



TRANSNET FREIGHT RAIL, a division of

TRANSNET SOC LTD

Registration Number 1990/000900/30

[hereinafter referred to as **Transnet**]

REQUEST FOR QUOTATION [RFQ] No MMC-FRAC-VAR-014700 (Re-advertisement)

FOR THE: PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT

SITE BRIEFING DATE: 25 NOVEMBER 2014

**VENUE: SASOL GARAGE (BEHIND PICK 'N PAY)
KERK STREET
PIET RETIEF
TIME: 10:00**

CONTACT PERSON: BENNIE STRYDOM ON 083 704 1728

ISSUE DATE: 18 NOVEMBER 2014

CLOSING DATE: 02 DECEMBER 2014

CLOSING TIME: 10:00

VALIDITY DATE: 31 MARCH 2015

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: [Tender Box, 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 **18 November 2014**, 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.,

NOTES –

i. **This RFQ tender document is available free of charge.**

RFQ documents will only be available until 12h00 **on Monday, 24 November 2014**

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

1.1 Delivery by hand

If delivered by hand, the envelope is to be deposited in the Transnet tender box which is located in the foyer on the ground floor, Inyanda House 1, 21 Wellington road, Parktown, Johannesburg, and should be addressed as follows:

THE SECRETARY
TRANSNET ACQUISITION COUNCIL
GROUND FLOOR
TENDER BOX
INYANDA HOUSE 1
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG
2001

- a) The measurements of the "tender box slot" are 500mm wide x 100mm high, and Respondents must please ensure that response documents or files are not 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 required in paragraph **Error! Reference source not found.** above.
- b) It should also be noted that the above tender box is located at the main entrance and is accessible to the public 24 hours a day, 7 days a week.

1.2 Dispatch by courier

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

THE SECRETARY
TRANSNET ACQUISITION COUNCIL
INYANDA HOUSE 1
21 WELLINGTON ROAD
PARKTOWN
JOHANNESBURG
2001

1.3 If responses are not delivered as stipulated herein, such responses will not be considered and will be treated as "UNRESPONSIVE."

1.4 No email or facsimile responses will be considered, unless otherwise stated herein.

The responses to this RFQ will be opened as soon as possible after the closing date and time. Transnet shall not, at the opening of responses, disclose to any other company any confidential details pertaining to the Quotations / information received, i.e. pricing, delivery, etc. The names and locations of the Respondents will be divulged to other Respondents upon request.

2 FORMAL BRIEFING

A compulsory clarification meeting with representatives of the Employer will take place on **Tuesday, 25 November 2014, 10H00** at **Piet Retief, Sasol Garage (behind Pick n Pay) Kerk Street at Piet Retief** and thereafter proceed to the entire substations for physical site briefing.

(For direction please contact: Bennie Strydom on 083 704 1728).

[Respondent to provide own PPE, transportation and accommodation].

TENDERS WITHOUT A VALID TENDER DOCUMENT IN THEIR POSSESSION WILL NOT BE ALLOWED TO ATTEND THIS COMPULSORY CLARIFICATION MEETING/SITE INSPECTIONS.

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 the following:

- Functionality is included at a pre-qualification stage with a prescribed percentage threshold of **80 (Eighty 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 90/10 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 [SANAS]; 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) Quantifying 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

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 **80/20 / 90/10** preference point system prescribed in the Preferential Procurement Policy Framework Act (PPPFA), 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**

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

Matete Madisha on any matter relating to his RFQ response:

Telephone **013 656 4296**

Email **matete.madisha@transnet.net**

5 Tax Clearance

The Respondent's original valid Tax Clearance Certificate must accompany the Quotation. Failure to provide this document with the RFQ submission will result in disqualification.

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 INSTRUCTIONS FOR COMPLETING THE RFQ

13.1 Quotations must be submitted in duplicate hard copies [1 original and 1 copy] and must be bound.

13.2 Sign one set of original documents [sign, stamp and date the bottom of each page]. This set will serve as the legal and binding copy. A duplicate set of documents is required. This second set must be a copy of the original signed Quotation.

