



TFR, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ] No T/53206**

**FOR THE SUPPLY AND DELIVERY OF BLUE TRAIN UNIFORM**

**FOR DELIVERY TO: BLUE TRAIN OFFICES IN PRETORIA**

**ISSUE DATE: 18.11.2014**

**CLOSING DATE: 02.12.2014**

**CLOSING TIME: 10.00am**

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**Section 1**  
**NOTICE TO BIDDERS**

Quotations which must be completed as indicated in Section 2 of this RFQ are to be submitted as follows:

**METHOD:** [post and/or courier]  
**CLOSING VENUE:** [see below for closing venue]

Proposals must reach the Secretariat, Acquisition Council before the closing hour on the date shown below, and must be enclosed in a sealed envelope which must have inscribed on the outside:

**RFQ No:** **BT53206**  
**Description:** **SUPPLY AND DELIVERY UNIFORMS TO THE BLUE TRAIN OFFICES IN PRETORIA**  
**Closing date and time:** **02 December 2014 AT 10:00**  
**Closing address:** [Refer to options in Delivery Instructions for RFQ below]

All envelopes must reflect the return address of the Respondent on the reverse side.

**A. DELIVERY INSTRUCTIONS FOR RFQ**

**Delivery by hand**

If delivered by hand, the envelope is to be deposited in the Transnet tender box which is located at the main entrance of Transnet Park, ROBERT SOBUKWE Road, Bellville, and should be addressed as follows:

THE SECRETARIAT  
ACQUISITION COUNCIL  
TRANSNET PARK  
TENDER BOX (located in the foyer of the building)  
ROBERT SOBUKWE ROAD  
BELLVILLE 7535

- a) The measurements of the "tender slot" are 400mm wide x 100mm high, and Respondents must please ensure that response documents or files are no larger than the above dimensions. Responses which are too bulky [i.e. more than 100mm thick] must be split into two or more files, and placed in separate envelopes, each such envelope to be addressed as above.

**Dispatch by courier**

If dispatched by courier, the envelope must be addressed as follows and delivered to the Office of The Secretariat, Acquisition Council and a signature obtained from that Office:

THE SECRETARIAT  
TRANSNET ACQUISITION COUNCIL  
6TH FLOOR  
TRANSNET PARK  
ROBERT SOBUKWE ROAD  
BELLVILLE

Please note that this RFQ closes punctually at **10:00 on 2<sup>nd</sup> December 2014**.

1. If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as "NON-RESPONSIVE" and will be disqualified.
2. No email or facsimile responses will be considered, unless otherwise stated herein.
3. The responses to this RFQ will be opened as soon as practicable after the expiry of the time advertised for receiving them.
4. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Proposals / information received, i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other Respondents upon request.

Envelopes must not contain documents relating to any RFQ other than that shown on the envelope.

#### **B. FORMAL RFQ BRIEFING**

A compulsory RFQ briefing and Site Meeting will be conducted at the Blue Train offices, Nzasm building, Cnr Paul kruger & Minnaar street , 2nd Floor, suite 205, Pretoria on 24<sup>th</sup> November **2014** at 10:00am for a period of ± one 1 hour. [Respondents to provide own transportation].

- i. **Respondents failing to attend the compulsory RFQ briefing will be disqualified.**
- ii. The briefing session will start punctually at 10:00 and information will not be repeated for the benefit of Respondents arriving late.

**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.

**2 Compulsory Local Content Threshold**

In terms of section 9(1) of the Preferential Procurement Regulations, 2011, and the Instruction Note issued by National Treasury on the "Invitation and Evaluation of Bids based on a stipulated minimum threshold for local content and production for the Clothing Sector," Transnet is required to set a stipulated minimum threshold be set for this RFQ

**2.1 Local Content Threshold**

A Local Content threshold of **100%** [One hundred percent] on the following items will be required for all Goods to be manufactured by a successful Respondent:

<b>DAY WEAR</b>	
<b>Garment Description</b>	<b>Quantity</b>
<b>TRAIN MANAGER</b>	
Two Piece Black Suit	2
Long Sleeve White Shirt	2
Tie	2
Pocket Hanky (to match the Tie )	2
<b>FOOD AND BEVERAGE SUPERVISOR ( FEMALE)</b>	
Two Piece Black Suit	2
Long Sleeve Lounge Shirt /Blouse	2
Scarf	2
<b>ROOMS SUPERVISOR (MALE)</b>	
Two Piece Black Suit	2
Long Sleeve White Shirt	2
Tie	2
Pocket Hanky (to match the Tie )	2
<b>FEMALE BUTLER</b>	
Navy Blue Slacks ( Straight Cut)	9
White Blouse with a Collar	6
Scarf	9

Respondent's Signature

Date &amp; Company Stamp

	Navy blue Day Time Waist Coat	6
	<b>MALE BUTLERS</b>	
	Trouser Navy Blue	33
	White Mandarin Collar Shirt (Gold B-Logo Button)	22
	Navy Blue Day Time Waist Coat	22
	<b>EVENING WEAR</b>	
	<b>TRAIN MANAGER</b>	
	Two Piece Black Suit	1
	Long Sleeve White Shirt	2
	Black Bow-tie	2
	Pocket Hanky White	2
	<b>FOOD AND BEVERAGE SUPERVISOR ( FEMALE)</b>	
	Two Piece Black Suit	1
	Long Sleeve Lounge White Blouse	2
	Scarf	1
	<b>ROOMS SUPERVISOR (MALE)</b>	
	Two Piece Black Suit	1
	Long Sleeve White Shirt	2
	Tie	1
	Pocket Hanky (to match the Tie )	1
	<b>FEMALE BUTLERS</b>	
	Navy Blue Slacks (Straight Cut)	0
	Navy Blue Evening Waist Coat	3
	White Blouse with a Collar	6
	<b>MALE BUTLERS</b>	
	White Mandarin Collar Shirt (Gold B-logo button)	22
	Navy Blue Evening Waist Coat	11

