  |
| 2                                                                                                                                                                                                                                                                                                                  |                           |                                                                      |                |                                          |                                                                                     |  |
| 3                                                                                                                                                                                                                                                                                                                  |                           |                                                                      |                |                                          |                                                                                     |  |

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

2.1 ZAR 1.00 [South African currency] being equal to \_\_\_\_\_ [foreign currency]

2.2 \_\_\_\_\_ % in relation to tendered price(s) to be remitted overseas by Transnet

2.3 \_\_\_\_\_ [Name of country to which payment is to be made]

2.4 Beneficiary details:

Name [Account holder] \_\_\_\_\_

Bank [Name and branch code] \_\_\_\_\_

Swift code \_\_\_\_\_

Country \_\_\_\_\_

2.5 \_\_\_\_\_ [Applicable base date of Exchange Rate used]

Respondents are advised that should a contract be awarded for deliveries on an "as and when required" basis, any future remittance(s) to overseas principals/service providers, as instructed above, will be based on an agreed rate of exchange related to the contractual price of the Goods/Services at that time.

Respondents should note that Transnet would prefer to receive fixed price offers expressed in South African Rand [ZAR].

- a) not to do or [as Supplier of the relevant eligible Goods or services] omit to do anything, which may adversely affect Transnet's prospects of qualifying for or, once obtained, maintaining ECA credit support by an ECA in respect of an ECA Facility.

All cost, expenses, charges and liabilities incurred by Transnet in establishing an ECA Facility with credit support from an Export Credit Agency, may be for the account of 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/intent, this Proposal [and, if any, its covering letter and any subsequent exchange of correspondence], together with Transnet's acceptance thereof shall constitute a binding contract between Transnet and me/us.

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

I/We further agree that if, after I/we have been notified of the acceptance of my/our Proposal, I/we fail to enter into a formal contract if called upon to do so, or fail to commence the supply/provision of Goods/Services within 2 [two] weeks thereafter, Transnet may, without prejudice to any other legal remedy which it may have, recover from me/us

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

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

any expense to which it may have been put in calling for Proposals afresh and/or having to accept any less favourable Proposal.

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

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

#### ADDRESS FOR NOTICES

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

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

Name of Entity:

\_\_\_\_\_

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

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

\_\_\_\_\_

#### NOTIFICATION OF AWARD OF RFP

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

#### VALIDITY PERIOD (16/04/2022)

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. \_\_\_\_\_

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

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

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

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### RETURNABLE DOCUMENTS

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

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

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

#### a) Mandatory Returnable Documents

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

| MANDATORY RETURNABLE DOCUMENTS                                                                    | SUBMITTED<br>[Yes/No] |
|---------------------------------------------------------------------------------------------------|-----------------------|
| Section 1: SBD1 Form                                                                              |                       |
| SECTION 4 : Pricing and Delivery Schedule                                                         |                       |
| ANNEXURE A Technical Submission/Questionnaire                                                     |                       |
| ANNEXURE B: Technical ( all annexures)                                                            |                       |
| Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP |                       |
| SECTION 12: Subcontracting Prequalification Criteria Form                                         |                       |
| Valid B-BBEE certificate(s) or Sworn Affidavit(s) for proposed subcontractor(s)                   |                       |

Respondent's Signature

Date & Company Stamp

**b) Returnable Documents Used for Scoring**

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

| <u>RETURNABLE DOCUMENTS USED FOR SCORING</u>                                                      | <b>SUBMITTED<br/>[Yes or No]</b> |
|---------------------------------------------------------------------------------------------------|----------------------------------|
| Valid proof of Respondent's compliance to B-BBEE requirements stipulated in Section 9 of this RFP |                                  |
| <b>REQUIREMENT</b>                                                                                | <b>WEIGHT</b>                    |
| Bidder' s Experience                                                                              | 35%                              |
| Key Personnel                                                                                     | 20%                              |
| Risk Management                                                                                   | 15%                              |
| Implementation plan                                                                               | 15%                              |
| Execution Methodology                                                                             | 15%                              |
| <b>Total</b>                                                                                      | <b>100%</b>                      |

**c) Essential Returnable Documents:**

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

| ESSENTIAL RETURNABLE DOCUMENTS & SCHEDULES                                                                                                            | SUBMITTED<br>[Yes or No] |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Receipt for payment of RFP documents, where a bid fee is applicable [Section 2, paragraph 1]                                                          |                          |
| In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement |                          |
| Latest Financial Statements signed by your Accounting Officer or latest Audited Financial Statements plus 2 previous years                            |                          |
| SECTION 5 : Proposal Form and List of Returnable documents                                                                                            |                          |
| SECTION 6 : Certificate Of Acquaintance with RFP, Terms & Conditions & Applicable Documents                                                           |                          |
| SECTION 7 : RFP Declaration and Breach of Law Form                                                                                                    |                          |
| SECTION 9 : B-BBEE Preference Claim Form                                                                                                              |                          |
| SECTION 10 : Certificate of attendance of compulsory Site Meeting / RFP Briefing                                                                      |                          |
| SECTION 11 : SBD 9 - Certificate Of Independent Bid Determination                                                                                     |                          |
| Proof of subcontracting arrangement                                                                                                                   |                          |
| SECTION 13: Job-Creation Schedule                                                                                                                     |                          |
| SECTION 14: SBD 5 (NIPP)                                                                                                                              |                          |
| SECTION 15: Protection of Personal Information                                                                                                        |                          |

**CONTINUED VALIDITY OF RETURNABLE DOCUMENTS**

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_ 2021

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

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

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

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

Respondent's Signature

Date &amp; Company Stamp

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

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

|   |                                                  |
|---|--------------------------------------------------|
| 1 | Transnet's General Bid Conditions                |
| 2 | Master Agreement and SLA attached                |
| 3 | Transnet's Supplier Integrity Pact               |
| 4 | Non-disclosure Agreement                         |
| 5 | Specifications and drawings attached to this RFP |

