

**TRANSNET FREIGHT RAIL**, a division of

**TRANSNET SOC LTD**

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

**REQUEST FOR QUOTATION [RFQ] No ERAC/VAR-018973**

**FOR THE SUPPLY/PROVISION OF SERVICES TO CLEAN  
LOCOMOTIVE TOILETS AT KOMATIPOORT,  
LYDENBURG AND PHALABORWA FOR A PERIOD OF  
24 MONTHS**

**BRIEFING SESSION: 18 SEPTEMBER 2015**  
**TRANSNET– SUPPLY CHAIN SERVICES**  
**7 Corridors Crescent**  
**Building Block A,**  
**Route N4 Business Park**  
**eMalahleni**  
**1035**

**TIME: 10: 00-13:00**

**FOR DIRECTIONS CONTACT: DORA MOLEPO OR NHLANHLA VILAKAZI**  
**013 658 2472/75**

**ISSUE DATE: 11 SEPTEMBER 2015**

**CLOSING DATE: 22 SEPTEMBER 2015**

**CLOSING TIME: 10:00**

**VALIDITY DATE: 31 DECEMBER 2015**

**RFQ for the Provision/Supply of SERVICES TO CLEAN LOCOMOTIVE TOILETS AT KOMATIPOORT, LYDENBURG AND PHALABORWA FOR A PERIOD OF 24 MONTHS****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:** [Submit physically]  
**CLOSING VENUE:** [Transnet Freight Rail Tender Advice Centre, Inyanda House 1, Ground Floor, 21 Wellington road, Parktown, Johannesburg]

**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.

On or after **11 SEPTEMBER 2015**, the RFQ documents may be inspected at, and are obtainable from the office of Transnet Freight Rail Tender Advice Centre, Inyanda House 1, Ground Floor, 21 Wellington Road, Parktown, Johannesburg.

Reference: **ERAC-VAR- 018973**

RFQ documents will only be available until **15h00 on Thursday, 17 September 2015**.

Any additional information or clarification will be faxed or emailed to all Respondents, if necessary.

**2. FORMAL BRIEFING**

A compulsory clarification meeting with representatives of the Employer will take place **on Friday, 18 SEPTEMBER 2015 from 10H00 until 13H00 at Transnet – Supply Chain Services, 7 Corridors Crescent Building Block A, Route N4 Business Park, eMalahleni 1035.**

(For directions contact: **DORA MOLEPO OR NHLANHLA VILAKAZI 013 658 2472/75**)

**A Certificate of Attendance in the form set out in Section 14 hereto must be completed and submitted with your Quotation.**

**Respondents failing to attend the compulsory site meeting and/or RFQ briefing will be disqualified.**

**Respondents without a valid RFQ document in their possession will not be allowed to attend the site meeting and/or RFQ briefing.**

**THE BRIEFING SESSION WILL START PUNCTUALLY AT 10H00 AND INFORMATION WILL NOT BE REPEATED FOR THE BENEFIT OF RESPONDENTS ARRIVING LATE.**

**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

RFQ for the Provision/Supply of **SERVICES TO CLEAN LOCOMOTIVE TOILETS AT KOMATIPOORT, LYDENBURG AND PHALABORWA FOR A PERIOD OF 24 MONTHS**

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 the following:

- Functionality is included at a pre-qualification stage with a prescribed percentage threshold of **80 (Seventy points)**.
- Proposals will be evaluated on price which will be allocated 80 or 90 points and preference which will be allocated 20 or 10 points, dependent on the value of the Goods or Services.
- The 80/20 preference point system applies where the acquisition of the Goods or Services will be less than R1 000 000.00.
- If the 80/20 preference point system is stipulated and all Bids received exceed R1 000 000.00, the RFQ will be cancelled.
- The 90/10 preference point system applies where acquisition of the Goods or Services will exceed R1 000 000.00
- If the 90/10 preference point system is stipulated and all Bids received are equal to or below R1 000 000.00, the RFQ will be cancelled.
- **In this RFQ, Transnet will use 80/20 preference point system prescribed in the PPPFA.**

In compliance with the Government Gazette No 34612, Notice No. 754 dated 23 September 2011, as from 1 October 2011 valid B-BBEE Verification Certificates must be issued by:

- (i) Verification Agencies accredited by the South African National Accreditation System [SANS]; or
- (ii) Registered Auditors approved by the Independent Regulatory Board of Auditors [IRBA], in accordance with the approval granted by the Department of Trade and Industry.