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<b>RESERVATIONS PERSONNEL</b>		
<b>FEMALE RESERVATIONS</b>		
	Two Piece Black Suit	8
	White Long Sleeve Blouse Collar	8
	White Short Sleeve Blouse Collar	4
	Scarf	8
<b>MALE RESERVATIONS</b>		
	Two Piece Black Suit (Single Breast Blazer)	2
	White Long Sleeve Lounge Shirt	3
	Tie	2
<b>OFFICE PERSONNEL (MALE)</b>		
	Two Piece Black Suit (Single Breast Blazer)	4
	White Long Sleeve Lounge Shirt	6
	Tie	4
<b>OFFICE PERSONNEL (FEMALE)</b>		
	Two Piece Black Suit (Single Breast Blazer)	10
	White Long Sleeve Shirt/Blouse Collar	10
	White Short Sleeve Shirt/Blouse Collar	5
	Scarf	10
<b>MALE CHEF</b>		
	Chefs Jacket	10
	Cargo Pants	6
	Mop Hat (+ hair net per shift)	4
	Apron	8
<b>FEMALE CHEF</b>		
	Chefs Jackets	5
	Cargo Pants	3
	Mop Hat (+ hair net per shift)	2
	Apron	4

<b>BOUTIQUE CONSULTANT MALE</b>		
	Two Piece Black Suit (Single Breast Blazer)	2
	Long Sleeve White Shirt	4
	Tie	2

For further guidance with regard to the determination of "Local Content," Respondents must refer to the following documentation:

- SABS approved technical specification number SATS 1286:2011
- Guidance on the calculation of Local Content

[available on the DTI website: <http://www.thedti.gov.za>]

## 2.2 Mandatory RFQ Annexures

The regulatory and mandatory RFQ Annexures, which must be completed by all Respondents in order to declare Local Content, are as follows:

- Annexure B – Declaration Certificate for Local Production and Content [SBD 6.2]
- Annexure C – Local Content Declaration: Summary Schedule

Annexures D and E are Supporting Schedules to Annexure C. They are named as follows:

- Annexure D – Imported Content Declaration: Supporting Schedule to Annexure C
- Annexure E – Local Content Declaration: Supporting Schedule to Annexure C

After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. Declaration C should be submitted with the bid documentation at the closing date and time of the bid. Declarations D and E should be kept by Respondents for verification purposes for a period of at least 5 years. The successful Respondent is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

## 3 Broad-Based Black Economic Empowerment [B-BBEE]

Transnet fully endorses and supports the Government's Broad-Based Black Economic Empowerment Programme and it would therefore prefer to do business with local business enterprises who share these same values. Transnet will accordingly allow a "preference" to companies who provide a valid B-BBEE Verification Certificate. All procurement transactions will be evaluated accordingly.

### 3.1 B-BBEE Scorecard and Rating

As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that the following preference point system is applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included).
- Bidders are to note that if the 80/20 preference point system is stipulated in this RFQ and all Bids received exceed R1 000 000.00, the RFQ must be cancelled.

The value of this bid is estimated to be below R1000 000 (all applicable taxes included) and therefore the **80/20** system shall be applicable.

When Transnet invites prospective suppliers to submit Proposals for its various expenditure programmes, it requires Respondents to have their B-BBEE status verified in compliance with the Codes of Good Practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of 2003.

The Department of Trade and Industry recently revised the Codes of Good Practice on 11 October 2013 [Government Gazette No. 36928]. The Revised Codes will replace the Black Economic Empowerment Codes of Good Practice issued on 9 February 2007. The Revised Codes provide for a one year transitional period starting 11 October 2013. During the transitional period, companies may elect to be measured in terms of the Revised Codes or the 2007 version of the Codes. After the first year of the implementation of the Revised Codes, B-BBEE compliance will be measured in terms of the Revised Codes without any discretion. Companies which are governed by Sector-specific Codes will be measured in terms of those Sector Codes.

As such, Transnet will accept B-BBEE certificates issued based on the Revised Codes. Transnet will also continue to accept B-BBEE certificates issued in terms of the 2007 version of the Codes provided it was issued before 10 October 2014. Thereafter, Transnet will only accept B-BBEE certificates issued based on the Revised Codes.

Respondents are required to complete Annexure A [the B-BBEE Preference Point Claim Form] and submit it together with proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status.

**Note: Failure to submit a valid and original B-BBEE certificate or a certified copy thereof at the Closing Date of this RFQ will result in a score of zero being allocated for B-BBEE.**

*[refer clause 20 20 below for Returnable Documents required]*

#### 4 Communication

- Respondents are warned that a response will be liable for disqualification should any attempt be made by a Respondent either directly or indirectly to canvass any officer(s) or employee of Transnet in respect of this RFQ between the closing date and the date of the award of the business.
- A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:  
Name: Nomsikelelo Ncamane                      Email: nomsikelelo.ncamane@transnet.net
- Respondents may also, at any time after the closing date of the RFQ, communicate with Carol Swan on any matter relating to its RFQ response:  
Telephone: 021 940 3846                      Email: Carol.Swan@transnet.net



**5 Tax Clearance**

The Respondent's original and valid Tax Clearance Certificate must accompany the Quotation. Note that no business shall be awarded to any Respondent whose tax matters have not been declared by SARS to be in order.

**6 VAT Registration**

The valid VAT registration number must be stated here: \_\_\_\_\_ *[if applicable]*.

**7 Legal Compliance**

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

**8 Changes to Quotations**

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

**9 Pricing**

All prices must be quoted in South African Rand on a fixed price basis, excluding VAT.

**10 Prices Subject to Confirmation**

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

**11 Negotiations**

Transnet reserves the right to undertake post-tender negotiations with selected Respondents or any number of short-listed Respondents.

**12 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.

**13 Disclaimers**

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;
- reject all Quotations, if it so decides;
- 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 / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider; or
- make no award at all.

Transnet reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another bidder.

**14 Transnet’s supplier integrity pact**

Transnet’s Integrity Pact requires a commitment from suppliers and Transnet that they will not engage in any corrupt and fraudulent practices, anti-competitive practices; and act in bad faith towards each other. The Integrity Pact also serves to communicate Transnet’s Gift Policy as well as the remedies available to Transnet where a Respondent contravenes any provision of the Integrity Pact.