13.3 Both sets of documents are to be submitted to the address specified in paragraph 4.1 above.

13.4 All returnable documents tabled in the Quotation Form [Section 4] must be returned with your Quotation.

13.5 Unless otherwise expressly stated, all Quotations furnished pursuant to this RFQ shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.

13.6 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 15 [Alterations made by the Respondent to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Respondent to the actual RFQ documents.

14 COMPLIANCE

The successful Respondent [hereinafter referred to as the **Respondent**] shall be in full and complete compliance with any and all applicable laws and regulations.

15 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 lower the threshold for Technical by **10%** [ten 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.

In addition, Transnet reserves the right to exclude any Respondent from the bidding process who has been convicted of a serious breach of law during the preceding 5 [five] years, including but not limited to breaches of the Competition Act 89 of 1998. Respondents are required to indicate below whether or not they have been found guilty of a serious breach of law during the past 5 [five] years:

I/We _____ do hereby certify that I/we **have/have not been** 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.

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.

16 Evaluation Criteria

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

16.1 STAGE ONE: Test for Administrative Responsiveness

The test for administrative responsiveness will include the following:

Administrative responsiveness check
• Completeness of response and returnable documents
• Verify the validity of all returnable documents
• Whether the Bid contains a priced offer
• Whether labour rate is according to law

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

Check for substantive responsiveness (Mandatory documents)
<ul style="list-style-type: none"> - A valid Letter of Good Standing issued by the Department of Labour - SARS Tax Clearance Certificate - BBB-EE Certificate <p><i>Failure to provide all these Essential Documents may result in a Respondent's disqualification</i></p>

The test for Administrative & Substantive responsiveness [Stage One] must be passed for a Respondent's Quotations to progress to Stage Two for further evaluation

16.2 STAGE TWO: Minimum Threshold 80% for Technical Criteria

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

Technical Criteria	% Weightings
• Relevant Plant and Equipment resources	20 %
• Risk/Safety & Environmental Plan	20 %
• Relevant experience similar to project	20 %
• Delivery period	40%
Total Weighting:	100%
Minimum qualifying score required:	80 %

The following applicable values will be utilised when scoring each criterion mentioned above:

Points	Interpretation
0	Non Responsive
1	Poor
2	Average
3	Good
4	Very good
5	Excellent

16.3 STAGE THREE: PRICING AND BBB-EE SCORING

Category: Commercial (Scoring Matrix)

The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the **90/10 preference point system** contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2011)

Weighted evaluation based on 90/10 preference point system:

Pricing

- Pricing will be calculated using the lowest price quoted as the baseline, thus the lowest price quoted will achieve full marks, while all other quotes will achieve a weighted average mark based on the lowest price.
- Pricing and price basis [firm] - whilst not the sole factor for consideration, competitive pricing and overall level of unconditional discounts¹ will be critical

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

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

Where:

- Ps* = Score for the Bid under consideration
- Pt* = Price of Bid under consideration
- Pmin* = Price of lowest acceptable Bid

- B-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 below:

B-BBEE Status Level of Contributor	Number of points (90/10) system	Number of points (80/20) system
1	10	20
2	9	18
3	8	16
4	6	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

¹ 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.

Description	Total	Total
Price	90	80
BBBEE	10	20
Total	100	100

17 Validity Period

Transnet desires a validity period of **90 [ninety] days** from the closing date of this RFQ.
This RFQ is valid until 31 March 2015.

18 Banking Details

BANK: _____
 BRANCH NAME / CODE: _____
 ACCOUNT HOLDER: _____
 ACCOUNT NUMBER: _____

19 Company Registration

Registration number of company / C.O. _____
 Registered name of company / C.C. _____

20 Disclosure of Prices Quoted

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

YES NO

21 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 Returnable Documents**, as detailed below.