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

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

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

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Respondent's Signature

Date & Company Stamp

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

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

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

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

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

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

ADDRESS:

Indicate nature of relationship with Transnet:

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

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

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

12. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

- 13.1. Full Name of bidder or his or her representative: .....
- 13.2. Identity Number: .....
- 13.3. Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

<sup>1</sup> "State" means –

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

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

13.4. Company Registration Number: .....

13.5. Tax Reference Number: .....

13.6. VAT Registration Number: .....

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

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

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

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

**BREACH OF LAW**

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

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

NATURE OF BREACH:

\_\_\_\_\_

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

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

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021

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

**SECTION 8: RFP CLARIFICATION REQUEST FORM**

RFP No: HOAC-HO-36632

RFP deadline for questions / RFP Clarifications: Before 12:00 pm on 15/10/2021

TO: Transnet SOC Ltd  
ATTENTION: Julias Moeti  
EMAIL: Julias.Moeti@transnet.net  
DATE: \_\_\_\_\_  
FROM: \_\_\_\_\_  
\_\_\_\_\_

RFP Clarification No *[to be inserted by Transnet]* **REQUEST FOR RFP CLARIFICATION**

Respondent's Signature

Date &amp; Company Stamp

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

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

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

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

**1. GENERAL CONDITIONS**

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

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

1.2 The value of this bid is estimated to exceed R50 000 000 (all applicable taxes included) and therefore the 10 preference point system shall be applicable. Despite the stipulated preference point system, Transnet shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.

**OR**

Either the 90/10 preference point system will apply

Preference points for this bid shall be awarded for:

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

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

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

1.4 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.

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

**2. DEFINITIONS**

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

Empowerment Act;

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

### 3. POINTS AWARDED FOR PRICE

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

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

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

Where

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

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

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

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

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

| Enterprise             | B-BBEE Certificate & Sworn Affidavit                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Large</b>           | Certificate issued by SANAS accredited verification agency                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>QSE</b>             | Certificate issued by SANAS accredited verification agency<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> .] |
| <b>EME<sup>3</sup></b> | Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership<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                                                                                                                                      |

- 4.3 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 4.4 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 4.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 4.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

<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.

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

## 5. BID DECLARATION

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

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

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

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

## 7. SUB-CONTRACTING

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

(Tick applicable box)

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

- 7.1.1 If yes, indicate:

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

(Tick applicable box)

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

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

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

## 8. DECLARATION WITH REGARD TO COMPANY/FIRM

- 8.1 Name of company/firm:.....
- 8.2 VAT registration number:.....
- 8.3 Company registration number:.....
- 8.4 TYPE OF COMPANY/ FIRM
- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company

☐ (Pty) Limited  
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
.....

8.6 COMPANY CLASSIFICATION

☐ Manufacturer  
☐ Supplier  
☐ Professional Supplier/Service provider  
☐ 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 10: CERTIFICATE OF ATTENDANCE OF COMPULSORY RFP BRIEFING**

It is hereby certified that –

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

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

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

attended the site meeting / RFP briefing in respect of the proposed Goods/Services to be rendered in terms of this RFP on \_\_\_\_\_ 2021

\_\_\_\_\_  
TRANSNET'S REPRESENTATIVE

\_\_\_\_\_  
RESPONDENT'S REPRESENTATIVE

DATE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

**NOTE:**

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

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

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

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

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

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Institution)

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

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

(Name of Bidder)

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

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

- d. the intention or decision to submit or not to submit, a bid;
  - e. the submission of a bid which does not meet the specifications and conditions of the bid; or
  - f. bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SECTION 12: SUBCONTRACTING PREQUALIFICATION CRITERIA FORM**

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

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

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

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

- b) A bid that fails to meet this pre-qualifying criterion will be regarded as an unacceptable bid.
- c) For a list of potential subcontractors, refer to second page of this RFP.
- d) Respondents have the discretion of identifying and selecting suppliers, who are registered on the National Treasury supplier database (CSD) but do not appear on the list provided by Transnet, for purposes of subcontracting.
- e) **Respondents are required to submit proof of the subcontracting arrangement between themselves and the subcontractor. Proof of the subcontracting arrangement may include a subcontracting agreement.**
- f) Respondents are to note that it is their responsibility to select competent subcontractors that meet all requirements of the bid so that their bid is not jeopardised by the subcontractor when evaluated.
- g) Respondents are responsible for all due diligence on their subcontractors.
- h) Respondent/s are discouraged from subcontracting with their subsidiary companies as this may be interpreted as subcontracting with themselves and / or using their subsidiaries for fronting. Where a Respondent intends to subcontract with their subsidiary this must be declared in their bid response.
- i) The successful Respondent awarded the contract may only enter into a subcontracting arrangement with Transnet's prior approval.
- j) The contract will be concluded between the successful Respondent and Transnet, therefore, the successful Respondent and not the sub-contractor will be held liable for performance in terms of its contractual obligations.