Respondents are required to familiarise themselves with the contents of the Integrity Pact which is available on the Transnet Internet site [www.transnet.net/Tenders/Pages/default.aspx] or on request. Furthermore, Respondents are required to certify that they have acquainted themselves with all the documentation comprising the Transnet Integrity Pact and that they fully comply with all the terms and conditions stipulated in the Transnet Supplier Integrity Pact as follows:

<b>YES</b>		<b>NO</b>	
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Should a Respondent need to declare previous transgressions or a serious breach of law in the preceding 5 years as required by Annexure A to the Integrity Pact, such declaration must accompany the Respondent’s bid submission.

**15 Evaluation Criteria**

Transnet will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required.

Criterion/Criteria	Explanation
<b>Administrative responsiveness</b>	Completeness of response and returnable documents
<b>Substantive responsiveness</b>	<p>Prequalification criteria, if any, must be met and whether the Bid materially complies with the scope and/or specification given.</p> <p>Bidders must submit the following documents with their Bid, failure to submit these documents will results in the Bid being disqualified</p> <ol style="list-style-type: none"> <li>1. <b>ANNEXURE B:</b> Declaration Certificate for Local Production and Content</li> <li>2. <b>ANNEXURE C:</b> Local Content Declaration Summary Schedule</li> <li>3. <b>Offer for image Consultancy with price (separate from Price schedule)</b></li> </ol>
<b>Local Content Threshold</b>	This RFQ is subject to regulation 9 (1) of the Preferential Procurement Policy Framework Act as <b>Clothing sector</b> has been designated for local production and content. As such, Respondents will be required to meet a stipulated minimum

	threshold for local production and content as stipulated in the relevant Instruction Note issued by National Treasury. The stipulated minimum threshold/s applicable is/are as follows: <b>100%</b> .
<b>Functionality Threshold</b>	As prescribed in terms of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its Regulations, Respondents are to note that functionality is included as a threshold with a prescribed percentage threshold of 70%. <b>Innovation, Visual impact &amp; style, Material durability &amp; quality, current related experience with 5 star hotels / well known big corporate companies and turnaround time</b> will be considered as part of the technical evaluation ( <b>Presentations will be done by bidders at the Blue Train offices after the closing date of the RFQ</b> ).
<b>Final weighted evaluation based on 80/20 preference point system as indicated in paragraph Error! Reference source not found.</b>	<ul style="list-style-type: none"> <li>• Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts<sup>1</sup> will be critical</li> <li>• B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level or contribution in accordance with the table indicated in Annexure A.</li> </ul>

B-BBEE Status Level of Contributor	Number of Points [Maximum 20]
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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<sup>1</sup> Only unconditional discounts will be taken into account during evaluation. A discount which has been offered conditionally will, despite not being taken into account for evaluation purposes, be implemented when payment is effected.

**Technical Evaluation Criteria**

Technical criteria	Sub-criteria Maximum number of Points
Innovation	35%
Visual impact & style	25%
Material durability & quality	20%
Current related experience with 5 star hotels / well known big corporate companies	20%

The minimum Threshold for technical evaluation is 70%. This Threshold must be met or exceeded for a Bidder's proposal to progress to the next stage of evaluation.

**16 Validity Period**

Transnet desires a validity period of 30 [thirty] days from the closing date of this RFQ.

This RFQ is valid until \_\_\_\_\_.

**17 Banking Details**

BANK: \_\_\_\_\_

BRANCH NAME / CODE: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

**18 Company Registration**

Registration number of company / C.C. \_\_\_\_\_

Registered name of company / C.C. \_\_\_\_\_

**19 Disclosure of Prices Quoted**

Respondents must indicate here whether Transnet may disclose their quoted prices and conditions to other Respondents:

YES  NO

**20 Returnable Documents**

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

- a) Respondents are required to submit with their Quotations the **Mandatory Documents**, as detailed below.

**Failure to provide all these Mandatory Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.**

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these Returnable Documents by so indicating [Yes or No] in the table below:

Mandatory Returnable Documents	Submitted [Yes or No]
SECTION 2: Quotation Form -Price schedule	
Offer for image Consultancy with price (separate from Price schedule)	
ANNEXURE B: Declaration Certificate for Local Production and Content	
ANNEXURE C: Local Content Declaration Summary Schedule	

- b) Respondents are required to submit with their Quotations the **Returnable Documents**, as detailed below.

**Failure to provide all these Returnable Documents at the Closing Date and time of this RFQ may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.**

All Sections, as indicated in the footer of each page, must be signed, stamped and dated by the Respondent. Please confirm submission of these Returnable Documents by so indicating [Yes or No] in the table below:

Essential Returnable Documents	Submitted [Yes or No]
SECTION 1: Notice to Bidders	
- Valid and original B-BBEE Verification Certificate or certified copy thereof [Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero for preference	
- Valid and original B-BBEE certificate/sworn affidavit or certified copy thereof from auditor, accounting officer or SANAS accredited Verification Agency [EMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference	
• Certified copies of IDs of shareholder/directors/members [as applicable]	
• Certified copies of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)	
• Certified copies of the company's shareholding/director's portfolio	
• Entity's letterhead	

Essential Returnable Documents	Submitted [Yes or No]
<ul style="list-style-type: none"> <li>• Certified copy of VAT Registration Certificate [RSA entities only]</li> <li>• Certified copy of valid Company Registration Certificate [if applicable]</li> <li>• Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]</li> </ul>	
Financial Statements signed by your Accounting Officer or Audited Financial Statements for previous 3 years	
ANNEXURE A – B-BBEE Preference Points Claim Form	
ANNEXURE D: Imported Content Declaration – Supporting Schedule to Annex C	
ANNEXURE E: Local Content Declaration – Supporting Schedule to Annex C	

c) In addition to the requirements of paragraph a) above, Respondents are further requested to submit with their Proposals the following **additional documents** as detailed below.

Please confirm submission of these additional documents by so indicating [Yes or No] in the table below:

Additional Documents	SUBMITTED [Yes or No]
APPENDIX I : Project Specification	

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**Section 2  
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 Terms and Conditions for the Supply of Goods or Services to Transnet [available on request]; and
- any other standard or special conditions mentioned and/or 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 and/or having to accept any less favourable offer.