Enterprises will be rated by such agencies based on the following:

**a) Large Enterprises [i.e. annual turnover greater than R35 million]:**

Rating level based on all seven elements of the B-BBEE scorecard

**b) Qualifying Small Enterprises – QSE [i.e. annual turnover between R5 million and R35 million]:**

Rating based on any four of the elements of the B-BBEE scorecard

**c) Exempted Micro Enterprises – EME [i.e. annual turnover less than R5 million]:**

In accordance with B-BBEE Codes of Good Practice [Statement 000, Section 4], any enterprise with annual total revenue of R 5 million or less qualifies as an EME.

- Automatic rating of B-BBEE Level 4 irrespective of race or ownership
- Black ownership greater than 50% or Black Women ownership greater than 50% automatically qualify as B-BBEE Level 3

RFQ for the Provision/Supply of **SERVICES TO CLEAN LOCOMOTIVE TOILETS AT KOMATIPOORT, LYDENBURG AND PHALABORWA FOR A PERIOD OF 24 MONTHS**

Sufficient evidence to qualify as an EME would be a certificate (which may be in the form of a letter) from an auditor or accounting officer or a certificate from a Verification Agency accredited by SANAS. The certificate must confirm the company's turnover, black ownership / black female ownership, B-BBEE status level and validity date.

*Respondents are required to furnish proof of the above to Transnet. [i.e. a valid detailed scorecard as stipulated above in respect of Large Enterprises and QSEs, or a valid certificate in respect of EMEs].*

Transnet will accordingly allocate a maximum of **10/20 [ten/twenty] points** in accordance with the **90/10** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPFA), Act 5 of 2000 and its Regulations to the Respondent's final score based on an entity's B-BBEE scorecard rating. [Refer **Annexure A- B-BBEE Preference Points Claim Form** for further details].

N.B. Failure to submit a B-BBEE certificate, which is valid as at the Closing Date of this RFP, will result in a score of zero being allocated for B-BBEE.

#### 4 Communication

(a) 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.

(b) A Respondent may, however, before the closing date and time, direct any written enquiries relating to the RFQ to the following Transnet employee:

Name: **Prudence Nkabinde**

Email: **[prudence.nkabinde@transnet.net](mailto:prudence.nkabinde@transnet.net)**

(c) Respondents may also, at any time after the closing date of the RFQ, communicate with

**Matete Madisha or Nhlanhla Vilakazi** on any matter relating to its RFQ response:

Telephone **011 658 2474/75**

Email **[matete.madisha@transnet.net](mailto:matete.madisha@transnet.net)**

Email **[Nhlanhla.vilakazi@transnet.net](mailto:Nhlanhla.vilakazi@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 Pricing

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

#### 8 Prices Subject to Confirmation

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

**RFQ for the Provision/Supply of SERVICES TO CLEAN LOCOMOTIVE TOILETS AT KOMATIPOORT, LYDENBURG AND PHALABORWA FOR A PERIOD OF 24 MONTHS****9 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.

**10 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 or an alternative bid;
- 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 should it at Transnet's discretion be more advantageous in terms of, amongst others, cost or developmental considerations ;  
or
- make no award at all.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, Transnet reserves the right to cancel the contract.

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

Transnet reserves the right to conduct Post Tender Negotiations (PTN) with selected Respondents or any number of short-listed Respondents, such PTN to include, at Transnet's discretion, any evaluation criteria listed in the RFQ document.