**Attachments to this form**

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

---

Respondent's Signature

---

Date & Company Stamp

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

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

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

c) Work to be subcontracted:

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

**Note:**

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

**SECTION 13: JOB-CREATION SCHEDULE****(Please ensure that you return this schedule with your bid submission)**

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

Note that this undertaking is not required if a NIPP obligation is applicable to a Respondent's bid as indicated in Section 14. **Respondents are required to indicate below whether the NIPP obligation is applicable to their bid:**

|            |  |           |  |
|------------|--|-----------|--|
| <b>YES</b> |  | <b>NO</b> |  |
|------------|--|-----------|--|

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

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

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

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

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

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

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

| Year 1                                                                                   | Q1 | Q2 | Q3 | Q4 |
|------------------------------------------------------------------------------------------|----|----|----|----|
| Total number of new jobs                                                                 |    |    |    |    |
| Number of new jobs for Black men                                                         |    |    |    |    |
| Number of new jobs for black women                                                       |    |    |    |    |
| Number of new jobs for black youth                                                       |    |    |    |    |
| Number of new jobs for black people living in rural or underdeveloped areas or townships |    |    |    |    |
| Number of new jobs for black People with Disabilities                                    |    |    |    |    |
| Number of new jobs for other categories                                                  |    |    |    |    |
| Number of new skilled jobs                                                               |    |    |    |    |
| Number of new semi-skilled jobs                                                          |    |    |    |    |
| Number of new unskilled jobs                                                             |    |    |    |    |

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

**SECTION 14: SBD 5**

This document must be signed and submitted together with your bid

**THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME****INTRODUCTION**

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIPP requirements. NIPP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

**1. PILLARS OF THE PROGRAMME**

- 1.1 The NIPP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$5 million or other currency equivalent to US\$5 million will have a NIP obligation. This threshold of US\$5 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$5 million.
  - or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$5 million.
  - or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$5 million.
  - or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$5 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30% of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIPP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIPP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

**2. REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

Respondent's Signature

Date &amp; Company Stamp

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

### **3. BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with their bid documentation at the closing date and time of the bid.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIPP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:
- Bid number;
  - Description of the goods or services;
  - Date on which the contract was awarded;
  - Name, address and contact details of the contractor;
  - Value of the contract; and
  - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

### **4. PROCESS TO SATISFY THE NIPP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIPP obligation;
  - b. the contractor and the DTI will sign the NIPP obligation agreement;
  - c. the contractor will submit a performance guarantee to the DTI;
  - d. the contractor will submit a business concept for consideration and approval by the DTI;
  - e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
  - f. the contractor will implement the business plans; and
  - g. the contractor will submit bi-annual progress reports on approved plans to the DTI.
- 4.2 The NIPP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number .....

Closing date: .....

Name of bidder .....

Postal address .....

.....

Signature.....

Name (in print).....

Date.....

Respondent's Signature

Date & Company Stamp

**SECTION 15: PROTECTION OF PERSONAL INFORMATION (For normal contract)**

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

1. Transnet may, in writing, request the Operator to confirm and/or make available any personal information and the information of a third party in its possession in relation to Transnet and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA.
2. Transnet may further request that the Operator correct, delete, destroy, withdraw consent or object to the processing of any personal information and the information of a third party relating to the Transnet or a third party in the Operator's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
3. In signing this addendum that is in terms of the POPIA, the Operator hereby agrees that it has adequate measures in place to provide protection of the personal information and the information of a third party given to it by Transnet in line with the 8 conditions of the POPIA and that it will provide to Transnet satisfactory evidence of these measures whenever called upon to do so by Transnet.

**The Operator is required to provide confirmation that all measures in terms of the POPIA are in place when processing personal information and the information of a third party received from Transnet:**

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

4. Further, the Operator acknowledges that it will be held liable by Transnet should it fail to process personal information in line with the requirements of the POPIA. The Operator will be subject to any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that Transnet submitted to it.

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

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

**ANNEXURE A**  
**CLAUSE BY CLAUSE**

**PROVISION OF INTEGRATED FACILITIES MANAGEMENT  
AT TFR HQ  
FOR A PERIOD OF 2 YEARS**

## Compulsory and Mandatory Clause by Clause compliance

| Item     | Description                                                                                                                                                                                      | Compliance to specification |    | Comments/ Remarks |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----|-------------------|
|          |                                                                                                                                                                                                  | Yes                         | No |                   |
| <b>1</b> | <b>Maintenance of the following (mandatory requirements):</b>                                                                                                                                    |                             |    |                   |
| 1.1      | Building structure and fabric, including the following structural components : walls, balconies, roofs, bird netting, ceilings, doors, PWD facilities, windows, concrete work and civil work     |                             |    |                   |
| 1.2      | Water supply quality and water storage tanks and pumps including provision of emergency water supply in the event of municipal water interruption                                                |                             |    |                   |
| 1.3      | Water and effluent reticulation including plumbing, sewer and storm water pits and pumps                                                                                                         |                             |    |                   |
| 1.4      | Paved areas and parking areas                                                                                                                                                                    |                             |    |                   |
| 1.5      | Internal and external plants                                                                                                                                                                     |                             |    |                   |
| 1.6      | Electrical distribution including 11000 V/400V step-down transformers, substations, electrical distribution boards and electrical installations in the facilities annually                       |                             |    |                   |
| 1.7      | Electric Lighting and Lighting Control,                                                                                                                                                          |                             |    |                   |
| 1.8      | Lightning protection and earthing                                                                                                                                                                |                             |    |                   |
| 1.9      | Gas geyser installations where applicable                                                                                                                                                        |                             |    |                   |
| 1.10     | Mechanical plant and equipment such as Heating, Ventilation and Air-conditioning units and systems, extractor fans in parking areas, ablution, etc., Lift installations, and standby generators  |                             |    |                   |
| 1.11     | Fire prevention and protection systems and related equipment such as fire detection and alarm, intercom, sprinklers, hydrants, hose reels and fire extinguishers                                 |                             |    |                   |
| 1.12     | Office furniture, carpeting, window blinds, handrails, etc.                                                                                                                                      |                             |    |                   |
| 1.13     | Canteen equipment in Inyanda 2 building                                                                                                                                                          |                             |    |                   |
| 1.14     | Access controlled doors, gates and metal detectors.                                                                                                                                              |                             |    |                   |
| 1.15     | Boom gates                                                                                                                                                                                       |                             |    |                   |
| <b>2</b> | <b>Provision of the following (mandatory requirements):</b>                                                                                                                                      |                             |    |                   |
| 2.1      | Rental walk-off mat at all entrances                                                                                                                                                             |                             |    |                   |
| 2.2      | Labeling of equipment and creation of an inventory register                                                                                                                                      |                             |    |                   |
| 2.3      | Provision of fuel for standby generators as required                                                                                                                                             |                             |    |                   |
| 2.4      | Technical access control equipment maintenance                                                                                                                                                   |                             |    |                   |
| 2.5      | Asset tagging for verification                                                                                                                                                                   |                             |    |                   |
| 2.6      | Cleaning services, internal and external (entrances and surrounding areas) and windows, including deep cleaning of carpets, tiling and furniture, deep cleaning of parking areas and degreasing. |                             |    |                   |
| 2.7      | Cleaning of archives, storerooms and libraries including shelving and treatment for fish moth infestation.                                                                                       |                             |    |                   |
| 2.8      | Boardroom and pause area maintenance including preparation for meetings, tea-service, etc.                                                                                                       |                             |    |                   |
| 2.9      | Hygiene, Sanitation Services and deep cleaning all ablution facilities on quarterly basis                                                                                                        |                             |    |                   |
| 2.10     | Rendering of pest control services to office buildings on quarterly basis or on an as and when basis,                                                                                            |                             |    |                   |

