

TRANSNET FREIGHT RAIL

an Operating Division of **TRANSNET SOC LTD**

[hereinafter referred to as **Transnet**]

Registration Number 1990/000900/30

REQUEST FOR QUOTATION [RFQ] No ERAC RCB SG582-35816

**FOR THE PROVISION OF: LEASE – IN OF APPROXIMATELY 1121M² OF A GRADE OFFICE
ACCOMMODATION IN RICHARDS BAY AREA FOR TRANSNET
FREIGHT RAIL SCHOOL OF RAIL, A DIVISION OF TRANSNET SOC
LTD FOR A PERIOD OF 2 YEARS**

FOR DELIVERY TO: RICHARDS BAY
ISSUE DATE: 13 SEPTEMBER 2021
CLOSING DATE: 05 OCTOBER 2021
CLOSING TIME: 10:00 AM

Section 1: SBD1 FORM

PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF VEGETATION CONTROL, A DIVISION TRANSNET SOC LTD							
BID NUMBER:	ERAC RCB SG582- 35816	ISSUE DATE:	13 SEPTEMBER 2021	CLOSING DATE:	05 OCTOBER 2021	CLOSING TIME:	10:00 AM
DESCRIPTION	PROVISION OF LEASE IN OF APPROXIMATELY 1121M ² OF A GRADE OFFICE ACCOMMODATION IN RICHARDS BAY AREA FOR TRANSNET FREIGHT RAIL SCHOOL OF RAIL, A DIVISION OF TRANSNET SOC LTD, FOR A PERIOD OF TWO [2] YEARS						
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)							
TRANSNET FREIGHT RAIL,							
SUPPLY CHAIN SERVICES							
100 EEL ROAD, BAYHEAD, DURBAN							
4052							
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO				TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
CONTACT PERSON	SOPHIE GOLDSTONE			CONTACT PERSON	SOPHIE GOLDSTONE		
TELEPHONE NUMBER	035 9067662			TELEPHONE NUMBER	035 9067662		
FACSIMILE NUMBER	N/A			FACSIMILE NUMBER	N/A		
E-MAIL ADDRESS	SOPHIE.GOLDSTONE@TRANSNET.NET			E-MAIL ADDRESS	SOPHIE.GOLDSTONE@TRANSNET.NET		
SUPPLIER INFORMATION							
NAME OF BIDDER							
POSTAL ADDRESS							
STREET ADDRESS							
TELEPHONE NUMBER	CODE			NUMBER			
CELLPHONE NUMBER							
FACSIMILE NUMBER	CODE			NUMBER			
E-MAIL ADDRESS							
VAT REGISTRATION NUMBER							
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	UNIQUE NUMBER:	REGISTRATION	REFERENCE
					MAAA		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No			B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]							

1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

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

PART B TERMS AND CONDITIONS FOR BIDDING

1. TAX COMPLIANCE REQUIREMENTS

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

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

SECTION 2: NOTICE TO BIDDERS**1 Responses to RFQ**

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

DESCRIPTION	Provision of lease in of approximately 1121m ² of a grade office accommodation in Richards Bay area for Transnet Freight Rail school of rail, a division of Transnet SOC Ltd, for a period of two [2] years [the Services]
RFQ DOWNLOADING	This RFQ may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders@treasury.gov.za and TFR http://www.transnetfreightrail-tfr.net/Supplier/Pages/Tenders.aspx Portals free of charge. To download RFQ and Annexures: • Click on "Tender Opportunities"; • Select "Advertised Tenders"; • In the "Department" box, select Transnet SOC Ltd; Once the tender has been located in the list, click on the "Tender documents" tab and process to download all uploaded documents. Alternatively, this RFQ may be purchased at R100 (inclusive of VAT) per set for those bidders that require a hard copy from Transnet. <i>[Drafting Note: bid fees may only be applied to recover administrative and printing costs]</i> Payment is to be made as follows: Bank: Standard Bank Account Number: 203158598 Branch: Braamfontein Branch code: 004805 Account Name: Transnet Freight Rail Reference: ERAC RCB SG582-35816 NOTE – This amount is not refundable. A receipt for such payment made must be presented when collecting the RFQ documents and submitted thereafter with your Proposal.
EMAIL ADDRESS FOR COMMUNICATION	Once Bidders download the RFQ off the Portal, they are required to send their contact details to the following address: Mduduzi.Khoza@transnet.net This is to ensure that any required communication in relation to this RFQ reaches those intending to respond. Furthermore, any addenda to the RFQ or clarifications will be published on the e-tender portal. Bidders are required to check the etender portal prior to finalising their bid submissions for any changes or clarifications to the RFQ. Transnet will not be held liable if Bidders do not receive the latest information regarding this RFQ with the possible consequence of either being disadvantaged or disqualified as a result thereof.
ISSUE AND COLLECTION DATE DEADLINE	Bidders are to note that the RFQ documents will be available for download from 13 September 2021 or may be collected between 09:00 am and 03:00 pm from 13 September 2021 until 04 October 2021 Bidders wishing to collect a CD, USB or hard copy of such RFQ documents from the Transnet issuing office, are required to inform that office at the contact details indicated below on the day before collection in order to allow for timeous reproduction of the documentation. Name: Mduduzi Khoza Email address: Mduduzi.Khoza@transnet.net Transnet Freight Rail Tender Advice Centre, 100 Eel Road, Durban, Bayhead 4052