Should the preferred bidder fail to sign or commence with the contract within a reasonable period after being requested to do so, Transnet reserves the right to award the business to the next highest ranked bidder, provided that he/she is still prepared to provide the required goods at the quoted price.

Transnet reserves the right to lower the threshold for Technical by **10%** [seventy percent] if no Bidders pass the predetermined minimum threshold or if only one bidder passes the threshold. This right will be exercised in Transnet's sole discretion.

**11 Specification/Scope of Work**

**Insert Specification / Scope of Work here OR cross-reference to separate Annexure.**

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

**TIP-OFFS ANONYMOUS: 0800 003 056**

**RFQ FOR THE PROVISION OF TO CLEAN LOCOMOTIVE TOILETS AT KOMATIPOORT, LYDENBURG AND PHALABORWA, FOR A PERIOD OF 24 MONTHS**

**CLOSING VENUE: TRANSNET FREIGHT RAIL TENDER ADVISE CENTRE, INYANDA HOUSE 1, GROUND FLOOR, 21 WELLINGTON ROAD, PARKTOWN, JIHANNESBURG 2000**

**CLOSING DATE & TIME: 22 SEPTEMBER 2015 10:00**

**VALIDITY PERIOD: 90 Days**

## SECTION 2

### EVALUATION CRITERIA AND RETURNABLE DOCUMENTS

#### 1 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 and</p> <ul style="list-style-type: none"> <li>• <b>Letter of Good Standing</b></li> <li>• <b>Statutory Minimum Labour wages</b></li> <li>• <b>SHE Management questionnaire</b></li> <li>• <b>Clause by clause compliance to specification</b></li> </ul>																
<b>Functionality Threshold</b>	<ul style="list-style-type: none"> <li>• 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 <b>80%</b>. Compliance to specification / quality, previous performance, delivery lead-time will be considered as part of the technical evaluation</li> </ul> <p style="text-align: center;"><b>TECHNICAL EVALUATION CRITERIA</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="text-align: left;">Functionality Evaluation Criteria</th> <th style="text-align: left;">QUALITY CRITERIA</th> <th style="text-align: left;">Weight</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Health, Risk, Environment and Safety Assessment plan</td> <td></td> <td style="text-align: center;"><b>50%</b></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Appropriate Plant and Equipment to deliver the service; <i>The service provider must demonstrate that they have the necessary capacity to provide the required service, this may include but not limited to the following.</i> <i>Resources e.g. equipment, vehicles, staff, asset register, etc. in line with this proposal.</i></td> <td></td> <td style="text-align: center;"><b>50%</b></td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>100%</b></td> </tr> </tbody> </table>		Functionality Evaluation Criteria	QUALITY CRITERIA	Weight	1	Health, Risk, Environment and Safety Assessment plan		<b>50%</b>	2	Appropriate Plant and Equipment to deliver the service; <i>The service provider must demonstrate that they have the necessary capacity to provide the required service, this may include but not limited to the following.</i> <i>Resources e.g. equipment, vehicles, staff, asset register, etc. in line with this proposal.</i>		<b>50%</b>	<b>Total</b>			<b>100%</b>
		Functionality Evaluation Criteria	QUALITY CRITERIA	Weight													
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	2	Appropriate Plant and Equipment to deliver the service; <i>The service provider must demonstrate that they have the necessary capacity to provide the required service, this may include but not limited to the following.</i> <i>Resources e.g. equipment, vehicles, staff, asset register, etc. in line with this proposal.</i>		<b>50%</b>													
<b>Total</b>			<b>100%</b>														
<b>Final weighted evaluation based on 80/20 preference point</b>	<ul style="list-style-type: none"> <li>• Pricing and price basis [firm]</li> <li>• B-BBEE status of company - Preference points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table indicated in Annexure A: B-BBEE Claim Form.</li> </ul>																

**2 Validity Period**

Transnet desires a validity period of 90 [Ninety] Business Days from the closing date of this RFQ.