|      |                                                                                                                                           |  |  |  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|      | including vermin, insects and bird control                                                                                                |  |  |  |
| 2.11 | Landscaping, gardening service and provision and maintenance of internal plants.                                                          |  |  |  |
| 2.12 | Maintenance of Water features, fountains, filtration and pumps                                                                            |  |  |  |
| 2.13 | Supply and maintenance of smoking booths and provision of ashtrays for external smoking facilities in accordance with smoking legislation |  |  |  |

| Item     | Description                                                                                                                                                                                                                | Compliance to specification |    |  |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----|--|
|          |                                                                                                                                                                                                                            | Yes                         | No |  |
| <b>3</b> | <b>Successful Bidder will be given 30 calendar days to attend to contract execution preparatory work to ensure the following (mandatory requirements):</b>                                                                 |                             |    |  |
| 3.1      | Training and induction of staff                                                                                                                                                                                            |                             |    |  |
| 3.2      | Purchasing of required uniform, equipment, tools, and consumables                                                                                                                                                          |                             |    |  |
| 3.3      | Finalisation and confirmation of public liability insurance                                                                                                                                                                |                             |    |  |
| 3.4      | Procurement of critical resources to resume the contract                                                                                                                                                                   |                             |    |  |
| 3.5      | Identification of on-site workstation                                                                                                                                                                                      |                             |    |  |
| 3.6      | Compiling of a comprehensive inventory of the buildings, structures, plant and equipment.                                                                                                                                  |                             |    |  |
| 3.7      | Acquisition or compiling of network drawings, single line diagrams including but not limited to the floor-plans, water, air, gas supply reticulation.                                                                      |                             |    |  |
| 3.8      | Acquisition of all relevant documents for the operation and maintenance of the plant and equipment.                                                                                                                        |                             |    |  |
| 3.9      | Provision of 1 ton light commercial vehicle (bakkie/van) with tow bar inclusive of 15 000km per annum for usage during the FM contract. Vehicle must be in a well serviceable condition and kept road worthy at all times. |                             |    |  |

## **ANNEXURE B-1**

### **TFR HQ BUILDINGS INVENTORY**

**TDR FOR PROVISION OF INTEGRATED FACILITIES  
MANAGEMENT AT TRANSNET TFR HQ FOR A  
PERIOD OF 2 YEARS**

| Item | Inventory No. | Description | Area                 |
|------|---------------|-------------|----------------------|
| 1    |               | Inyanda 1   | 17982 m <sup>2</sup> |
| 2    |               | Inyanda 2   | 15187 m <sup>2</sup> |
| 3    |               | Inyanda 4   | 12479 m <sup>2</sup> |
| 4    |               | 138 Eloff   | 12068 m <sup>2</sup> |

# **ANNEXURE B 2**

## **ESSELENPARK CLEANING SERVICES SPEC**

**TDR FOR PROVISION OF INTEGRATED FACILITIES  
MANAGEMENT AT TRANSNET ESSELENPARK  
CAMPUS FOR A PERIOD OF 3 YEARS**

## 1. ACCOMMODATION: AS-AND-WHEN REQUIREMENTS

### 1.1 AREAS

| Buildings | Location     | Cleanable floor area |                     |                     |                             |
|-----------|--------------|----------------------|---------------------|---------------------|-----------------------------|
|           |              | Total square metre   | Carpet              | Ceramic and vinyl   | Smooth screed (parking etc) |
| Inyanda 1 | Parktown     | 17982 m <sup>2</sup> | 8545 m <sup>2</sup> | 2137 m <sup>2</sup> | 7300 m <sup>2</sup>         |
| Inyanda 2 | Parktown     | 15187 m <sup>2</sup> | 8309 m <sup>2</sup> | 2078 m <sup>2</sup> | 4800 m <sup>2</sup>         |
| Inyanda 4 | Parktown     | 12479 m <sup>2</sup> | 5063 m <sup>2</sup> | 1266 m <sup>2</sup> | 6150 m <sup>2</sup>         |
| 138 Eloff | Braamfontein | 12068 m <sup>2</sup> | 7414 m <sup>2</sup> | 1854 m <sup>2</sup> | 2800 m <sup>2</sup>         |