BRIEFING SESSION	No – Compulsory briefing Refer to paragraph 3 for details.
CLOSING DATE	10:00am on Tuesday, 05 October 2021 This bid shall close punctually at the following address: Tender Box at Transnet Freight Rail, Supply Chain Services - Durban, 100 Eel Road, Bayhead, Durban, 4052 Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
BID OPENING	A public opening will not be held for this bid, however Respondents will be provided with a copy of the opening register indicating the names of the Respondents.
VALIDITY PERIOD	08 February 2022 - 90 Business Days from Closing Date 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. With regard to the validity period of next highest ranked bidders, please refer to Section 2, paragraph 11.12

2 Responses to RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

3 Formal Briefing

A formal briefing session will not be held but should Respondents have specific queries they should email these to the Transnet employee(s) indicated in paragraph 4 [*Communication*] below:

4 Communication

- 4.1 Specific queries relating to this RFQ before the closing date of the RFQ should be submitted to [Sophie Goldstone] before **12:00 pm on 30 September 2021**. In the interest of fairness and transparency Transnet's response to such a query will then be made available to other bidders.
- 4.2 It is prohibited for Respondents to attempt, either directly or indirectly, to canvass any officer or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.
- 4.3 Respondents found to be in collusion with one another will be automatically disqualified and restricted from doing business with organs of state for a specified period.
- 4.4 Respondents may also, at any time after the closing date of the RFQ, communicate with the Secretariat of the Transnet Acquisition Council on any matter relating to its RFQ response:

Telephone 031 361 4502

Email: TCPTENDERSRICHARDSBAY@TRANSNET.NET.

5 Legal Compliance

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

6 Changes to Quotations

Changes by the Respondent to its submission will not be considered after the closing date and time.

7 Binding Offer

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 Disclaimers

8.1 Respondents are hereby advised that Transnet is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that Transnet reserves the right to:

- modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- disqualify Quotations submitted after the stated submission deadline;
- not necessarily accept the lowest priced Quotation or an alternative bid;
- place an order in connection with this Quotation at any time after the RFQ's closing date;
- award only a portion of the proposed goods / services which are reflected in the scope of this RFQ;
- split the award of the order/s 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;
- cancel the quotation process;
- 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;
- request audited financial statements or other documentation for the purposes of a due diligence exercise;
- 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 provides for it;
- 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;
- 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.

9 Specification/Scope of Work

Refer to Annexure B

10 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.

11 Security clearance

Acceptance of this bid could be subject to the condition that the Successful Respondent, its personnel providing the goods 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.

12 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. Transnet is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. 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. The CSD can be accessed at <https://secure.csd.gov.za/>.

13 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.

It is a requirement that bidders grant a written confirmation when submitting this bid that SARS may on an ongoing basis during the tenure of the contract disclose the bidder's tax compliance status and by submitting this bid such confirmation is deemed to have been granted.

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.

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.

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

TIP-OFFS ANONYMOUS:



Ethics Helpdesk (Pty) Ltd.
Ethics Management System™

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

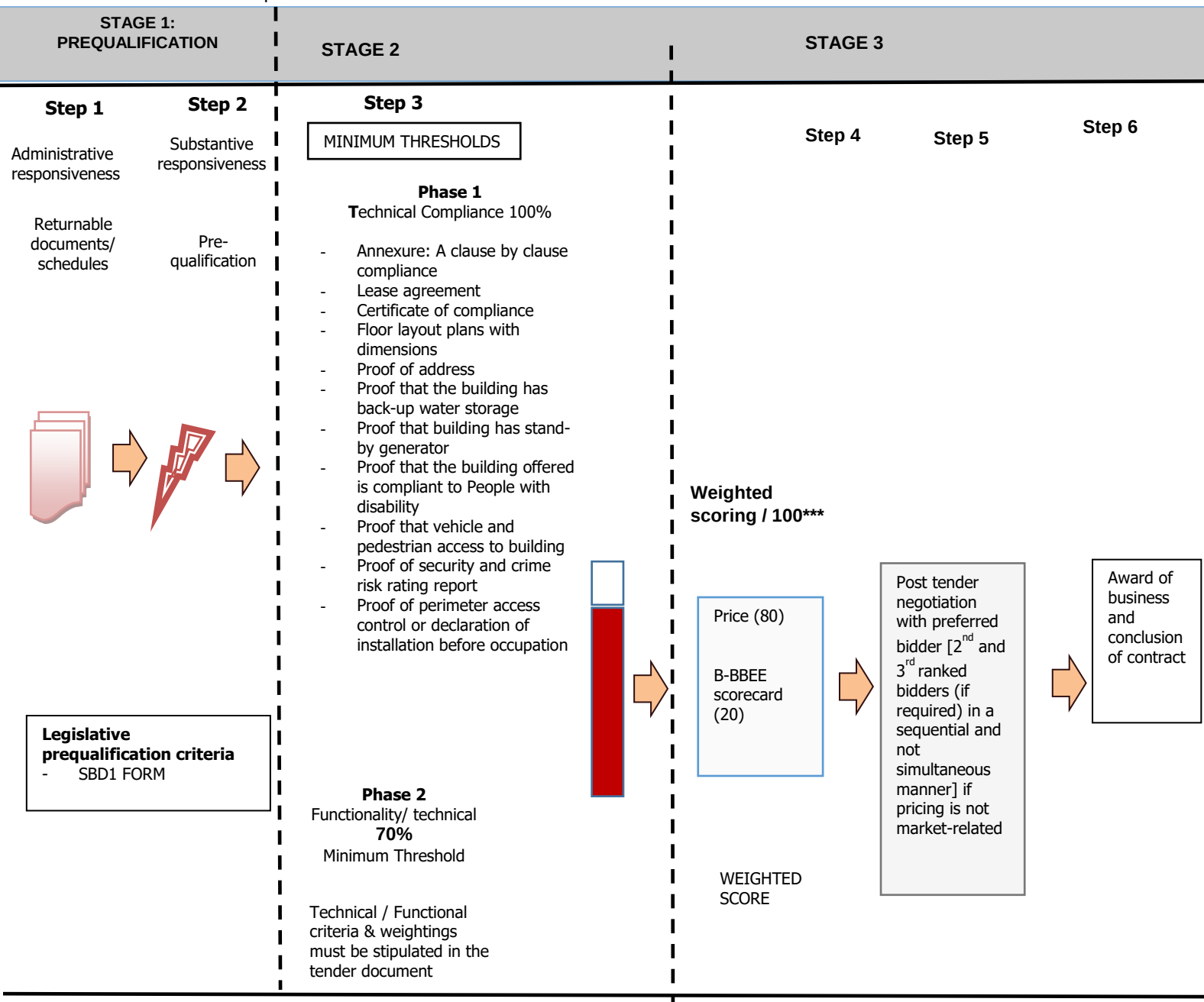
 Complete a Form Complete a form with all the details, with no data charge.	 AI Voice Bot "Jack" Speak to our AI Voice Chat Bot "JACK", you converse with him like chatting to a human, with the option to record a message and speak to an agent at anytime.	 What's App Speak to an Agent via What's App.	 Speak to an Agent Speak to an Agent via the platform with no call or data charge.	 Telegram Speak to an Agent via Telegram.
 0800 033 056	 086 551 4153	 reportit@ethicshelpdesk.com	 *120*0785980808#	