This RFQ is valid until **31 December 2015**

**3 Disclosure of Prices Quoted**

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

YES  NO

**4 Returnable Documents**

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

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

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

***Failure to provide all these Mandatory Returnable 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.***

Please confirm submission of these mandatory Returnable Documents by so indicating [Yes or No] in the tables below:

<b>Mandatory Returnable Documents</b>	<b>Submitted [Yes or No]</b>
SECTION 3 : Quotation Form	
ANNEXURE ..... : Technical Submission/Questionnaire	

b) In addition to the requirements of section (a) above, Respondents are further required to submit with their Quotations the following **essential Returnable Documents** as detailed below.

***Failure to provide all these Returnable Documents may result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these documents are returned with their Quotations.***

<b>Essential Returnable Documents</b>	<b>Submitted [Yes or No]</b>
SECTION 2 : Evaluation criteria and list of returnable documents	
- SECTION 4 : RFQ Declaration and Breach of Law Form	
- Valid and original, or a certified copy, of your entity's B-BBEE Verification Certification as per the requirements stipulated in Annexure A: B-BBEE Claims Form Note: failure to provide these required documents at the closing date and time of the RFQ will result in an automatic score of zero being allocated for preference	
- Original valid Tax Clearance Certificate [Consortia / Joint Ventures must submit a separate Tax Clearance Certificate for each party]	

Essential Returnable Documents	Submitted [Yes or No]

**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 Tax Clearance Certificate and 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 forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

**"PREVIEW COPY ONLY"**



**SECTION 3  
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 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 afresh and/or having to accept any less favourable offer.

**By signing this Quotation Form the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar, and agrees, with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and Transnet SOC Ltd 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 for the purpose of calculating tendered prices or otherwise:**

<b>Transnet Operating Division</b>	<b>Unique Vendor Number</b>	<b>Yes / No</b>
Transnet Group		
TFR, etc.		

In the Yes/No column above, please confirm that all the information e.g. company address and contact details, banking details etc. are still correct as at the time of allocation of the vendor number(s). Alternatively, Respondents are required to provide the updated information with their bid submission.

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: \_\_\_\_\_

**Price Schedule**

I/We quote as follows for the goods required, on a "delivered nominated destination" basis, excluding VAT:

<b>SCHEDULE OF WORK AND PRICES</b>					
	<b>Description</b>	<b>Unit</b>	<b>Price rate of toilet per cleaning per day Year 1</b>	<b>Price rate of toilet per cleaning per day Year 2</b>	<b>Total amount For all services Over a period Of two years (Year 1 + Year 2)</b>
<b>KOMATIPOORT</b>					
1	Cleaning of locomotive toilets on a daily basis (Estimated number of locomotives toilets per day: 5)	services			
<b>LYDENBURG</b>					
1	Cleaning of locomotive toilets on a daily basis (Estimated number of locomotives toilets per day: 5)	services			
<b>PHALABORWA</b>					
1	Cleaning of locomotive toilets on a daily basis (Estimated number of locomotives toilets per day: 30)	services			
			<b>GROSS TOTAL</b>	R _____	
			<b>14% V.A.T.</b>	R _____	
			<b>TOTAL AMOUNT DUE</b>	R _____	

**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.

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.

## SCOPE OF WORK (PROJECT SPECIFICATION)

### 1.0 INTRODUCTION

Train crew working trains from origin to destination require hygienic sanitary equipment to use en-route their trips. These equipments should include sanitary waste bins. There are different types of toilet systems on board locomotives which train crew can use and that needs to always be cleaned and maintained.

The purpose of this document is to clarify the cleaning processes of the locomotive toilets and to spell out the disposal process for the sanitary pads to ensure that hygienically clean facilities are available to our train crew at all times.