Failure to provide all these 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.

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

Returnable Documents	Submitted [Yes or No]
SECTION 2 : Quotation Form	
- Original valid Tax Clearance Certificate [Consortia / Joint Ventures / Sub-contractors must submit a separate Tax Clearance Certificate for each party]	
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.

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

Returnable Documents	Submitted [Yes or No]
SECTION 1 : Notice to Bidders	
- Valid B-BBEE Verification Certificate [RSA Large Enterprises and QSEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard	
- Valid B-BBEE certificate from an auditor, accounting officer or SANAS accredited Verification Agency [RSA FMEs] Note: failure to provide a valid B-BBEE Verification Certificate at the closing date and time of the tender will result in an automatic score of zero being allocated for B-BBEE scorecard	
- In the case of Joint Ventures, a copy of the Joint Venture Agreement or written confirmation of the intention to enter into a Joint Venture Agreement	
SECTION 3 : Standard Terms and Conditions of Contract for the Supply of Goods or Services to Transnet	
SECTION 4 : Vendor Application Form	
- Original cancelled cheque or bank verification of banking details	
- Certified copies of IDs of shareholder/directors/members [as applicable]	
- Certified copy of Certificate of Incorporation [CM29/CM9 name change]	
- Certified copy of share certificates [CK1/CK2 if C.C.]	
- Entity's letterhead	
- Certified copy of VAT Registration Certificate [RSA entities only]	
- Certified copy of valid Company Registration Certificate [if applicable]	
- A signed letter from Respondent's auditor or accountant confirming most recent annual turnover figures	
ANNEXURE A – B-BBEE Preference Points Claim Form	

Returnable Documents	Submitted [Yes or No]
SECTION 6 : Signing Power - Resolution of Board of Directors	
SECTION 7 : Certificate of Acquaintance with RFQ Documents	
SECTION 8 : General Bid Conditions – Services	
SECTION 9 : STANDARD TERMS AND CONDITIONS OF CONTRACT	
SECTION 10 : RFQ Declaration Form	
SECTION 11 : Breach of Law	
SECTION 12 : Bid Clarification Request Form	
SECTION 13 : Service Provider Code of Conduct	
SECTION 14 : Certificate of attendance of Site Meeting / RFQ Briefing	
SECTION 15 : NON-DISCLOSURE AGREEMENT [NDA]	
SECTION 17 : E4B – Minimum Communal Health Requirements	
SECTION 18 : E4E – Safety arrangements and Procedural compliance	
SECTION 19 : BBD8210 Version 1 – E7/1 – specification to general work and works on, over, under or adjacent to railway lines and near high voltage equipment	
SECTION 20: SCHEDULE OF PLANT AND EQUIPMENT	
Risk and safety plan	
List of plant and methods of operation to be used	

Failure to provide all the above-referenced returnable documents listed will result in a Respondent's disqualification. Bidders are therefore urged to ensure that all these documents are returned with their Quotations.

30.1 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 B-BBEE Accreditation 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 the Agreement forthwith without any liability and without prejudice to any claims which Transnet may have for damages against the Respondent.

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

"PREVIEW COPY ONLY"

1 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:

Company Name	Nature of work	Value of work	Contact person	Contact details e.g. telephone numbers	Year completed

"PREVIEW COPY ONLY"