SECTION 3

EVALUATION METHODOLOGY, CRITERIA AND RETURNABLE DOCUMENTS

1. Evaluation Criteria

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



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).

Respondent's Signature

Date & Company Stamp

1.1 STEP ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check	RFQ Reference
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	<i>Section 3</i>
Verify the validity of all returnable documents	<i>Section 3</i>
Verify if the Bid document has been duly signed by the authorised respondent	<i>All sections</i>

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

1.2 STEP TWO: Test for Substantive Responsiveness to RFQ

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

Check for substantive responsiveness	RFQ Reference
Whether the Bid contains a priced offer	<i>Section 4 - Quotation Form</i>
- Whether any other legislative prequalification criteria set by Transnet have been met as follows: - SBD1 Form must be completed in full and submitted	<i>Section 1</i>

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

1.3 STEP THREE: Technical/Functionality Criteria**1.3.1 Phase One:**

Check for technical compliance requirements	RFQ Reference
- Whether any Technical criteria set by Transnet have been met as follows: - Fully/duly completed Annexure A – Clause-by-Clause Compliance schedule <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>	<i>Annexure A - Clause-by-Clause Compliance schedule</i>

• Whether any Technical criteria set by Transnet have been met as follows:	
• Copy of draft lease agreement with terms and condition related to the building offered (Note: Transnet does not intend to enter into a triple – net lease)	
• Certificate of compliance that building complies with requirements of SANS 10400 and Occupational Health and Safety Act of 1993.	
• Floor layouts plans with dimensions (hard copies of A2 and Auto-Cad) indicating building (s) size of at least a minimum of 1121m² let-table office space, reflecting the required specification including the 40 parking bays (covered and open bays as specified)	
• Proof of address indicating the building (s) offered are within 10km radius from Richards Bay CBD	
• Proof/declaration that the building has back-up water storage of at least 100litre per 100 m² offered or declaration that the back-up water storage will be installed before occupation.	
• Proof/declaration that the building has stand-by generator with capacity to supply critical equipment including but not limited to lifts, emergency lighting, plugs etc. and or declaration that the building will have a back-up generator before occupation.	
• Proof/declaration that the building(s) offered is compliant to People With Disability (PWD) requirements	
• Proof/Declaration that vehicle and pedestrian access to the offered building is smooth, paved or tarred road wide enough for 2 vehicles passing in opposite direction on entrance. (proof, e.g. photo)	
• Proof/Declaration of security and crime risk rating of the area offered (SAPS report)	
• Proof of perimeter access control or declaration that it will be installed before occupation	
<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>	

The test for technical compliance [Phase One] must be passed for a Respondent's Proposal to progress to Phase Two for further Technical/Functionality evaluations

1.3.2 Phase Two: Minimum Threshold 70% for Technical Criteria

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

Technical Evaluation Criteria	% Weightings	Scoring guideline
• Risk compliance	30%	
• Health and Safety compliance	20%	
• Building availability	50%	
Total Weighting:	100%	
Minimum qualifying score required:	70%	

Scoring matrix

Technical Criteria		Weight
Risk compliance Risk Management plan reflecting risk assessment matrix for the following; - Building compliance, - fire risk, - maintenance, - water reticulation, - electricity backup	- No Risk Management Plan was submitted. (Score 0) - Risk Management Plan submitted but only 2 risks from the matrix addressed (Score 10) - Risk Management Plan submitted but only 3-4 risks from the matrix addressed (Score 20) - Risk Management Plan submitted and all 5 risks from the matrix addressed (Score 30)	30%
Health and Safety compliance Plan detailing how the work will be undertaken safely (Health & Safety Plan)	- Did not Submit a HSP Questionnaire and Score 0 (Score 0) - Submitted a Poor HSP Questionnaire and Scored 1-9 (Score 5) - Submitted a satisfactory HSP Questionnaire and Scored 10-14 (Score 10) - Submitted a Good HSP Questionnaire and Scored 15-20 (Score 15) - Submitted a very good HSP Questionnaire and Scored 21-25 (Score 20)	20%
Building availability	- Building available in 8 weeks or more (Score 0) - Building available in 6-7 weeks or more (Score 15) - Building available in 5 weeks (Score 30) - Building available in 4 weeks or less (Score 50)	50%
Total Score		100%

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

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

1.4 STEP FOUR: Evaluation and Final Weighted Scoring

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

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

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

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

Where:

Ps = Score for the Bid under consideration

Pt = Price of Bid under consideration

$Pmin$ = Price of lowest acceptable Bid

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

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

1.5 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. A final evaluation will be conducted in terms of 80/20 and the contract will be negotiated and awarded to the successful Respondent(s).