**Price Schedule**

I/We quote as follows for the goods that will be delivered at the Blue Train offices, Nzasm building, Cnr Paul kruger & Minnaar street , 2nd floor, suite 266, Pretoria, for a period of 24 month, excluding VAT:

<b>DAY WEAR</b>						
<b>Item No.</b>	<b>Garment Description</b>	<b>Quantity</b>	<b>Price per each (ZAR)</b>	<b>Total Price (ZAR)</b>	<b>Confirmation Of fabric to be used</b>	
<b>TRAIN MANAGER</b>						
1	Two Piece Black Suit	2				
2	Long Sleeve White Shirt	2				
3	Tie	2				
4	Pocket Hanky (to match the Tie )	2				
<b>FOOD AND BEVERAGE SUPERVISOR ( FEMALE)</b>						
5	Two Piece Black Suit	2				
6	Long Sleeve Lounge Shirt /Blouse	2				
7	Scarf	2				

Respondent's Signature

Date & Company Stamp

<b>ROOMS SUPERVISOR (MALE)</b>			
Two Piece Black Suit	2		
Long Sleeve White Shirt	2		
Tie	2		
Pocket Hanky (to match the Tie )	2		
<b>FEMALE BUTLER</b>			
Navy Blue Slacks ( Straight Cut)	9		
White Blouse with a Collar	6		
Scarf	9		
Navy blue Day Time Waist Coat	6		
<b>MALE BUTLERS</b>			
Trouser Navy Blue	33		
White Mandarin Collar Shirt (Gold B-Logo Button)	22		
Navy Blue Day Time Waist Coat	22		
<b>EVENING WEAR</b>			
<b>TRAIN MANAGER</b>			
Two Piece Black Suit	1		
Long Sleeve White Shirt	2		
Black Bow tie	2		
Pocket Hanky White	2		
<b>FOOD AND BEVERAGE SUPERVISOR ( FEMALE)</b>			
Two Piece Black Suit	1		
Long Sleeve Lounge White/ Blouse	2		
Scarf	1		
<b>ROOMS SUPERVISOR (MALE)</b>			
Two Piece Black Suit	1		
Long Sleeve White Shirt	2		

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	Tie	1			
	Pocket Hanky (to match the Tie )	1			
<b>FEMALE BUTLERS</b>					
	Navy Blue Slacks (Straight Cut)	0			
	Navy Blue Evening Waist Coat	3			
	White Blouse with a Collar	6			
<b>MALE BUTLERS</b>					
	White Mandarin Collar Shirt (Gold B-logo button)	22			
	Navy Blue Evening Waist Coat	11			
<b>RESERVATIONS PERSONNEL</b>					
<b>FEMALE RESERVATIONS</b>					
	Two Piece Black Suit	8			
	White Long Sleeve Blouse Collar	5			
	White Short Sleeve Blouse Collar	4			
	Scarf	8			
<b>MALE RESERVATIONS</b>					
	Two Piece Black Suit (Single Breast Blazer)	2			
	White Long Sleeve Lounge Shirt	3			
	Tie	2			
<b>OFFICE PERSONNEL (MALE)</b>					
	Two Piece Black Suit (Single Breast Blazer)	4			
	White Long Sleeve Lounge Shirt	6			
	Tie	4			
<b>OFFICE PERSONNEL (FEMALE)</b>					
	Two Piece Black Suit (Single Breast Blazer)	10			
	White Long Sleeve Shirt/Blouse Collar	10			

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White Short Sleeve Shirt/Blouse Collar	5			
Scarf	10			
<b>MALE CHEF</b>				
Chefs Jacket	10			
Cargo Pants	6			
Mop Hat (+ hair net per shift)	4			
Apron	8			
<b>FEMALE CHEF</b>				
Chefs Jackets	5			
Cargo Pants	3			
Mop Hat (+ hair net per shift)	2			
Apron	4			
<b>BOUTIQUE CONSULTANT MALE</b>				
Two Piece Black Suit (Single Breast Blazer)	2			
Long Sleeve White Shirt	4			
Tie	2			

**Delivery Lead Time from date of purchase order :** \_\_\_\_\_ **[days/weeks]**

**Notes to Pricing:**

- a) All Prices must be quoted in South African Rand, exclusive of VAT
- b) To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being disqualified.
- c) 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.
- d) Prices quoted must be fixed for a period of 12 months from the date of the award of contract
- e) Respondents are to indicate whether prices quoted would be subject to adjustment after a period of 12 months, and if so which proposed adjustment formula would be utilised

Respondent's Signature

Date & Company Stamp

**PERFORMANCE RECORD/REFERENCES**

Please indicate below the company names and contact details of existing customers whom Transnet may contact to seek third party evaluations of your current service levels:

Name of Company	Contract value and duration of a contract	Telephone number	Contact Person

**"PREVIEW COPY ONLY"**

Respondent's Signature

Date & Company Stamp

### Section 3 VENDOR APPLICATION FORM

*Respondents are to furnish the following documentation and complete the Vendor Application Form below:*

1. **Original** cancelled cheque **OR** letter from the Respondent's bank verifying banking details **[with bank stamp]**
2. **Certified** copy of Identity Document(s) of Shareholders/Directors/Members [where applicable]
3. **Certified copies** of the relevant company registration documents from Companies and Intellectual Property Commission (CIPC)
4. **Certified copies** of the company's shareholding/directors portfolio
5. A letter on the company's letterhead confirm physical and postal addresses
6. **Original** valid SARS Tax Clearance Certificate
7. **Certified copy** of VAT Registration Certificate
8. **A valid and original** B-BBEE Verification Certificate / sworn affidavit **or certified copy** thereof meeting the requirements for B-BBEE compliance as per the B-BBEE Codes of Good Practice
9. **Certified copy** of valid Company Registration Certificate [if applicable]

## Vendor Application Form

Company trading name						
Company registered name						
Company Registration Number or ID Number if a Sole Proprietor						
Form of entity [v/]	CC	Trust	Pty Ltd	Limited	Partnership	Sole Proprietor
VAT number [if registered]						
Company telephone number						
Company fax number						
Company email address						
Company website address						
Bank name			Branch & Branch code			
Account holder			Bank account number			
Postal address						