### 1.1 Scope of Specification

This specification covers:

- 1.1.1 The requirements for the cleaning of the toilet and its cubicle, emptying the retention tank and refilling water into the tank.
- 1.1.2 Both chemical toilets and systems that incorporate a septic tank that are used on locomotives.
- 1.1.3 The provision, cleaning and the disposal of sanitary waste bins on locomotives.

### 1.2 Chemical Toilets System "Porta Potties"

- 1.2.1 There is continuous recycling of water, waste and chemicals therefore regular drainage and refilling is frequently required depending on the system capacity.
- 1.2.2 There must be a pool of Porta Potties available for the toilet cleaning team so that change out can take place on an exchange basis.
- 1.2.3 The Porta Potties can preferably be placed on the leading and the last loco.

### 1.3 Cleaning a Chemical Toilet System "Porta Pottie"

The cleaning operation should be performed in a demarcated area, at the service provider's site, with access to a sewage drain or a normal toilet and tap for water.

- 1.3.1 The toilet cleaning team unlocks the toilet using the unique keys.
- 1.3.2 Disconnect flush tank from the waste tank.
- 1.3.3 Empty waste tank into a sewage drain/toilet through the emptying spout. To ensure proper decanting swing the emptying spout outwards as per *figure 1.1*. When emptying, spout should be pointing downwards, depressed depress vent button to avoid splashing while waste is being disposed of.
- 1.3.4 The cleaning operation should be performed using soapy water and anti-bacterial cleaners.
- 1.3.5 While the toilet is being removed, the toilet cubicle should be cleaned with a mop. Each cubicle has a waste drain through which excess water can drain out of the cubicle.
- 1.3.6 The water tank should be re-filled with clean water at all times.

#### **1.4 Logistics Requirements**

- 1.4.1 The toilet has sufficient capacity to last up to 5 days of use; hence the cleaning process has to be performed on return (during trip inspection).
- 1.4.2 The toilet can easily be ferried by bakkie / Kombi should there be any incident. It can be moved through locomotive doors with ease. *(See figure 1.2,)*

#### **1.5 Septic Tank Types System Toilet**

The cleaning operation should be performed in the toilet inside the locomotive. *(See figure 1.3)*

- 1.5.1 The toilet cleaning team cleans the bowl walls inside-out using a brush.
- 1.5.2 The cleaning operation should be performed using soapy water and anti-bacterial cleaners.
- 1.5.3 The toilet cubicle should be cleaned with a mop. Each cubicle has a waste drain through which excess water can drain out of the cubicle.
- 1.5.4 The toilet cleaning team should gauge the water level in the locomotive tank and refill. The tank can take up to 100 litres and a single flush uses approximately 2 litres therefore the water can last up to 50 flushes.

#### **1.6 Sanitary waste bins**

- 1.6.1 Sanitary disposal unit should be provided in the leading and last locomotive. *(See figure 1.4)*
- 1.6.2 Sanitary bins should be emptied and cleaned sufficiently to prevent them becoming over-full and/or odorous.
- 1.6.3 Spray anti-bacterial fluid over bin and wipe clean.
- 1.6.4 Clean bottom (underside) of the bin.
- 1.6.5 Clean the floor area where the bin usually stands.
- 1.6.6 Sanitary waste should be disposed in a safe and hygienic manner adhering to all relevant legislation.

#### **1.7 QUALITY ASSURANCE**

- 1.7.1 Transnet Freight Rail shall nominate a quality Inspector according to different regions / depots who will take samples daily of cleaned locos and evaluate the quality.
- 1.7.2 Transnet Freight Rail and the respondent shall agree on quality deliverables that needs to be incorporated in the evaluation form.
- 1.7.3 Manuals can be provided by Transnet Freight Rail to the respondent if needed.



*Figure 1.1- Porta Pottie*



*Figure 1.2 – Porta Pottie*



**Figure 1.3 – Fixed Sceptic Toilet**

### **1.8 TO BE PROVIDED BY THE RESPONDENT**

The successful respondent will provide the necessary tools, equipment and cleaning materials to execute the work to the satisfaction of the Manager, Technical Officer from Transnet Freight Rail.