### 1.2 NATURE OF SERVICE

- 1.2.1 Clean and service of guest rooms as per schedule unless required otherwise.
- 1.2.2 Clean and sanitise toilets/bathrooms as per schedule unless required otherwise.
- 1.2.3 Maintain all common areas, cleaned to the required standards.
- 1.2.4 Ensure safe handling of guest belongings.
- 1.2.5 Ensure that health and safety standards are adhered to at all times.
- 1.2.6 Maintain a professional level of Client service at all times.
- 1.2.7 Adhere to special requests on an as & when required basis, e.g. moving of furniture etc.
- 1.2.8 Contractor must provide his own cleaning equipment.
- 1.2.9 Contractor must provide cleaning and sanitising chemicals and materials as per schedule unless required otherwise

### 1.3 PERSONNEL REQUIREMENTS

- 1.3.3 Normal working hours are as follows:

- a. Monday to Friday,
  - Shift A 07:00 to 16:00
  - Shift B 15:00 to 21:00
- b. Weekends and Public Holiday's,
  - Shift A 08:00 to 13:00
  - Shift B 15:00 to 21:00

- 1.3.4 Additional working hours as and when required
- 1.3.5 Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform.
- 1.3.6 Contractor to provide Personnel with PPE to be worn in required areas
- 1.3.7 Must have good communication and people skills for regular contact with clients.
- 1.3.8 The envisaged average staff compliment for accommodation areas is as follows:

## 1.4 FREQUENCIES

| TASKS                             | FREQUENCY  | TYPE WET/DRY |
|-----------------------------------|------------|--------------|
| Sweeping - vinyl / ceramic floors | Daily      | Dry          |
| Mopping - vinyl / ceramic floors  | Daily      | Wet          |
| Vacuuming - carpeted areas        | Weekly     | Dry          |
| Steam Cleaning - carpeted areas   | Quarterly  | Wet          |
| Dusting - furniture               | Daily      | Dry          |
| Dusting - skirting                | Daily      | Dry          |
| Dusting - Window sills            | Daily      | Dry          |
| Dusting - pictures                | Daily      | Dry          |
| Polishing - furniture             | Weekly     | Wet          |
| Wiping - telephones               | Daily      | Wet          |
| Wiping - Window sills             | Daily      | Wet          |
| Wiping - Pictures                 | Weekly     | Wet          |
| Wiping - Doors                    | Weekly     | Wet          |
| Dusting of Fire Ext Covers        | Weekly     | Dry          |
| Wiping of Fire Ext Covers         | Weekly     | Wet          |
| High dusting - cabinets           | Weekly     | Dry          |
| High dusting - offices            | Weekly     | Dry          |
| High dusting - Passages           | Weekly     | Dry          |
| High dusting - Light fittings     | Weekly     | Dry          |
| Emptying - office bins            | Daily      | Dry          |
| Cleaning - office bins            | Weekly     | Wet          |
| Cleaning - kitchen                | Daily      | Wet & Dry    |
| Cleaning - windows                | Bi-monthly | Wet          |
| Strip & seal - vinyl / ceramic    | Monthly    | Wet          |
| Buffing - vinyl / ceramic         | 3 x Weekly | Wet          |

## 1.5 Chemicals and Materials

### 1.5.1 Preferred Products

These products are preferred because of effectivity and past experience. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

| Product: Trade Name             | Description                             |
|---------------------------------|-----------------------------------------|
| Ammoniated cleaner (Handy Andy) | Will be used for wiping of office desks |
| Jik                             | Bleach                                  |
| Brasso                          | Brass polish                            |
| Target Odourless                | Insecticide                             |
| Hi-shine                        | Polymer floor dressing (non slip)       |
| Pine Gel                        | General Disinfectant                    |

### 1.5.2 General Products

Product names are for identification purposes only. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

| Product:           | Description / Specification                |
|--------------------|--------------------------------------------|
| Refuse Bags        | Black, heavy duty                          |
| Toilet Paper       | Rolls, 1 ply, <i>not recycled paper</i>    |
| Bin Bags           | White, to fit litter bins in rooms         |
| Domestos           | Perfumed toilet disinfectant               |
| Respect            | All-purpose cleaner                        |
| Dishwashing liquid | Anti-bacterial concentrated                |
| Furniture Polish   | Aerosol, non oil-based                     |
| Air Freshener      | Aerosol                                    |
| Carpet Shampoo     | Concentrated                               |
| Windowlene         | Window cleaner                             |
| Methylated Spirits | General degreaser                          |
| Silki              | Liquid anti-bacterial hand soap            |
| Restrip            | Non-ammoniated floor stripper              |
| Waxstrip           | Liquid polish stripper                     |
| Scouring Sponge    | Specifically for cleaning baths and basins |
| Mutton Cloth       | General purposes cleaning/wiping           |

### 1.5.3 Basic Equipment

Basic equipment that the contractor might need to effectively provide the required service:

| EQUIPMENT DESCRIPTION             |
|-----------------------------------|
| "Wet Floor" signs                 |
| "Men at Work" signs               |
| General purpose waterproof gloves |
| Heavy duty elbow-length gloves    |
| Toilet Brushes                    |

|                                          |
|------------------------------------------|
| Feather Duster, long                     |
| Feather Duster, short                    |
| Brooms, indoor and outdoor               |
| Mops                                     |
| Mop caddy/squeezer                       |
| Floor polisher/scrubber/stripper machine |
| Housekeeping trolleys                    |
| Compact trolleys with caddy              |
| Buckets                                  |
| Squeegees                                |
| Industrial Vacuum cleaners               |
| Carpet washing machine                   |

## **2. OFFICES, KITCHEN and COMMON AREAS**

### **2.1 AREAS**

- 2.1.1 Offices
- 2.1.2 Public areas (passages, stairways, foyers, courtyards, stairs, etc)
- 2.1.3 Main hall (1,150 m<sup>2</sup>), Stage (264 m<sup>2</sup>)
- 2.1.4 Boardrooms
- 2.1.5 Classrooms
- 2.1.6 Dishwashing
- 2.1.7 Tea/dining areas
- 2.1.8 Toilet areas
- 2.1.9 Any additional duties duly requested and authorised.