Respondent's Signature

Date & Company Stamp

		Code	
Physical Address			Code
Contact person			
Designation			
Telephone			
Email			
Annual turnover range [last financial year]	< R5 m	R5 - 35 m	> R35 m
Does your company provide	Products	Services	Both
Area of delivery	National	Provincial	Local
Is your company a public or private entity	Public		Private
Does your company have a Tax Directive or IRP30 Certificate	Yes		No
Main product or services [e.g. Stationery/Consulting]			

*Complete B-BBEE Ownership Details:*

% Black ownership	% Black women ownership	% Disabled Black ownership	% Youth ownership
Does your entity have a B-BBEE certificate		Yes	No
What is your B-BBEE status [Level 1 to 9 / Unknown]			
How many personnel does the entity employ		Permanent	Part time

*If you are an existing Vendor with Transnet please complete the following:*

Transnet contact person	
Contact number	
Transnet Operating Division	

*Duly authorised to sign for and on behalf of Company / Organisation:*

Name		Designation	
Signature		Date	

**APPENDIX I****PROJECT SPECIFICATION - BT/53206****THE BLUE TRAIN UNIFORM REQUIREMENTS****1. Scope of Works**

The Blue Train requires the services of a **Uniform Corporate Company** to provide the 7\* hotel image that accommodates the On Board staff (Butlers, Kitchen Personnel, Line Supervisors and Train Manager), Reservations and Office Personnel. The uniform must be elegant, Practical and Easily Maintained. We believe that when you look and feel great you perform at your best.

<b>DAY WEAR</b>		
<b>Garment Description</b>	<b>Quantity</b>	
<b>TRAIN MANAGER</b>		
Two Piece Black Suit	2	
Long Sleeve White Shirt	2	
Tie	2	
Pocket Hanky (to match the Tie )	2	
<b>FOOD AND BEVERAGE SUPERVISOR ( FEMALE)</b>		
Two Piece Black Suit	2	
Long Sleeve Lounge Shirt /Blouse	2	
Scarf	2	
<b>ROOMS SUPERVISOR (MALE)</b>		
Two Piece Black Suit	2	
Long Sleeve White Shirt	2	
Tie	2	
Pocket Hanky (to match the Tie )	2	
<b>FEMALE BUTLER</b>		
Navy Blue Slacks ( Straight Cut)	9	

White Blouse with a Collar	6	
Scarf	9	
Navy blue Day Time Waist Coat	6	
<b>MALE BUTLERS</b>		
Trouser Navy Blue	33	
White Mandarin Collar Shirt (Gold B-Logo Button)	22	
Navy Blue Day Time Waist Coat	22	
<b>EVENING WEAR</b>		
<b>TRAIN MANAGER</b>		
Two Piece Black Suit	1	
Long Sleeve White Shirt	2	
Black Bow-tie	2	
Pocket Hanky White	2	
<b>FOOD AND BEVERAGE SUPERVISOR ( FEMALE)</b>		
Two Piece Black Suit	1	
Long Sleeve Blouse White/ Blouse	2	
Scarf	1	
<b>ROOM SUPERVISOR (MALE)</b>		
Two Piece Black Suit	1	
Long Sleeve White Shirt	2	
Tie	1	
Pocket Hanky (to match the Tie )	1	
<b>FEMALE BUTLERS</b>		
Navy Blue Slacks (Straight Cut)	0	
Navy Blue Evening Waist Coat	3	
White Blouse with a Collar	6	

<b>MALE BUTLERS</b>		
White Mandarin Collar Shirt (Gold B-logo button)	22	
Navy Blue Evening Waist Coat	11	
<b>RESERVATIONS PERSONNEL</b>		
<b>FEMALE RESERVATIONS</b>		
Two Piece Black Suit	8	
White Long Sleeve Blouse Collar	8	
White Short Sleeve Blouse Collar	4	
Scarf	8	
<b>MALE RESERVATIONS</b>		
Two Piece Black Suit (Single Breast Blazer)	2	
White Long Sleeve Lounge Shirt	3	
Tie	2	
<b>OFFICE PERSONNEL (MALE)</b>		
Two Piece Black Suit (Single Breast Blazer)	4	
White Long Sleeve Lounge Shirt	6	
Tie	4	
<b>OFFICE PERSONNEL (FEMALE)</b>		
Two Piece Black Suit (Single Breast Blazer)	10	
White Long Sleeve Shirt/Blouse Collar	10	
White Short Sleeve Shirt/Blouse Collar	5	
Scarf	10	
<b>MALE CHEF</b>		
Chefs Jacket	10	
Cargo Pants	6	
Mop Hat (+ hair net per shift)	4	
Apron	8	
<b>FEMALE CHEF</b>		

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Chefs Jackets	5	
Cargo Pants	3	
Mop Hat (+ hair net per shift)	2	
Apron	4	
<b>BOUTIQUE CONSULTANT MALE</b>		
Two Piece Black Suit (Single Breast Blazer)	2	
Long Sleeve White Shirt	4	
Tie	2	

## MATERIAL AND OTHER REQUIREMENTS

### 1. Material required for the Train Manager's uniform

- Suit = Polyester - Viscose
- Ties = Polyester - Silk
- Shirts = Polycotton
- Bow ties = Polyester - Silk
- Pocket Hankies = Polyester - Silk

### 2. Material required for the Food & Beverage Manager(Female)

- Suit = Polyviscose
- Scarf = Gold/Navy Polysilk
- Blouses = Polycotton

### 3. Material required for the Male Butlers

- Waist coat (Day) = Blue Fleur Delis Rivier
- Waist coat (night) = Gold/Navy Rivier
- Trousers = Polyviscose
- Shirts = Polycotton

### 4. Material required for the Female Butlers

- Waist coat (Day) = Blue Fleur Delis Rivier
- Waist coat (Night) = Gold/Navy Rivier
- Slacks = Polyviscose
- Blouses = Polycotton
- Scarf = Gold/Navy Polysilk

### 5. Material required for Reservation personnel

- Jacket = Polyviscose
- Slacks = Polyviscose
- Blouses = Polycotton
- Scarves = Gold/Navy Polysilk
- Tie = Gold/Navy Polysilk

- 6. Waist Coats
  - Day and evening waist coats must have side pockets as well as Blue Train logo gold buttons on for both Male and Female Butlers.
  