1.6 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 Quotation by way of a Letter of Award. 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.

2. VALIDITY PERIOD

Transnet requires a validity period of **90 [Ninety] Business days - 08 February 2022 Business Days** from the closing date of this RFQ.

Bidders are to note that they may be requested to extend the validity period of their bid, on 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.

14 Disclosure of contract information

Prices Quoted

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), 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:

Is the Respondent (Complete with a "Yes" or "No")					
A DPIP/FPPO		Closely Related to a DPIP/FPPO		Closely Associated to a DPIP/FPPO	
List all known business interests, in which a DPIP/FPPO may have a direct/indirect interest or significant participation or involvement.					

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

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

3. 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 the quotation based on the consequences of non-submission as indicated below:

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

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

a) Mandatory Returnable Documents

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

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 1: SBD1 Form	
SECTION 4 : Quotation Form (with all items on the quotation form priced)	

b) Returnable Documents Used for Scoring

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

RETURNABLE DOCUMENTS USED FOR SCORING	SUBMITTED [Yes or No]
- Annexure A: Clause-by-Clause Compliance Schedule (Duly completed)	
- Annexure D: Technical questionnaire	
- Valid and original (or a certified copy) proof of Respondent's compliance to B-BBEE requirements stipulated in Section 7 of this RFQ.	
- Copy of draft lease agreement with terms and condition related to the building offered (Note: Transnet does not intend to enter into a triple – net lease)	
- Certificate of compliance that building complies with requirements of SANS 10400 and Occupational Health and Safety Act of 1993.	
- Floor layouts plans with dimensions (hard copies of A2 and Auto-Cad) indicating building (s) size of at least a minimum of 1121m ² lettable office space, reflecting the required specification including the 40 parking bays (covered and open bays as specified)	
- Proof of address indicating the building (s) offered are within 10km radius from Richards Bay CBD	
- Proof/declaration that the building has back-up water storage of at least 100litre per 100 m ² offered or declaration that the back-up water storage will be installed before occupation.	
- Proof/declaration that the building has stand-by generator with capacity to supply critical equipment including but not limited to lifts, emergency lighting, plugs etc. and or declaration that the building will have a back-up generator before occupation.	
- Proof/declaration that the building(s) offered is compliant to People With Disability (PWD) requirements	
- Proof/Declaration that vehicle and pedestrian access to the offered building is smooth, paved or tarred road wide enough for 2 vehicles passing in opposite direction on entrance. (proof, e.g. photo)	
- Proof/Declaration of security and crime risk rating of the area offered (SAPS report)	
- Proof of perimeter access control or declaration that it will be installed before occupation	

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 [Yes or No]
In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
SECTION 5: Certificate of Acquaintance with RFQ Documents	
SECTION 6: RFQ Declaration and Breach of Law Form	
SECTION 7: B-BBEE Preference Claim Form	
SECTION 8: SBD 9 - Certificate Of Independent Bid Determination	

SECTION 9: Protection of Personal Information	
ANNEXURE B : Scope Of Work	
ANNEXURE C: TFR Tender Safety Questionnaire	

5 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 B-BBEE Verification Certificate, for the duration of any contract emanating from this RFQ. 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.

Respondent's Signature

Date & Company Stamp

SECTION 4: QUOTATION FORM

I/We _____

hereby offer to supply the goods/services at the prices quoted in the Price Schedule below, in accordance with the conditions related thereto.

I/We agree to be bound by those terms and conditions in:

- the Standard RFQ Terms and Conditions for the Supply of Goods or Services to Transnet; and
- any other standard or special conditions embodied in this Request for Quotation.

I/We accept that unless Transnet should otherwise decide and so inform me/us, this Quotation [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. I/We further agree that if, after I/we have been notified of the acceptance of my/our Quotation, I/we fail to deliver the said goods/service/s within the delivery lead-time quoted, Transnet may, without prejudice to any other legal remedy which it may have, cancel the order and recover from me/us any expenses incurred by Transnet in calling for Quotations afresh and/or having to accept any less favourable offer.

Price Schedule

I/We quote as follows for the goods/services required, on a "delivered nominated destination Richards Bay areas" basis, including VAT:

DESCRIPTION	SIZE	RATE PER MONTH YEAR 1	RATE PER MONTH YEAR 2	TOTAL PRICE FOR 24 MONTHS
Space planning requirements	Floor space 1121sqm	R	R	R
8 x Classrooms	400m ² (50m ² each)			
1 x Computer training room	50m ²			
1 x Assessment room	50m ²			
1 x Boardroom	100m ²			
2 x facilitators office (open plan)	60m ² (each)			
2 x Store room (with shelves for filing)	20m ² (each)			
1 x Cleaners storage	5m ²			
1 x change room with shower for cleaners	12m ²			
Ablution facilities male (8 toilets, 4 basins and 3 urinals)	20m ²			
Ablution facilities female (8 toilets and 4 basins)	20m ²			
1 x Ablution facilities PWD	4m ²			
1 x walkways/common areas	48m ²			
2 x small kitchen area	6m ² each or 1x12m ²			
1 x large mess hall area (including kitchen basin, 6 plug points)	140m ²			
1 x area reception/access control	25m ²			
1 x assessment waiting area (optional)	25m ²			
1 x lockable storage areas on the ground floor with vehicle access for a simulator	25m ²			