### **2.2 NATURE OF SERVICE**

The Contractor shall be required to provide the following services:

- 2.2.1 Clean and sanitise toilet areas
- 2.2.2 Clean and maintain refuse areas
- 2.2.3 Clean and maintain public areas
- 2.2.4 Remove office waste material (bins and packaging)
- 2.2.5 High areas dusting
- 2.2.6 Vacuum carpeted areas
- 2.2.7 Floors must be cleaned, polished, etc.
- 2.2.8 Dust and polish office and classroom chairs and desks.
- 2.2.9 Clean (wipe) equipment such as telephones and monitors
- 2.2.10 Dust window sills and ledges

- 2.2.11 Clean main foyer areas (upstairs and downstairs).
- 2.2.12 Clean and maintain stage area and carpeted areas of the mail hall.
- 2.2.13 Daily cleaning of offices and classrooms – day or night scheduling as per agreement.
- 2.2.14 Clean and service marble (terrazzo) walls and pillars.
- 2.2.15 Curtains in Main Hall must be cleaned in accordance with Supplier Cleaning Specification
- 2.2.16 Cleaning of curtains must be executed as is (curtains will need to be cleaned as they are.
- 2.2.17 They are not to be removed from the windows or unhooked A cleaning specialist must be sourced for this purpose).
- 2.2.18 Curtains must be cleaned once every 4 months (Xivono Boardroom).
- 2.2.19 The Main Hall carpets must be cleaned in accordance with the Supplier Cleaning specification
- 2.2.20 Deep vacuumed with an Industrial Cleaner before and after every event.
- 2.2.21 On the days when the Main Hall is not in use the carpet must be vacuumed in the morning and in the afternoon to ensure that all loose fibres and threads are continually cleaned
- 2.2.22 Spot cleaning must be conducted after every event to ensure ongoing maintenance of the carpet and that the carpet is always kept free of stains
- 2.2.23 Spot cleaning must be conducted after every event to ensure ongoing maintenance of the carpet and that the carpet is always kept free of stains
- 2.2.24 The carpet must be deep cleaned with a dry method of deep cleaning once every 3 months
- 2.2.25 The chandelier lights, pillar lights and wooden panel lights must be cleaned in accordance with the Supplier Cleaning Specification. These lights are EXTREMELY delicate and can be easily broken. Please note that this is a specialist service and may need to be sourced out if required.
- 2.2.26 Foyer; Furniture Supplier cleaning instructions to be followed at all times. This venue must be cleaned continuously. Sweeping and mopping must take place in the mornings and throughout the day as the need arises
- 2.2.27 Dusting and Polishing in accordance with the Supplier Cleaning specifications must take place daily in the mornings and again in the afternoons.
- 2.2.28 The material on the lounges, arm chairs, scatter cushions including the carpets will require on site dry cleaning once every 6 months and in the case of spills and stains As and When needed arise.

## 2.3 PERSONNEL

- 2.3.1 Daytime (**office hours 07:00 to 16:00**)
- 2.3.2 Night Shift (**Hours 18:00 to 06:00**)
- 2.3.3 Ad hoc, deep cleaning as per schedule, special requests, etc.
- 2.3.4 Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform.
- 2.3.5 Contractor to provide Personnel with PPE to be worn in required areas

2.3.6 Must have good communication and people skills as they will be in regular contact with clients.

2.3.7 The envisaged staff compliment for offices is as follows:

| Facility           | Staff     | Gender |
|--------------------|-----------|--------|
| Inyanda1           | 26        | M/F    |
| Inyanda2           | 22        | M/F    |
| Imyanda4           | 18        | M/F    |
| 138 Eloff          | 22        | M/F    |
| <b>Supervisors</b> | <b>4</b>  | M/F    |
| <b>Total:</b>      | <b>92</b> |        |

## 2.4 FREQUENCIES

| TASKS                             | FREQUENCY  | TYPE WET/DRY |
|-----------------------------------|------------|--------------|
|                                   |            |              |
| Sweeping - vinyl / ceramic floors | Daily      | Dry          |
| Mopping - vinyl / ceramic floors  | Daily      | Wet          |
| Vacuuming - carpeted areas        | Daily      | Dry          |
| Steam Cleaning - carpeted areas   | 4 x Yearly | Wet          |
| Dusting - furniture               | Daily      | Dry          |
| Dusting - skirting                | Daily      | Dry          |
| Dusting - Window sills            | Daily      | Dry          |
| Dusting - pictures                | Daily      | Dry          |
| Polishing - furniture             | Daily      | Wet          |
| Wiping - telephones               | Daily      | Wet          |
| Wiping - Window sills             | Daily      | Wet          |
| Wiping - Pictures                 | Weekly     | Wet          |
| Wiping - Doors                    | Weekly     | Wet          |
| Dusting of Fire Ext Covers        | Weekly     | Dry          |
| Wiping of Fire Ext Covers         | Weekly     | Wet          |
| High dusting - cabinets           | Weekly     | Dry          |
| High dusting - offices            | Weekly     | Dry          |
| High dusting - Passages           | Weekly     | Dry          |
| High dusting - Light fittings     | Weekly     | Dry          |
| Emptying - office bins            | Daily      | Dry          |
| Cleaning - office bins            | Daily      | Wet          |
| Cleaning - kitchen                | Daily      | Wet & Dry    |
| Cleaning - windows                | Bi-Monthly | Wet          |
| Strip & seal - vinyl / ceramic    | Monthly    | Wet          |
| Buffing - vinyl / ceramic         | Monthly    | Wet          |