- 7. Mandarin Collar Shirts
  - White mandarin collar shirts for Male Butlers should also have Blue Train logo gold buttons on the sleeve and collar.

**Special Conditions**

The supplier must be able to provide image enhancement consultancy for appearance, corporate grooming, corporate styling, departmental accessorizing, color analysis, wardrobe development and management.

The potential supplier must be in a position to offer image consultancy and quote for it separately.

The potential suppliers will be required to do presentations at the Blue train offices in Pretoria after the closing date of the RFQ. Operations Manager of The Blue Train will advise of the date and time of the presentations.

• **Contract Term**

Contract will run for 24 months.

• **Payment Terms**

Payment will be effected 30 days after date of receipt of month end statement

**QUOTE - PRICES:** *(Complete and return with your RFQ)*

**Company Name:** \_\_\_\_\_

**Tel.:** \_\_\_\_\_

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

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

**Contact Person** \_\_\_\_\_

Prices to be held firm for 12 months

YES

NO

If not firm, please advise what will be the basis of price adjustment and provide formula to be used for the adjustment

.....

**MANDATORY RETURNABLE DOCUMENTS**

1. The Quote
2. Tax Clearance Certificate

Failure to submit the above may render your quote disqualified

**ESSENTIAL DOCUMENTS**

1. BBBEE Certificate
2. Letter of Good Standing (Compensation Act)

Failure to supply the above may result in your bid being overlooked.

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## RFQ FOR THE SUPPLY AND DELIVERY OF BLUE TRAIN UNIFORM

FOR A PERIOD OF 24 MONTHS

### ANNEXURE A : B-BBEE PREFERENCE POINTS CLAIM FORM

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

#### 1. INTRODUCTION

- 1.1 A total of 20 preference points shall be awarded for B-BBEE Status Level of Contribution.
- 1.2 Failure on the part of a Bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [SANAS] or a Registered Auditor approved by the Independent Regulatory Board of Auditors [IRBA] or an Accounting Officer as contemplated in the Close Corporation Act [CCA] together with the bid will be interpreted to mean that preference points for B-BBEE Status Level of Contribution are not claimed.
- 1.3 Transnet 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 Transnet.

#### 2. GENERAL DEFINITIONS

- 2.1 "all applicable taxes" include value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 "B-BBEE status 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;
- 2.4 "Bid" means a written offer in a prescribed or stipulated form in response to an invitation by Transnet for the provision of goods, works or services;
- 2.5 "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 2003 [Act No. 53 of 2003];
- 2.6 "comparative price" means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration;
- 2.7 "consortium or joint venture" means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;
- 2.8 "contract" means the agreement that results from the acceptance of a bid by Transnet;

- 2.9 **"EME"** means any enterprise with an annual total revenue of R5 [five] million or less as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of R10 [ten] million or less as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928;
- 2.10 **"firm price"** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs and excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **"functionality"** means the measurement according to predetermined norms as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 **"non-firm prices"** means all prices other than "firm" prices;
- 2.13 **"person"** includes reference to a juristic person;
- 2.14 **"QSE"** means any enterprise with an annual total revenue between R5 [five] million and R35 [thirty five] million as per the 2007 version of the B-BBEE Codes of Good Practice and means any enterprise with an annual total revenue of between R10 [ten] million and R50 [fifty] million as per the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928
- 2.15 **"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;
- 2.16 **"subcontract"** means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.17 **"total revenue"** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.18 **"trust"** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.19 **"trustee"** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points for the evaluation criteria as enumerated in Section 2 of the RFP will be awarded the contract, unless objective criteria justifies the award to another bidder.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored will be rounded off to 2 [two] decimal places.

- 3.4 In the event of equal points scored, the Bid will be awarded to the Bidder scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more Bids have scored equal points including equal preference points for B-BBEE, the successful Bid will be the one scoring the highest score for functionality.
- 3.6 Should two or more Bids be equal in all respect, the award shall be decided by the drawing of lots.

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

4.1 In terms of the Preferential Procurement Regulations, 2011, preference points shall be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

4.2

B-BBEE Status Level of Contributor	Number of Points [Maximum 20]
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 4.3 Bidders who qualify as EMEs in terms of the 2007 version of the Codes of Good Practice must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EME's with B-BBEE Status Level Certificates.
- 4.4 Bidders who qualify as EMEs in terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928 are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R10 million or less and the entity's Level of Black ownership.
- 4.5 In terms of the 2007 version of the Codes of Good Practice, Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.6 In terms of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, Bidders who qualify as QSEs are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership. Large enterprises must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 4.7 A trust, consortium or joint venture will qualify for points for its B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.
- 4.8 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

- 4.9 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialised scorecard contained in the B-BBEE Codes of Good Practice.
- 4.10 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 subcontracting more than 25% [twenty-five per cent] of the value of the contract to any other enterprise that does not qualify for at least the same number of points that such a Bidder qualifies for, unless the intended subcontractor is an EME that has the capability and ability to execute the subcontract.
- 4.11 A person awarded a contract may not subcontract more than 25% [twenty-five per cent] 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 subcontracted to an EME that has the capability and ability to execute the subcontract.
- 4.12 Bidders are to note that in terms of paragraph 2.6 of Statement 000 of the Revised Codes of Good Practice issued on 11 October 2013 in terms of Government Gazette No. 36928, any representation made by an entity about its B-BBEE compliance must be supported by suitable evidence or documentation. As such, Transnet reserves the right to request such evidence or documentation from Bidders in order to verify any B-BBEE recognition claimed.

**5. B-BBEE STATUS AND SUBCONTRACTING**

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

B-BBEE Status Level of Contributor \_\_\_\_\_ = \_\_\_\_\_ [maximum of 20 points]

Note: Points claimed in respect of this paragraph 5.1 must be in accordance with the table reflected in paragraph 4.1 above and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit in the case of an EME or QSE.