Respondent's Signature

Date & Company Stamp

DESCRIPTION	SIZE	RATE PER MONTH YEAR 1	RATE PER MONTH YEAR 2	TOTAL PRICE FOR 24 MONTHS
1 x lockable storage areas on the ground floor with vehicle access for a compressor	25m ²			
Parking area – 50 parking bays (at least 20 of them covered)				
TOTAL PRICE, exclusive of VAT:				R
VAT (if applicable)				R
Total Inclusive of VAT (where applicable)				R

	Notes:
	Space allocation for each line item as per the scope
	The design specifications to be based on standard specifications currently used by Transnet Freight Rail
	A rational fire design shall be commissioned and shall be based on the TT rules of SABS 0400. The overall fire methodology shall be submitted to the local fire department for approval.
	Positioning for Fire hydrants, fire hose reels and fire extinguishers, (4.5kg, 9kg dry chemical powder and 6kg CO ₂) shall be provided, as necessary in line with the act.
	Drawings are to be provided to Transnet Freight Rail in 2x editable soft copies (CAD or similar), Pdf and 2x A0 hard copies for each area covered.
	As details for the actual building are not available, the costs to be based on the current competitive ruling rates per square meter and make separate provisions for anticipated cost escalations. The cost estimates would need updating as and when more information and details are available.

	Space Planning will be based on but not limited to the following:
	1. Partitions
	1.1 Gypsum partitions
	1.2 Internal glazed aluminium shopfront and windows
	2. Floor Finishes
	2.1 Porcelain tiles to public areas, stairs and ablutions
	2.2 Berber point 920 Nexbac carpets to offices
	2.3 West minister carpet to meeting and boardrooms
	2.4 Meranti timber skirting
	3. Internal wall finishes
	3.1 Plaster and paint to walls
	3.2 Ceramic tiles to ablutions and kitchen areas
	4. Ceilings
	4.1 Painted plasterboard ceilings in ablutions, kitchens and stores
	4.2 1200 x 600 Suspended tile ceiling to office areas

Respondent's Signature

Date & Company Stamp

	4.3 Textured paint to concrete soffits
	5. Fittings
	5.1 Granite vanity tops to staff ablutions
	6. Electrical installation
	6.1 Electrical installation as per Engineer's detailed budget including main board, cabling and sleeves, telephone sleeves, lightning
	protection, HVAC cabling and sleeves, power poles, UPS, upgrading existing board
	7. Internal plumbing
	7.1 Internal plumbing - new installation including WHB, urinals, WC, geysers, etc.,
	7.2 Bathroom accessories - soap dish, towel rail, toilet roll holders, mirrors, etc.
	8. Fire services
	8.1 9Kg Fire Extinguishers
	8.2 Fire hose reels
	8.3 Fire signage
	9. Balustrading and handrailing
	9.1. Prepare and apply new finish to existing balustrading where applicable and install where necessary
	10. Miscellaneous
	10.1 Allowance for move management between phasing
	11. Special installations
	11.1 Air-conditioning
	11.2 Signage - general
	11.3 Blinds to all external windows
	11.4 Internal cladding to lifts, new doors and fascia

Delivery Lead-Time from date of purchase order: _____ [days/weeks]

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

Notes to Pricing:

4.3.2 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 RFQ;
- (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 RFQ;
- (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 RFQ.

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

4.3.3 All Prices must be quoted in South African Rand, exclusive of VAT

4.3.4 Any disbursement not specifically priced for above will not be considered/accepted by Transnet.

4.3.5 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this

Respondent's Signature

Date & Company Stamp

price schedule and not utilise a different format. Deviation from this pricing schedule will result in a bid being disqualified.

4.3.6 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.

4.3.7 Bidders are advised that they take responsibility for submitting quotations that are correct and without any arithmetical errors. All line items must reflect the correct unit price and total price, after taking into account the quantity. The sum of all line items must correctly reflect the total of all line items, without VAT and including VAT. Transnet may disqualify bidders that submit bids with arithmetical errors

SECTION 5**CERTIFICATE OF ACQUAINTANCE WITH RFQ 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 RFQ. 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 will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed properly to take it into account in calculating tendered prices or any other purpose:

1. Transnet's General Bid Conditions
2. Standard RFQ Terms and Conditions for the supply of Goods or Services to Transnet
3. Transnet's Supplier Integrity Pact
4. Non-disclosure Agreement
5. Supplier Declaration Form and all supporting documents (first time vendors only). Alternatively, for all existing vendors, please complete the table below under the heading "Existing vendors".

Existing vendors: existing vendors are required to confirm whether all the information (e.g. company address, contact details, banking details, etc.) relating to the existing vendor number is still correct at the time of submission of this bid or update their information in the table below:

Transnet Operating Division [e.g. TFR, TE, etc]	Vendor Number	Information still current [tick if applicable]	Information change [indicate detail of change/s & attach appropriate proof]

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFQ 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 the Standard terms or conditions could result in disqualification.