SCOPE OF WORK

Piet Retief Renovate for new Office 02AH085A

Paint G.I. I B R roof wall and ceiling primer NS4 and two coats white heat reflective paint
Paint down pipes one coat universal undercoat and one coat high gloss enamel white
Reaper box gutter
Supply and Fit G I box down pipes 150mm x 130mm with outlet
Paint window frames one coat universal undercoat and two coat dulux pearlglø lockness coad 3L1/5
Paint windows sills one coat dura 65 white and two coats weather guard barely beige code 3H1/1
Paint all pipes one coat universal undercoat and one coat high gloss enamel white
Seal roof with flash harry
Remove and replace loose roofing screws 63mm posy drive screws
Paint doors and frames one coat universal undercoat and two coat dulux pearlglø lockness coad 3L1/5
Paint security gates one coat universal undercoat and two coat dulux pearlglø lockness coad 3L1/5
Paint I B R ceilings one coat universal undercoat and two coats pva white code M3701600
Paint walls int.one coat primer one coat universal undercoat and one coat eggshell enamel barely beige code 3H1/1
Paint wooden frames at office one coat universal undercoat and two coat dulux pearlglø lockness coad 3L1/5
Paint security bars one coat universal undercoat and two coat dulux pearlglø lockness coad 3L1/5
Paint steel beams one coat universal undercoat and and two coat dulux pearlglø lockness coad 3L1/5
Supply and fit new mirror 500x500mm
Remove and replace glass
At office
1.50m x 1.10m
1.13m x 1.05m
1.03m x 0.45m
0.42m x 1.00m
At frame
0.66m x 1.04m
Louvers 0.66m x 0.16m
0.30m x 0.48m
Remove and replace wall tiles white 200x300mm complete with white grouting and protection covers at edge
Strip and remove floor covering chip floor apply pro grip to floor fit new porcelain floor tiles 300x300mm code THEMIS JOHNSON complete with dove grey grouting and 100mm tile skirting and protection cover at doors and skirting and steps
Remove W/H/B. complete
Supply and fit new W/H/B. complete with waste and hot and cold water and bottle trap anti vac
Supply and fit steel toilet paper holder's two rolls

Supply and fit towel rail
Remove and replace toilet complete
Remove old urinal complete and make good
Remove toilet complete
Remove brick wall at toilet and make wall good
Supply and fit asst. no. 02AH085A
Supply and fit vertical blinds to windows colour plain fawn
Drop 1. 22m x 0.97m wide (inside recesses)
Contractor to take their own measurements
Supply and fit floor unit with white melamine interior and red oak ext. and with granite top color moss grey and back splash 100mm complete with locks 1.60m long and signal sink with mixer complete
Remove old sink
Supply and fit wall unit with white melamine interior and red oak ext. 1.60m long
Remove and Replace double FL/B marante doors complete with lock
Remove and Replace door locks
Supply and fit toilet men and women sign
Remove and Replace FL/B marante doors complete with lock
Supply and fit toilet men and women sign for Disabled Persons
Supply and fit steel hand rails at stairs 3m long
Supply and fit a New toilet for Disabled Persons complete with all the Necessary Accessories Fittings
Supply and fit a New W/H/B for Disabled Persons complete with all the Necessary Accessories Fittings
Supply and fit double security gates complete in frame work used 25x25mm x 2mm square tub
(see photo)
Supply and fit B bars at windows used 25x25mm x 2mm square tub (see photo)
2.16m high x 0.55m wide
1.56m high x 1.12m wide
2.16m high x 2.00m wide
2.57m high x 1.51m wide
Supply and fit floor cupboard with white melamine interior and red oak ext. with three draws (450mm wide x 800mm high x 600mm deep)
Supply and fit post formed kitchen top colour moss grey on floor cupboards complete Tops 600mm wide
22m long
4m long
1m long
2.60m long
Provide drywall partition fit cover strip to joints aluminum and aluminum head channel on head and against wall (wall 18 m long x 4m high
Supply and fit aluminum skirting to drywall
Provide aluminum double door frame and fit sapele hollow core door two concealed edge complete with lock
Supply and fit steel rack and paint
4m long x 2m high 0.30m wide [shelf 350mm separated]
Supply and fit vertical blinds to windows colour plain fawn

Drop 1. 00m x 0. 60m wide (inside recesses)

Drop 1. 00m x 1. 97m wide (inside recesses)

Drop 1. 00m x 3. 88m wide (inside recesses)

Drop 1. 00m x 6. 09m wide (inside recesses)