**5.2 Subcontracting:**

Will any portion of the contract be subcontracted? YES/NO [delete which is not applicable]

If YES, indicate:

- (i) What percentage of the contract will be subcontracted? .....%
- (ii) The name of the subcontractor .....
- (iii) The B-BBEE status level of the subcontractor .....
- (iv) Is the subcontractor an EME? YES/NO

**5.3 Declaration with regard to Company/Firm**

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....
- (iv) Type of Company / Firm [TICK APPLICABLE BOX]

- Partnership/Joint Venture/Consortium
- One person business/sole propriety



Close Corporations

Company (Pty) Ltd

(v) Describe Principal Business Activities

.....  
.....  
.....

(vi) Company Classification [TICK APPLICABLE BOX]

Manufacturer

Supplier

Professional Service Provider

Other Service Providers, e.g Transporter, etc

(vii) Total number of years the company/firm has been in business.....

### BID DECLARATION

I/we, the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE status level of contribution indicated in paragraph 4 above, qualifies the company/firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 6 above, the contractor may be required to furnish documentary proof to the satisfaction of Transnet that the claims are correct.
- (iii) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, Transnet 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) restrict the Bidder or contractor, its shareholders and directors, and/or associated entities, or only the shareholders and directors who acted in a fraudulent manner, from obtaining business from Transnet for a period not exceeding 10 years, after the *audi alteram partem* [hear the other side] rule has been applied; and/or
  - (e) forward the matter for criminal prosecution.

### WITNESSES:

1. ....

2. ....

SIGNATURE OF BIDDER

DATE:.....

COMPANY NAME: .....

ADDRESS:.....

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## ANNEXURE B

## SBD 6.2

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

### 1. GENERAL CONDITIONS

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.

- 1.6. A bid may be disqualified if –
- a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
  - b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

**2. DEFINITIONS**

- 2.1. **"bid"** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **"bid price"** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **"designated sector"** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **"duly sign"** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **"imported content"** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractor) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **"local content"** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **"stipulated minimum threshold"** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**3. The stipulated minimum threshold(s) for local production and content (refer to annex a of sats 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?  
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. When, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION  
(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):

NB

1. The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thdti.gov.za/industrial\\_development/ip.jsp](http://www.thdti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder entity), the  
following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
  - (i) the goods/services/works to be delivered in terms of the above specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**WITNESS No. 1** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**WITNESS No. 2** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Annex C

Local Content Declaration - Summary Schedule

- (C1) Tender No.
- (C2) Tender description:
- (C3) Designated product(s)
- (C4) Tender Authority:
- (C5) Tendering Entity name:
- (C6) Tender Exchange Rate:
- (C7) Specified local content %

Note: VAT to be excluded from all calculations

Pula  EU  GBP

Calculation of local content				Tender summary							
Tender item no's	List of items	Tender price each (excl VAT)	Exempted imported value	Tender value net of exempted imported content	Imported value	Local value	Local content % (per item)	Tender Qty	Total tender value	Total exempted imported content	Total imported content
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)	(C16)	(C17)	(C18)	(C19)

	(C20) Total tender value	R 0
	(C21) Total Exempt imported content	R 0
	(C22) Total Tender value net of exempt imported content	R 0
	(C23) Total imported content	R 0
	(C24) Total local content	R 0
	(C25) Average local content % of tender	

Signature of tenderer from Annex B \_\_\_\_\_  
 Date: \_\_\_\_\_

Annex D

Imported Content Declaration - Supporting Schedule to Annex C

(D1) Tender No. \_\_\_\_\_  
 (D2) Tender description: \_\_\_\_\_  
 (D3) Designated Products: \_\_\_\_\_  
 (D4) Tender Authority: \_\_\_\_\_  
 (D5) Tendering Entity name: \_\_\_\_\_  
 (D6) Tender Exchange Rate: \_\_\_\_\_

Note: VAT to be excluded from all calculations

EU R 9.00 GBP R 12.00

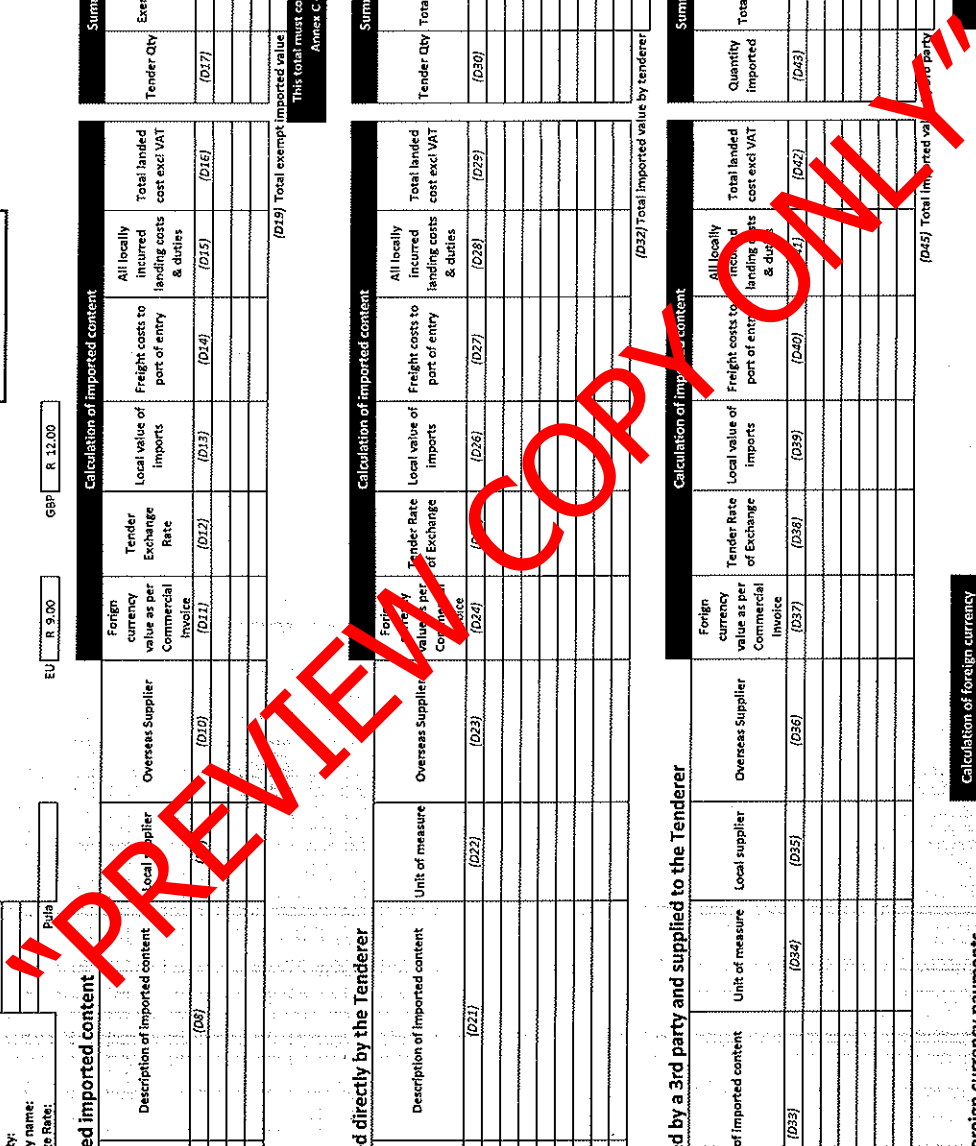
A. Exempted imported content		Calculation of imported content				Summary					
Tender Item no's (D7)	Description of imported content (D8)	Local supplier (D9)	Overseas Supplier (D10)	Foreign currency value as per Commercial Invoice (D11)	Tender Exchange Rate (D12)	Local value of imports (D13)	Freight costs to part of entry (D14)	All locally incurred landing costs & duties (D15)	Total landed cost excl VAT (D16)	Tender Qty (D17)	Exempted imported value (D18)
(D19) Total exempt imported value											R 0
This total must correspond with Annex C - C 21											