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

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

 Respondent's Signature

 Date & Company Stamp

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

Respondent's Signature

Date & Company Stamp

SECTION 6

RFQ 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 RFQ Clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Quotation [**RFQ**];
3. we have been provided with sufficient access to the existing Transnet facilities/sites and all relevant information relevant to the Supply of the Goods as well as Transnet information and Employees, and has 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 RFQ from Transnet sources, other than information formally received from the designated Transnet contact(s) as nominated in the RFQ documents;
5. we have complied with all Obligations of the Bidder/Supplier as indicated in paragraph 3 of the Transnet Supplier Integrity Pact which includes but is 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;
6. we are satisfied, insofar as our entity is concerned, that the processes and procedures adopted by Transnet in issuing this RFQ and the requirements requested from Bidders in responding to this RFQ have been conducted in a fair and transparent manner;
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 Transnet 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 the Transnet;
9. In addition, we declare that an owner / member / director / partner / shareholder/employee of our entity **is / is not** [delete as applicable] a former employee or board member of Transnet in the past 10 years. I further declare that if they were 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 RFQ; and
10. If such a relationship as indicated in paragraph 7, 8 and/or 9 exists, the Respondent is to complete the following section:

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

ADDRESS:

Respondent's Signature

Date & Company Stamp

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]

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.

BREACH OF LAW

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

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

NATURE OF BREACH:

DATE OF BREACH: _____

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

SIGNED at _____ on this _____ day of _____ 20____

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

Respondent's Signature

Date & Company Stamp

SECTION 7

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

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

- 1.6 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.
- 1.7 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"** means:
 - 1) B-BBEE status level certificate issued by an unauthorised body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act.
- (j) **"QSE"** means a Qualifying Small EEnterprise in terms of a Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (k) **"rand value"** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties.

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

- Ps = Points scored for comparative price of bid under consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

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

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

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

5	8
6	6
7	4
8	2
Non-compliant contributor	0

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

Enterprise	B-BBEE Certificate & Sworn Affidavit
Large	Certificate issued by SANAS accredited verification agency
QSE	Certificate issued by SANAS accredited verification agency Sworn Affidavit signed by the authorised QSE representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership (only black-owned QSEs - 51% to 100% Black owned) [Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp .]
EME ¹	Sworn Affidavit signed by the authorised EME representative and attested by a Commissioner of Oaths confirming annual turnover and black ownership Certificate issued by CIPC (formerly CIPRO) confirming annual turnover and black ownership Certificate issued by SANAS accredited verification agency only if the EME is being measured on the QSE scorecard

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

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

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

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

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

5. BID DECLARATION

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

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

¹ 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.

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

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

7. SUB-CONTRACTING

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

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

8. DECLARATION WITH REGARD TO COMPANY/FIRM

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

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBEE status level of contribution indicated in paragraphs 4.1 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 4.1 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 the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis 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 8: 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 consortium³ 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;
 - 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.

Respondent's Signature

Date & Company Stamp

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 9

PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.("POPIA"):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

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

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

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFQ, 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 RFQ 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 RFQ, 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 RFQ (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 RFQ, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFQ and further confirming that they are aware of their rights in terms of Section 5 of POPIA

Respondents are required to provide consent below:

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

Signature of Respondent's authorised representative: _____

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

ANNEXURE A: CLAUSE BY CLAUSE COMPLIANCE TO SPECIFICATION SCHEDULE

**Provision of lease in of approximately 1121m² of a grade office accommodation in Richards bay area for
 Transnet Freight Rail school of rail, a division of Transnet SOC Ltd, for a period of two [2] years**

The compliance response is to contain ONLY the following statements, "Comply", or "Do not comply".

Comply is to be applied against statements as "Compliance Response" if the offered product/service comply with all the Specifications required.

Where "Do not comply" is inserted, **remarks as to the reason for the deviation from the requirement, is required.**

Failure to fully comply with the entire minimum requirement below will result in the respondent's disqualification.

Specification	Compliance response	Explanation / Deviation / Reason
Specification	Compliance response	Explanation / Deviation / Reason
ANNEXURE B: SPECIFICATION - CONCEPT DESIGN		
1. FACILITIES		
2. PROJECT BRIEF		
3. SCOPE & EXCLUSIONS		
4. MINIMUM REQUIREMENTS		
5. EXTERNAL WORKS, PARKING AND SERVICES		
6. TFR SPECIFICATIONS		

 Respondent's Signature

 Date & Company Stamp

ANNEXURE B: SPECIFICATIONS

CONCEPT DESIGN

Relocation of School of Rail Training Centre (Richards Bay) to new premises that will meet the registration requirements of SETA legislation. The center must be capable of accommodating all training interventions required by Transnet Operations and External Customers. These interventions were previously being conducted at the Richards Bay Lodge (previously Transnet owned property)

Appointed staff compliment of 4 appointed facilitators, 2 relieving facilitators for ad-hoc training interventions, security staff, contract cleaning staff and a variable operational learner staff compliment that can peak at 80 employees per day.

MSOE have a compliment staff of 5 Facilitators responsible for Port & Terminal Training for TNPA & TPT these employees are currently based within the Port of RCB, the current environment that is used as an office facility is not conducive and moreover the facilities do not live up to the SETA /SHERQ Legislations hence the need seek for new office accommodation