## 2.5 Chemicals and Materials

### 2.5.1 Preferred Products

These products are preferred because of affectivity and past experience. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

| <b>Product:<br/>Trade Name</b> | <b>Description</b>                |
|--------------------------------|-----------------------------------|
| Handy Andy                     | Ammoniated cleaner                |
| Jik                            | Bleach                            |
| Brasso                         | Brass polish                      |
| Target Odourless               | Insecticide                       |
| Hi-shine                       | Polymer floor dressing (non slip) |
| Pine Gel                       | General Disinfectant              |

### 2.5.2 General Products

Product names are for identification purposes only. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

| <b>Product:</b>    | <b>Description / Specification</b>         |
|--------------------|--------------------------------------------|
| Refuse Bags        | Black, heavy duty                          |
| Toilet Paper       | Rolls, 1 ply, <i>not recycled paper</i>    |
| Bin Bags           | White, to fit litter bins in rooms         |
| Domestos           | Perfumed toilet disinfectant               |
| Respect            | All purpose cleaner                        |
| Dishwashing liquid | Anti-bacterial concentrated                |
| Furniture Polish   | Aerosol, non oil based                     |
| Air Freshener      | Aerosol                                    |
| Carpet Shampoo     | Concentrated                               |
| Windowlene         | Window cleaner                             |
| Methylated Spirits | General degreaser                          |
| Silki              | Liquid anti-bacterial hand soap            |
| Restrip            | Non-ammoniated floor stripper              |
| Waxstrip           | Liquid polish stripper                     |
| Scouring Sponge    | Specifically for cleaning baths and basins |
| Mutton Cloth       | General Purpose for cleaning               |

### 2.5.3 Basic Equipment

Basic equipment that the contractor might need to effectively provide the required service:

| <b>EQUIPMENT DESCRIPTION</b>      |
|-----------------------------------|
| "Wet Floor" signs                 |
| "Men at Work" signs               |
| General purpose waterproof gloves |

|                                                         |
|---------------------------------------------------------|
| Heavy duty elbow-length gloves                          |
| Toilet Brushes                                          |
| Feather Duster, long                                    |
| Feather Duster, short                                   |
| Brooms, indoor and outdoor plastic or aluminium handles |
| Mops with plastic or aluminium handles                  |
| Mop caddy/squeezer                                      |
| Industrial grade vacuum cleaners*                       |
| Floor polisher/scrubber/stripper machine                |
| Housekeeping trolleys                                   |
| Compact trolleys with caddy                             |
| Buckets                                                 |
| Squeegees                                               |
| Carpet washing machine                                  |

### 3. RESTAURANTS, KITCHEN, CONFERENCE AND EVENTS VENUES AS-AND-WHEN BASIS

#### 3.1 AREAS

3.1.1 Inyanda2 Canteen

3.1.2 Inyanda1 cooking kitchen and dining area

#### 3.2 RESTAURANTS NATURE OF CLEANING

- a) General daily cleaning of restaurant front of house, restaurant kitchen, public area, toilets and back of house including store rooms, loading bay and garbage room.
- b) Daily cleaning and sanitizing of kitchen working surfaces and fridges
- c) Daily cleaning and sanitizing of ladies and gents toilets in the venue
- d) Daily cleaning and polishing of restaurant furniture
- e) Floors to be cleaned and polished daily
- f) Kitchen floors and equipment deep cleaning to be conducted every 3 months
- g) Restaurant floors and furniture deep cleaning every 3 months
- h) Extractor fans deep cleaning every 3 months and issue certificate**
- i) Fat trap to be clean weekly
- j) Service provider to provide spectank and chemicals including the monthly service thereof
- k) Removal of waist from the kitchen continually
- l) Clean and dust wall pictures and high areas of the venue
- m) Clean all windows every second week
- n) Dust window seals and ledges
- o) Contractor must provide his own cleaning equipment.

- p) Contractor must provide cleaning and sanitising chemicals and materials as per schedule unless required otherwise
- q) Carpeted areas must be vacuumed daily and deep cleaned every 3 months
- r) Curtains must be dry cleaned every 4 months

### **3.2.1 MAIN KITCHEN DEEP CLEAN WILL COVER THE FOLLOWING**

- Deep clean floor area +/- 17m x 25m x 6m (walls, floors & ceilings)
- 9 x preparation tables.
- 2 x tilting pans.
- 1 x double deep sink.
- 1 x large industrial mixer.
- 2 x large industrial oven.
- 1 x flat top fryer.
- 1 x 6 burner stoves.
- 1 x double deep fryers.
- 1 x potato peeler.
- To clean all windows (interior only).
- To clean light covers (not responsible for broken globes) and all beams.
- To deep clean floor area +/- 4m x 3m x 2m and ceiling, walls, shelving in cold room.
- To clean 2 x food warmers.
- 1 x ice machine
- 2 x mixer
- 1 x shelving trolley
- 1 x industrial can opener
- 3 x 2 ½ door counter fridges
- 1 x 3 ½ door counter fridge
- 5 x wash basins & associated piping (exterior only)
- 2 x deep fryers
- 2 x chip warmers
- 1 x industrial toaster
- 1 x 5 burner griller
- 2 x food dispenser sink (grinder) where accessible due to safety reasons.
- 3 x 4 level shelves
- 1 x staircase up to office

### **3.2.2 EXTRACTOR FANS & CANOPY DEEP CLEANING SHOULD BE IN LINE WITH POINT NUMBER 12 OF (SANS:-1850:2012) AND IT WILL COVER THE FOLLOWING:**

- Clean **4 x** canopies (interior and exterior).
- To clean ducting interior where accessible.
- To clean ducting exterior where accessible.
- To seal all leaks.
- To clean and repair **24 x** filters where necessary
- To clean motors and fan blades.
- To test airflow readings before and after the cleaning to check extraction efficiency.
- To test amperage to ensure motors are running smooth.
- To take photos before and after the cleaning (and made available on request)
- A laminated certificate will be issued on completion of your work