B. Imported directly by the Tenderer		Calculation of imported content				Summary					
Tender Item no's (D20)	Description of Imported content (D21)	Unit of measure (D22)	Overseas Supplier (D23)	Foreign currency value as per Commercial Invoice (D24)	Tender Rate of Exchange (D25)	Local value of imports (D26)	Freight costs to part of entry (D27)	All locally incurred landing costs & duties (D28)	Total landed cost excl VAT (D29)	Tender Qty (D30)	Total imported value (D31)
(D32) Total imported value by tenderer											R 0

C. Imported by a 3rd party and supplied to the Tenderer		Calculation of imported content				Summary					
Description of Imported content (D33)	Unit of measure (D34)	Local supplier (D35)	Overseas Supplier (D36)	Foreign currency value as per Commercial Invoice (D37)	Tender Rate of Exchange (D38)	Local value of imports (D39)	Freight costs to part of entry (D40)	All locally incurred landing costs & duties (D41)	Total landed cost excl VAT (D42)	Quantity Imported (D43)	Total imported value (D44)
(D45) Total imported value by 3rd party											R 0

D. Other foreign currency payments		Calculation of foreign currency payments	
Type of payment (D46)	Local supplier making the payment (D47)	Overseas beneficiary (D48)	Foreign currency value paid (D49)
(D50) Total of foreign currency payments declared by tenderer and/or 3rd party			R 0

(D52) Total of imported content & foreign currency payments - (D32), (D45) & (D50) above  
 (D53) Total of foreign currency payments declared by tenderer and/or 3rd party  
 (D54) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above  
 This total must correspond with Annex C - C 23



Date: \_\_\_\_\_

Signature of tenderer from Annex B \_\_\_\_\_





## ANNEXURE F

### LOCAL CONTENT LOCAL CONTENT BACKGROUND, DOCUMENTATION, EVALUATION DETAILS AND ADDITIONAL INSTRUCTIONS

#### 1. LOCAL CONTENT EXPLAINED

- The Preferential Procurement Policy Framework Act makes provision for the Department of Trade and Industry (DTI) to designate sectors in line with national development and industrial policies for local production.
- This means that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered
- The DTI has designated and determined the stipulated minimum threshold for Furniture Products for local production and content.
- The stipulated minimum threshold percentages for local production and content for the different categories of furniture can be perused on the National Treasury practice note attached with the RFQ.
- **For further guidance with regard to the determination of "Local Content," Respondents must refer to the following documentation:**
- SABS approved technical specification number SATS 1286:2011
- Guidance on the calculation of Local Content [available on the DTI website: <http://www.dti.gov.za>]

#### 2. LOCAL CONTENT DOCUMENTATION

##### Mandatory Returnable Documents

The regulatory and mandatory RFQ Annexures, which must be completed by all Respondents in order to declare Local Content, are as follows:

- Annexure B – Declaration Certificate for Local Production and Content [SBD 6.2]
- Annexure C – Local Content Declaration: Summary Schedule

***Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification.***

### Essential Returnable Documents

Annexures D and E are Supporting Schedules to Annexure C. They are named as follows:

- Annexure D – Imported Content Declaration: Supporting Schedule to Annexure C
- Annexure E – Local Content Declaration: Supporting Schedule to Annexure C

### IMPORTANT NOTES:

- If certain items cannot be sourced/manufactured locally bidders should seek exemption for such items from the DTI.
- Such an exemption letter should be submitted with the proposal upon closing date.

### 3. LOCAL CONTENT EVALUATION

**LOCAL CONTENT WILL BE EVALUATED AS THE FIRST STAGE AS A PRE-QUALIFICATION CRITERIA**

#### Mandatory Returnable Documents

- Annexure B – Declaration Certificate for Local Production and Content [SBD 6.2]
  - All sections of this document **MUST** be completed;
  - The document **MUST** be signed, witnessed and dated;
  - Bidders **MUST** clearly declare their Local Content Percentage commitment per item quoted.
- Annexure C – Local Content Declaration: Summary Schedule
  - All sections of the document **MUST** be completed;
  - The document **MUST** be signed and dated;
  - Bidders **MUST** clearly declare their Local Content Percentage commitment per item quoted.

***Failure to provide completed documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification.***

### 4. ADDITIONAL INSTRUCTIONS: LOCAL CONTENT QUESTIONS

It is recommended that any clarification questions be submitted in writing by bidders and Transnet Freight Rail will respond to all bidders within 48 hours.