1. Facilities to include

• 8 x classrooms	400 m ² (50 m ² each)
• 1 x computer training room	50 m ²
• 1 x assessment room	50 m ²
• 1 x boardroom	100 m ²
• 2 x facilitator office (open plan)	60 m ² each
• 2 x store room (with shelves for filing)	20 m ² each
• 1 x cleaner storage	5 m ²
• 1 x change room with shower for cleaners	12 m ²
• Ablution facilities male (8 toilets, 4 basins & 3 urinals)	20 m ²
• Ablution facilities female (8 toilets & 4 basins)	20 m ²
• 1 x ablution facilities PWD	4 m ²
• 1 x walkways/common areas	48 m ²
• 2 x small kitchen area	6 m ²
Or 1 x small kitchen area	12 m ²
• 1 x large mess hall area (including kitchen basin, 6 plug points)	140 m ²
• 1 x area reception/access control	25 m ²
• 1 x assessment waiting area	25 m ²
• 1 x lockable storage areas on the ground floor with vehicle access for a simulator	25 m ²
• 1 x lockable storage areas on the ground floor with vehicle access for a compressor	25 m ²
• Parking area – 50 parking bays (at least 20 of them covered)	

TOTAL: 1121 m²

2. Project Brief

The following describes the user specific requirements (URS) in terms of the training centre facilities required for Richards Bay School of Rail

3. Scope and Exclusions

- The new site must be conducive to a learning and assessment environment (very low noise level, minimal passing traffic and minimal human activities in the surrounding area).
- Access to the premises controlled through a security system of signed entry control points.
- Green building principles, sustainable design and energy saving
- Accessibility for mobility impaired
- Fit for purpose design response
- Normal operational hours (not limited to): Mon to Fri 07h00 to 16h00
- Reconfiguration of electrical outlets at new premises

4. Minimum Requirements (general for all areas)

The new premises shall be subject to the following non-negotiable criteria:

- Secure parking for a minimum 50 vehicles (20 of them covered including 3 for PWDs)
- If more than one building is offered, entrance into assessment centre, offices and classroom must be within a radius of +-20m (not scattered)
- PWD friendly – ease of access to all areas of premises and ablutions
- Emergency lights and occupational sensors
- Smoke and fire detection in all specified areas as per OHSA
- Energy saving office lighting as per OHS Act 93 and SANS lighting levels, zone switching and zone based occupational sensors
- Adequate natural and artificial ventilation in all areas
- Air-conditioning in office, classrooms, assessment room, and boardroom with zone based occupational sensors. Sufficient cooling/heating to maintain between 21-26 degrees Celsius.
- Designation and safety signage as per OHS Act 93
- The building offered should be within a well secured area, with high visibility, access control and minimal surrounding human activities- "Secluded" areas.

Open plan facilitator office area

- Air conditioned (timer/occupational controlled – energy saving)
- OHS/SANS legislation for general lighting
- Open plan office for 6 employees (Admin/Facilitators/Support Staff)
- Open plan cubicles
- X 10 plug points

Reception area/access control

- Security with access control sign in

- Emergency exit doors
- Relevant signage

Assessment Room and Computer room

- Air conditioned (timer/occupational controlled – energy saving)
- OHS/SANS legislation for general lighting
- X43 plugs in each room
- Relevant signage

Classrooms (x8)

- Air conditioned (timer/occupational controlled – energy saving)
- OHS/SANS legislation for general lighting
- Classrooms
- 8 x 20 student classrooms
- x 5 plug points per classroom
- Relevant signage

Small Kitchen

- Kitchen shall have robust fittings and be suitable area for making tea and coffee and heating food
- X 3 plug points
- Floor area to be tiled
- Walls to be tiled up to splash back height
- Lighting: Energy saving Lights as per OHS Act 93 and SANS lighting levels.
- Incorporation of occupational sensors for lighting (to save energy)
- Refuse Area
- Relevant signage

Conference/boardroom (partitioned in between)

- Air conditioned (timer/occupational controlled – energy saving)
- OHS/SANS legislation for general lighting
- A 30 seater boardroom
- Relevant signage

Mess hall

- Must have a space for the fridge, wash basin (dishes), space for microwave and urn)

- X 5 plug points
- Floor area to be tiled
- Walls to be tiled up to splash back height
- Lighting: Energy saving lights as per OHS Act 93 and SANS lighting levels.
- Incorporation of occupational sensors for lighting (to save energy)
- Air conditioned (timer/occupational controlled – energy saving)
- 14 seater dining tables and chairs - optional
- Refuse/clean-up zone for waste disposal
- Relevant signage

Store Room with shelves

- With built in shelves for filing
- To comply with safety standards

Change Room with shower for cleaners

- To accommodate 2 cleaners

Cleaners store room

- Comply with the storage of chemicals, cleaning items

Lockable storage on the ground floor to accommodate the simulator

- Must have vehicle access
- Preferably a garage setup

Lockable storage on the ground floor to accommodate the air compressor machine

- Must have vehicle access
- Preferably a garage setup
- Must be next to the simulator storage area

5. External works, parking and services

Parking

- X 30 open parking bays
- X 20 covered parking bays for campus staff and company vehicle, 3 of which to be allocated for PEDs.
- Area between building and parking to be secure
- Relevant signage - Traffic flows, signage and routes

Services

- Connections and corridors for water, sewer, electrical, data and communications as per Civil Engineer
- All common areas including garden services, parking areas should be kept clean and maintained by the landlord
- Maintenance of all plant and equipment (lifts, air conditioners, generators, UPS) common areas, sewerage line, electrical distribution etc. should be maintained by the landlord.