Drop 1. 00m x 3. 83m wide (inside recesses)

Drop 1. 76m x 1. 72m wide (on wall)

Drop 2. 36m x 2. 75m wide (on wall)

Drop 2. 36m x 2. 20m wide (on wall)

Drop 1. 77m x 1. 71m wide (on wall)

Drop 1. 20m x 0. 62m wide (on wall)

Contractor to take their own measurements

Remove steel door and frame complete

Build in double steel door frame complete

Remove and replace peck stays at windows

Remove and replace sliding stays at windows

Remove and replace handles at windows

Open welded steel windows

Remove and replace plaster

Cut off steel brackets from steel beams

Supply and fit 100 l/t geyser complete with valves

Remove and replace wood work at office

Repair concrete floor

Supply and fit water to building complete

Clean sewer

"PREVIEW COPY ONLY"

Piet Retief Renovate Mess & Ablution 02AH086A

Paint G.I. roof primer NS4 and two coats white heat reflective paint
Paint facias and barge boards one coat universal undercoat and one coat high gloss enamel white
Paint purlins one coat universal undercoat and one coat high gloss enamel white
Paint sprockets one coat universal undercoat and one coat high gloss enamel white
Paint window frames one coat universal undercoat and two coat dulux pearlglolockness coad 3L1/5
Paint windows sills one coat dura 65 white and two coats weatherguard barely beige code 3H1/1
Paint B/bars one coat universal undercoat and two coat dulux pearlglolockness coad 3L1/5
Paint walls ext. one coat Dura 65 white .two coats Weatherguard Barely Beige code 3H1/1
Paint all pipes one coat universal undercoat and one coat high gloss enamel white
Seal roof with flash harry
Remove and replace loose roofing screws 63mm posy drive screws
Paint doors and frames one coat universal undercoat and two coat dulux pearlglolockness coad 3L1/5
Paint security gates one coat universal undercoat and two coat dulux pearlglolockness coad 3L1/5
Paint ceilings one coat universal undercoat and two coats pva white code M3701600
Paint walls int. one coat universal undercoat and one coat eggshell enamel barely beige code 3H1/1 at
geyser room
Supply and fit new mirror 500x500mm
Remove and replace glass clean and obscure
Remove and replace wall tiles white 200x300mm complete with white grouting and protection covers at
edge at toilets and kit
Supply and fit eamlers gutters 125mmx100mm color white
Supply and fit eamlers down pipes color white 100mm x 75mm
Remove old gutters
Strip and remove floor covering chip floor apply pro grip to floor fit new porcelain floor tiles 300x300mm
code THEMIS JOHNSON complete with dove grey grouting and 100mm tile skirting and protection cover
at doors and skirting and steps
Remove and replace W/H/B. complete with hot& cold water
Supply and fit steel toilet paper holders two rolls
Supply and fit towel rail
Remove all old shower complete
Supply and fit new shower door aluminum pivot obscure safety glass
Supply and fit mosaic shower tiles as floor tiles
Supply and fit showers complete with cobra taps and rose with hot and cold water 15mm copper pipe
Supply and fit soap dish
All water pipes fit in wall
Remove and replace toilet complete
Remove and replace urinal complete with bottle trap and flush master
Supply and fit asst. no. 02AH086A
Supply and fit vertical blinds to windows colour plain fawn
Drop 1. 22m x 0.97m wide (inside recesses)

Contractor to take their own measurements

Supply and fit floor unit with white melamine interior and red oak ext. and with granite top color moss grey and back splash 100mm complete with locks 1.50m long and single sink with mixer complete hot & cold water

Supply and fit wall unit with white melamine interior and red oak ext. 1.50m long