All equipment to be kept in good order and safe condition at all times and to comply with all safety regulations

1.8.1 Brooms, Mats, Buckets, brushes and any other equipment required

1.8.2 All cleaning chemicals / anti-bacterial cleaners / soap

All cleaning chemicals / anti-bacterial cleaners / soap should be an acceptable standard meaning SABS approved or equivalent.

1.8.3 Once the she bins are emptied and the waste are disposed off, a safe disposal certificate must be supplied to Transnet Freight Rail

### **1.9 UNIFORM CLOTHING**

1.9.1 The Respondent shall provide clean and tidy uniforms for all his employees.

1.9.2 The uniform must be worn by all employees who are engaged to carry out the works under the Agreement

1.9.3 All cleaning staff to be identifiable with visible name tags at all times

The Respondent shall at all times ensure that all cleaning staff has been provided with all necessary protective clothing e.g. gloves, safety shoes, masks, etc.

**2. GENERAL INFORMATION**

- 2.1 The Service Provider(s) shall be fully responsible to Transnet for the acts and omissions of persons directly or indirectly employed by them.
- 2.2 The Service Provider(s) must provide the information requested and comply with the requirements stated in this RFQ.

**"PREVIEW COPY ONLY"**

SECTION 4

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 any 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 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; and
6. furthermore, we declare that a family, business and/or social relationship **exists / does not exist** [delete as applicable] between an owner / member / director / partner / shareholder of our entity and an employee or board member of the Transnet Group including any person who may be involved in the evaluation and/or adjudication of this Bid.
7. In addition, 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 Group.
8. If such a relationship as indicated in paragraph 6 and/or 7 exists, the Respondent is to complete the following section:

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

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

Indicate nature of relationship with Transnet:

\_\_\_\_\_  
\_\_\_\_\_



*[Failure to furnish complete and accurate information in this regard will lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet]*

- 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**

- 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 _____

Section:

CERTIFICATE OF ATTENDANCE OF RFQBRIEFING

It is hereby certified that –

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

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

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

Attended the RFQ briefing in respect of the proposed Services to be rendered in terms of this RFQ on

\_\_\_\_\_ 20\_\_\_\_

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

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

DATE \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

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**Section 21:**

**SCHEDULE OF PLANT AND EQUIPMENT**

Schedule of major plant and equipment to be used in the execution of this agreement in terms of the Agreement Conditions and specifications. The respondent must state which plant is immediately available and which will be ordered for.

(i) Plant immediately available for work tendered for:

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(ii) Plant on order and which will be available for work tendered for:

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(iii) Plant to be acquired for the work tendered for:

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**Section 22:**

**STATUTORY LABOURER'S MINIMUM WAGES SCHEDULE**

Respondents are required to complete the following schedule:

Basic Salary per hour

<b>LABOUR</b>	<b>RATE PER HOUR</b>
Cleaners	_____
Supervisors	_____

Quantity of cleaners to be used .....

Quantity of supervisors to be used .....

Please confirm that your price quoted is efficient enough to cover the costs below as Transnet will not entertain requests for additional fees over and above the costs to cover such costs

All prices must include the following:

- Basic salary, UIF, NIBF Provident Fund, Annual Leave, Sick Leave, Family Responsibility leave, Annual Bonus
- Uniforms, and safety clothing
- Chemicals and Equipment
- Profit
- Costs for Employees to be issued with a medical certificate for "fit to work"
- Training for employees to work with cleaning chemicals

YES/NO \_\_\_\_\_

RESPONDENT : \_\_\_\_\_

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

## 5 Tenderer SHE Management System Questionnaire

This questionnaire is part of the TFR tender evaluation process and is to be completed by all Tenderer's and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the Tenderer's SHE management system. Tenderer's will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters. The tender warrants that the information provided below is accurate and correct. The tenderer shall advise TFR of any changes.