Summary of Spatial Requirements

	Area			Total Staff
1.	Open plan office (facilitators)	X2		X12
2.	Reception area/access control	X1		X1
3.	Store room (with shelves)	X2		1000 files
4.	Ablutions	X8	X1 Male X1 Female	X 125 X 75
5.	Toilets (paraplegic)	X1		X2
6.	Mess hall	X1		X50
7.	Kitchen	X1		X6
8.	Boardroom	X1		X30
9.	Assessment Facility	X1		X20
	Computer training	X1	15 trainees	X15
10.	Assessment waiting (optional)			X10
11.	Classrooms	X8		20 per class
12.	Cleaners storeroom	X1		X2
13.	Cleaners change room (with shower)	X1		X2
14.	Simulator room	X1		X10
15.	Compressor room	X1		X1
16.	Parking	X50	At least 20 covered including 3 for PWDs	X50 bays
17.	Under cover walk ways/common areas			

6. TFR SPECIFICATIONS

TFR Property shall advise of any TFR technical standards and specification that must be complied with. This includes for lighting, power, CCTV, Access control, ICT infrastructure, air-conditioning and equipment.

The finishes, colours and décor of the mess and ablutions shall comply with the existing TFR requirements and corporate identity.

ANNEXURE C: TFR TENDER SAFETY QUESTIONNAIRE

Tenderer SHE Management System Questionnaire

This questionnaire forms part of the TFR tender evaluation process. It must be completed by all Tenderer's and submitted with their tender offer. The tenderer Health and Safety (SHE) Plan must also be submitted. The objective of the questionnaire is to provide an overview of the status of the Tenderer's SHE management system. Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. The tenderer warrants that the information provided below is accurate and correct. **TFR may verify the accuracy of this information during the physical visit as part of the tender evaluation.**

The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.		
Company Name:		
Signed:	Name:	
Position:	Date:	
Tender Description:		
Tender Number:		
Tenderer SHE Management System Questionnaire	Yes	No
1. SHE Policy		
- <i>Is there a written company SHE policy?</i>		
- If yes provide a copy of the policy		
2. SHE Management		
- <i>Does the company have an independently audited or accredited SHE Management system e.g NOSA, OHSAS, IRCA System etc</i>		
- If yes provide details or copy of accreditation		
3. SHE Organogram		
- <i>Is there a company organogram indicating key SHE personnel?</i>		
- If yes provide a copy		
4. Letter of good standing with COID		
- <i>Is company registered with the Compensation Commissioner under the COID Act and up to date?</i>		
- If yes provide proof of letter of good standing		
5. SHE Cost		
- <i>Has the tenderer made provision for the cost of safety in the tender price?</i>		

If yes provide evidence		
6. Training Records		
- Is a record maintained of all training and induction programs undertaken for employees in your company? - If yes provide examples of safety training records		
7. Health and Safety Plan (SHE Plan) Are the following arrangements included and adequately addressed in the Health and Safety Plan:		
- Are SHE responsibilities clearly identified for all levels of Management and employees? - If yes provide details		
- Are Risk Assessments conducted and appropriate techniques used? - If yes provide details or copy of procedure		
- Are safe operating procedures or specific safety instructions relevant to its operations available? - If yes provide a summary listing of procedures or instructions		
- Description on how health and safety training is conducted in your company: -If yes provide details		
- Health and safety inspections at worksites undertaken? -If yes provide details		
- Health and Safety Communication i.e Safety talks, incident recalls? - If yes provide details		
- Workplace SHE Committee? - If yes provide details		
- Appointment of SHE Representatives? - If yes provide details		
- SHE Incident Reporting and Investigation? - If yes provide details		
- Provision of Personal Protective Equipment (PPE)? - If yes provide details		
- Emergency Planning? - If yes provide details		
- Fall Protection?		

- If yes provide details		
- Project Security?		
- If yes provide details		
- Medical Surveillance?		
- If yes provide details		
- Substance abuse policy/procedure/testing?		
- If yes provide details		
- Selection, Procurement and management of Subcontractors?		
- If yes provide details		
- Operational Safety?		
- If yes provide details		
- Is there a system for recording and analysing health and safety performance statistics including injuries and incidents?		
- If yes provide details		
8. Health and Safety Violations		
- Has the company been fined or convicted of an occupational health and safety offence?		
- If yes provide details		

Safety Performance Report

Monthly DIFR for previous months

Previous Year	No of Disabling Injuries	Total Number of employees	DIFR calculated over 12 months
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			

DIFR = Number of Disabling injuries x 200000 divided by number of man hours worked for the period

=====

Signed

(Tenderer)

ANNEXURE D: TECHNICAL QUESTIONNAIRE

Technical Criteria		Weight	INDICATE YES/NO	INDICATE WHERE IN THE TENDER DOCUMENT IS THIS PROOF AVAILABLE
Risk compliance Risk Management plan reflecting risk assessment matrix for the following; 6. Building compliance, 7. fire risk, 8. maintenance, 9. water reticulation, 10. electricity backup	- No Risk Management Plan was submitted. (Score 0) - Risk Management Plan submitted but only 2 risks from the matrix addressed (Score 10) - Risk Management Plan submitted but only 3-4 risks from the matrix addressed (Score 20) - Risk Management Plan submitted and all 5 risks from the matrix addressed (Score 30)	30%		
Health and Safety compliance Plan detailing how the work will be undertaken safely (Health & Safety Plan)	- Did not Submit a HSP Questionnaire and Score 0 (Score 0) - Submitted a Poor HSP Questionnaire and Scored 1-9 (Score 5) - Submitted a satisfactory HSP Questionnaire and Scored 10-14 (Score 10) - Submitted a Good HSP Questionnaire and Scored 15-20 (Score 15) - Submitted a very good HSP Questionnaire and Scored 21-25 (Score 20)	20%		
Building availability	- Building available in 8 weeks or more (Score 0) - Building available in 6-7 weeks or more (Score 15) - Building available in 5 weeks (Score 30) - Building available in 4 weeks or less (Score 50)	50%		
Total Score		100%		

Respondent's Signature

Date & Company Stamp