Supply and fit toilet men and women sign

Remove old sink

Remove and replace peck stays at windows

Remove and replace brass window cats handles

Remove old urinal make wall and floor good

Remove and Replace FL/B marante doors complete with lock

Remove and Replace 150 l/t geyser complete

Supply and fit new W/H/B complete with cobra taps hot & cold

Supply and fit new toilets complete and connect to sewerage & vent valve

Build 114mm brick wall plaster both sides new toilet, shower and door opening

Remove steel window Build in steel door frame 110mm complete

Remove and Replace steel door frame complete

Build in steel door frame 110mm complete

Remove and replace ceiling with 4mm neoc board complete with trap door

Remove door and doorframe make wall and floor good at shower

Remove old B\bars

Supply and fit new security gate in frame (2.71m wide x 2.72m high) with lock complete with 25mm x 25mm tube see sects

Supply and fit new security B\bars in windows 25mm x25mm tube see sects

1.02m wide x 0.65m high

1.02m wide x 0.65m high

Clean sewerage

Supply and fit new granite top color moss grey on steel support legs 5m long x 0.60 m wide

Repair crack

Build in new steel window frame complete

Type NE7

Type D2FH

Remove and replace window tile sills

Remove and replace wooden purlins

Price Schedule

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

SCHEDULE OF WORK AND PRICES					
	2014 – 2015 Piet Retief Renovate for new Office 02AH085A	Qty	Unit	Unit Price	Total Price
1	Paint G.I. I B R roof wall and ceiling primer NS4 and two coats white heat reflective paint	1976	M ²		
2	Paint down pipes one coat universal undercoat and one coat high gloss enamel white	4	ea		
3	Reaper box gutter	1	job		
4	Supply and Fit G I box down pipes 150mm x 130mm with outlet	4	ea		
5	Paint window frames one coat universal undercoat and two coat dulux pearlglo lockness coad 3L1/5	40	Ea		
6	Paint windows sills one coat dura 65 white and two coats weatherguard barely beige code 3H1/1	8	M		
7	Paint all pipes one coat universal undercoat and one coat high gloss enamel white	1	Job		
8	Seal roof with flash harry	80	M ²		
9	Remove and replace loose roofing screws 63mm posy drive screws	1000	Ea		
10	Paint doors and frames one coat universal undercoat and two coat dulux pearlglo lockness coad 3L1/5	11	Ea		
11	Paint security gates one coat universal undercoat and two coat dulux pearlglo lockness coad 3L1/5	2	Ea		
12	Paint I B R ceiling one coat universal undercoat and two coats pva white code M3701600	320	M ²		
13	Paint walls int. one coat primer one coat universal undercoat and one coat eggshell enamel barely beige code 3H1/1	350	M ²		
14	Paint wooden frames at office one coat universal undercoat and two coat dulux pearlglo lockness coad 3L1/5	1	job		
15	Paint security bars one coat universal undercoat and two coat dulux pearlglo lockness coad 3L1/5	40	Ea		
16	Paint steel beams one coat universal undercoat and two coat dulux pearlglo lockness coad 3L1/5	1	job		
17	Supply and fit new mirror 500x500mm	2	Ea		
18	Remove and replace glass At office 1.50m x 1.10m 1.03m x 1.05m 1.03m x 0.45m 0.42m x 1.00m At frame 0.66m x 1.04m Louvers 0.66m x 0.16m 0.30m x 0.48m	1 1 1 1 40 50 303	Ea Ea Ea Ea Ea Ea Ea		