### 3.2.3 Kitchen Cleaning Chemicals and Materials

#### 3.2.3.1 Preferred Products

These products are preferred because of affectivity and past experience. An equivalent or better product will be accepted, unless it proves to be undesirable, in which case an alternative will be specified/ requested at no extra cost to TFR. All products must be SABS approved

| Product: Trade Name | Description                       | Product Offered |
|---------------------|-----------------------------------|-----------------|
| Reoven              | Oven Cleaner                      |                 |
| Reveal              | Dishwashing liquid(SABS approved) |                 |
| Respect             | General purpose cleaner           |                 |
| Resan               | Hand Sanitizer                    |                 |
| Revenge             | Sanitizer Cleaner                 |                 |
| Reactivator         | Enzyme Activator                  |                 |
| Rehand              | Antibacterial hand soap           |                 |
| Reciden D           | Detergent/ Disinfectant           |                 |

| Product Name | Description                        | Dilution                                        | Areas                              | Frequency                     |
|--------------|------------------------------------|-------------------------------------------------|------------------------------------|-------------------------------|
| Reoven       | Oven Cleaner                       | + 200 ml per 1 litre bottle and fill with water | Oven, flat tops and canopies       | Daily after service           |
| Reveal       | Dishwashing liquid (SABS approved) | 10ml per 40 litre sink                          | At sink cutlery, crockery and pots | As required                   |
| Respect      | General purpose cleaner            | 1 x cup per 10 litre bucket                     | Floors, toilets, and bathrooms     | Daily                         |
| Resan        | Hand Sanitiser                     | As supplied                                     | Hand sanitizer dispenser           | Often during food preparation |

|             |                         |                                                  |                                                       |                 |
|-------------|-------------------------|--------------------------------------------------|-------------------------------------------------------|-----------------|
| Revenge     | Sanitiser cleaner       | + 100 ml 1 litre spray bottle and top with water | Counters, work surfaces, scales, utensils and fridges | Daily after use |
| Reactivator | Enzyme Activator        | As supplied                                      | Odour control, grease trap and drain activator        | Weekly          |
| Reciden D   | Detergent/ Disinfectant | 1 x Sachet per 5 litre bucket or water           | Utensils, drains and refuse bins                      | Clean as you go |

### 3.3 CONFERENCE AND BOARDROOM VENUE NATURE OF CLEANING

- a) Clean and sanitise toilet areas daily, every 2 hours
- b) Clean and maintain refuse areas daily, 3 times a day or as needed
- c) Clean and maintain public areas daily, 3 times a day or as needed
- d) Remove office waste material (bins and packaging) daily, 3 times a day or as needed
- e) High areas dusting Weekly
- f) Vacuum carpeted areas daily as needed
- g) Every three months carpets must be deep cleaned using a dry method of cleaning.
- h) Floors must be cleaned daily as needed
- i) Floors must be polish weekly
- j) Dust and polish office and conference chairs and tables daily
- k) Clean (wipe) equipment such as conference notice boards, pictures, wall lights ceiling fans, telephones and monitors daily
- l) Dust window sills and ledges daily
- m) Clean window twice a month
- n) Clean wooden rails daily
- o) Clean the stair leading up to conference rooms upstairs daily and as needed
- p) Daily spot cleaning must be conducted.

#### 3.3.1 General Products

These products are preferred because of affectivity and past experience. An equivalent or better product will be accepted, unless it proves to be undesirable, in which case an alternative will be specified/ requested at no extra cost to Transnet Freight Rail.

**Note:** Product names are for identification purposes only. A similar or better product will be accepted unless it proves to be undesirable, in which case an alternative will be specified.

| Product:           | Description / Specification                    |
|--------------------|------------------------------------------------|
| Refuse Bags        | Black, heavy duty                              |
| Toilet Paper       | Rolls, 1 ply, <b><i>not recycled paper</i></b> |
| Bin Bags           | White, to fit litter bins in rooms             |
| Domestos           | Perfumed toilet disinfectant                   |
| Respect            | All-purpose cleaner                            |
| Dishwashing liquid | Anti-bacterial concentrated                    |
| Furniture Polish   | Aerosol, non-oil-based                         |
| Air Freshener      | Aerosol                                        |
| Carpet Shampoo     | Concentrated                                   |
| Windowlene         | Window cleaner                                 |
| Methylated Spirits | General degreaser                              |
| Silki              | Liquid anti-bacterial hand soap                |
| Restrip            | Non-ammoniated floor stripper                  |
| Waxstrip           | Liquid polish stripper                         |
| Scouring Sponge    | Specifically for cleaning baths and basins     |
| Mutton Cloth       | General purposes cleaning/wiping               |
|                    |                                                |

### 3.4 PERSONNEL REQUIREMENTS CONFERENCE AND EVENTS

- a) Staff compliment and levels of expertise will change continually according to demand and occupancy.

#### THE JUNCTION CONFERENCE VENUE

| FACILITY    | NUMBER OF STAFF | GENDER |
|-------------|-----------------|--------|
| Early Shift | 1               | 1F     |
| TOTAL       | 1               |        |

### 3.5 PERSONNEL REQUIREMENTS RESTAURANTS

- Staff compliment and levels of expertise will change continually according to demand and occupancy.
- Additional working hours as and when required
- Personnel shall at all times be neatly dressed and in a uniquely identifiable uniform prescribed by Real Estate Management.
- Contractor to provide Personnel with PPE to be worn in required areas
- Must have good communication and people skills as they will be in regular contact with clients.
- The envisaged average staff compliment for Restaurants areas is as follows:

**Total number of required cleaning staff is 92 inclusive of supervisors and staff dedicated to main kitchens for fat trap, canopy maintenance, etc.**