**TFR may verify the accuracy of this information (where necessary) during the physical visit as part of the tender evaluation.**

The information provided in this questionnaire is an accurate summary of the company's SHE management system.		
Company Name:		
Signed:	Name:	
Position:	Date:	
Tender Description:		
Tender Number:		
<b>Tenderer SHE Management System Questionnaire</b>	<b>Yes</b>	<b>No</b>
<b>1. SHE Policy and Management</b>		
- <b>Is there a written company SHE policy?</b> - If yes provide a copy of the policy (ANNEXURE #)		
- <b>Does the company have an SHE Management system e.g NOSA, OHSAS, IRCA System etc</b> - If yes provide details		
- <b>Is there a company SHE Management System, procedures manual or plan?</b> - If yes provide a copy of the content page(s)		
- <b>Are the SHE responsibilities clearly identified for all levels of Management and employees?</b> - If yes provide details		
<b>2. Safe Work Practices and Procedures</b>		
- <b>Are safe operating procedures or specific safety instructions relevant to its operations available?</b> - If yes provide a summary listing of procedures or instructions		
- <b>Is there a SHE incident register?</b> If yes provide a copy		

<ul style="list-style-type: none"> <li>- <b>Are Risk Assessments conducted and appropriate techniques used?</b></li> <li>- If yes provide details</li> </ul>		
<b>3. SHE Training</b>		
<p><b>Describe briefly how health and safety training is conducted in your company:</b></p>		
<ul style="list-style-type: none"> <li>- <b>Is a record maintained of all training and induction programs undertaken for employees in your company?</b></li> <li>- If yes provide examples of safety training records</li> </ul>		
<b>4. SHE Workplace Inspection</b>		
<ul style="list-style-type: none"> <li>- <b>Are regular health and safety inspections at worksites undertaken?</b></li> <li>-If yes provide details</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Is there a procedure by which employees can report hazards at workplaces?</b></li> <li>- If yes provide details</li> </ul>		
<b>5. SHE Consultation</b>		
<ul style="list-style-type: none"> <li>- <b>Is there a workplace SHE committee?</b></li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Are employees involved in decision making over SHE matters?</b></li> <li>- If yes provide details</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Are there appointed SHE representatives?</b></li> <li>- Comments</li> </ul>		
<b>6. SHE Performance Monitoring</b>		
<ul style="list-style-type: none"> <li>- <b>Is there a system for recording and analysing health and safety performance statistics including injuries and incidents?</b></li> <li>- If yes provide details</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Are employees regularly provided with information on company health and safety performance?</b></li> <li>- If yes provide details</li> </ul>		
<p><b>Is company registered with workmen’s compensation and up to date?</b></p> <ul style="list-style-type: none"> <li>- If yes provide proof of letter of good standing</li> </ul>		
<ul style="list-style-type: none"> <li>- <b>Has the company been fined or convicted of an occupational health and safety offence?</b></li> <li>- If yes provide details</li> </ul>		

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**Safety Performance Report**

**Monthly DIFR for previous months**

Previous Year	No of Disabling Injuries	Total Number of employees	DIFR per month
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**

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**Section 20:**

**CLAUSE BY CLAUSE COMPLIANCE TO PROJECT SPECIFICATION**

Clause Nr	Comply	Does Not Comply	Comments <i>(If does not comply, provide reasons for not complying)</i>
1.1.1			
1.1.2			
1.1.3			
1.2.1			
1.2.2			
1.2.3			
1.3.1			
1.3.2			
1.3.3			
1.3.4			
1.3.5			
1.3.6			
1.4.1			
1.4.2			
1.5.1			
1.5.3			
1.5.4			
1.6.1			
1.6.2			
1.6.3			
1.6.4			
1.6.5			
1.6.6			
1.7.1			
1.7.2			
1.7.3			
1.8.1			
1.8.2			
1.8.3			

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1.9.1			
1.9.2			
1.9.3			

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