19	Remove and replace wall tiles white 200x300mm complete with white grouting and protection covers at edge	175	M ²		
20	Strip and remove floor covering chip floor apply pro grip to floor fit new porcelain floor tiles 300x300mm code THEMIS JOHNSON complete with dove grey grouting and 100mm tile skirting and protection cover at doors and skirting and steps	360	M ²		
21	Remove W/H/B. complete	2	Ea		
22	Supply and fit new W/H/B. complete with waste and hot and cold water and bottle trap anti vac	1	Ea		
23	Supply and fit steel toilet paper holders two rolls	2	Ea		
24	Supply and fit towel rail	1	Ea		
25	Remove and replace toilet complete	2	Ea		
26	Remove old urinal complete and make good	1	Ea		
27	Remove toilet complete	1	Ea		
28	Remove brick wall at toilet and make wall good	4	M ²		
29	Supply and fit asst. no. 02AH085A	1	Ea		
30	Supply and fit vertical blinds to windows colour plain fawn Drop 1. 22m x 0. 97m wide (inside recesses) Contractor to take their own measurements	7	Ea		
31	Supply and fit floor unit with white melamine interior and red oak ext. and with granite top color moss grey and back splash 10 mm complete with locks 1.60m long and signal sink with mixer complete	1	Ea		
32	Remove old sink	1	job		
33	Supply and fit wall unit with white melamine interior and red oak ext. 1.60m long	1	Ea		
34	Remove and Replace double FL/B marante doors complete with lock	3	sets		
35	Remove and replace door locks	4	ea		
36	Supply and fit toilet men and women sign	2	ea		
37	Remove and Replace FL/B marante doors complete with lock	5	ea		
38	Supply and fit toilet men and women sign for Disabled Persons	1	ea		
39	22 Supply and fit steel hand rails at steps 3m long	2	ea		
40	Supply and fit a New toilet for Disabled Persons complete with all the Necessary Accessories Fittings	1	job		
41	Supply and fit a New W/H/B for Disabled Persons complete with all the Necessary Accessories Fittings	1	job		
42	Supply and fit double security gates complete in frame work used 25x25mm x 2mm square tub (see photo)	1	job		
43	Supply and fit B/bars at windows used 25x25mm x 2mm square tub (see photo) 2.16m high x 2.55m wide 1.56m high x 1.52m wide 2.16m high x 2.00m wide	7 1 1	Ea Ea Ea		

	1.57m high x 1.51m wide	1	ea		
44	Supply and fit floor cupboard with white melamine interior and red oak ext. with three draws (450mm wide x 800mm high x 600mm deep)	26	Ea		
45	Supply and fit post formed kitchen top colour moss grey on floor cupboards complete Tops 600mm wide 22m long 4m long 1m long 2.60m long	1 1 1 2	Ea Ea Ea ea		
46	Provide drywall partition fit cover strip to joints aluminum and aluminum head channel on head and against wall (wall 18 m long x 4m high	72	M ²		
47	Supply and fit aluminum skirting to drywall	36	M		
48	Provide aluminum double door frame and fit sapele hollow core door two concealed edge complete with lock	1	Ea		
49	Supply and fit steel rack and paint 4m long x 2m high 0.30m wide [shelf 350mm separated]	2	Ea		
50	Supply and fit vertical blinds to windows colour plain fawn Drop 1. 00m x 0. 60m wide (inside recesses) Drop 1. 00m x 1. 97m wide (inside recesses) Drop 1. 00m x 3. 88m wide (inside recesses) Drop 1. 00m x 6. 09m wide (inside recesses) Drop 1. 00m x 3. 83m wide (inside recesses) Drop 1. 76m x 1. 72m wide (on wall) Drop 2. 36m x 2. 75m wide (on wall) Drop 2. 36m x 2. 20m wide (on wall) Drop 1. 77m x 1. 71m wide (on wall) Drop 1. 20m x 0. 62m wide (on wall) Contractor to take their own measurements	1 1 1 1 1 1 7 1 1 1	Ea Ea Ea Ea Ea Ea Ea Ea ea ea		
51	Remove steel door and frame complete	1	Job		
52	Build in double steel door frame complete	1	Job		
53	Remove and replace peck stays at windows	20	Ea		
54	Remove and replace sliding stays at windows	18	Ea		
55	Remove and replace handles at windows	18	Ea		
56	Open welded steel windows	1	Job		
57	Remove and replace plaster	3	M ²		
58	Cut off steel brackets from steel beams	1	job		
59	Supply and fit 100 l/t geyser complete with valves	1	job		
60	Remove and replace wood work at office	1	job		
61	Repair concrete floor	3	M ²		
62	Supply and fit water to building complete	1	job		
63	Clean sewer	1	Job		
			CIVIL	TOTAL	R
	ELECTRICAL				
64	Check supply cable and replace with a 110 meter 25mm 4 core SWA cable complete with its own accessories installed in a meter box and, a kicker pipe connected to a 100Amp 3 phase 25KA feeding from a 125Amp 3 phase 25KA circuit	1	Job		

	breaker and wired with 16mm 4 core SWA cable complete with its own accessories installed into the building to the new D/board				
65	Dig a trench 100 meter long 500mm deep for the supply cable and compact it well	1	Job		
66	Supply wire and install an industrial flush mount 3 x 14 way mild steel single orange distribution board with locking door	1	Job		
67	Supply wire and install a 3 phase 60Amp 5KA green handle switch disconnecter and a 60Amp earth 1 phase earth leakage and wire board with copper bridge pieces not wire with wire. Each phase must be connected to the earth leakage in the D/B	1	Job		
68	Wire D/board with correct size Wires according to the SABS code and mark all circuits clearly and supply a C.O.C on completion	1	Job		
69	OPEN PLAN OFFICE: Supply wire from the D/B with 1,5mm 3 core surflex 12 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
70	Supply wire from the D/B and install 30m Hospital grey O-LINE double power skirting complete with covers bends and corners – wire with 2,5mm 3 core surflex 15 x Dedicated and 30 x normal socket outlets and balance the plugs install every 2 meters 2 x normal and 1 x Ded socket outlets. All cut work must be neat or will be redone on your own account	1	Job		
	BOARD ROOM:				
71	OPEN PLAN OFFICE: Supply wire from the D/B with 1,5mm 3 core surflex 6 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
72	Supply wire from the D/B and install 20m Hospital grey O-LINE double power skirting complete with covers bends and corners – wire with 2,5mm 3 core surflex 7 x Dedicated and 7 x normal socket outlets and balance the plugs install every 2 meters 1 x normal and 1 x Ded socket outlets. All cut work must be neat or will be redone on your own account	1	Job		
73	RECEPTION OFFICE: Supply wire from the D/B with 1,5mm 3 core surflex 2 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
74	Supply wire from the D/B and install 12m Hospital grey O-LINE double power skirting complete with				

	covers bends and corners – wire with 2,5mm 3 core surflex 4 x Dedicated and 8 x normal socket outlets and balance the plugs install every 2 meters 2 x normal and 1 x Ded socket outlets. All cut work must be neat or will be redone on your own account	1	Job		
75	AREA MANAGERS OFFICE: Supply wire from the D/B with 1,5mm 3 core surflex 4 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
76	Supply wire from the D/B and install 21m Hospital grey O-LINE double power skirting complete with covers bends and corners – wire with 2,5mm 3 core surflex 4 x Dedicated and 8 x normal socket outlets and balance the plugs install every 2 meters 2 x normal and 1 x Ded socket outlets. All cut work must be neat or will be redone on your own account	1	Job		
77	STORE ROOM: Supply wire from the D/B with 1,5mm 3 core surflex 2 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
78	PASSAGE: Supply wire from the D/B with 1,5mm 3 core surflex 2 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
79	KITCHEN: Supply wire from the D/B with 1,5mm 3 core surflex 1 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
80	Supply wire from the D/B and install 2 x CRABTREE double socket outlets with 2 x 4x4 steel extension boxes – wire with 2,5mm 3 core surflex	1	Job		
81	PWD TOILETS: Supply wire from the D/B with 1,5mm 3 core surflex 1 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking	1	Job		
82	TOILETS: Supply wire from the D/B with 1,5mm 3 core surflex 2 x 4FT TPA open channel double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a 2x4 steel	1	Job		

	extension box and single lever CRABTREE light switch complete with cover all wires to be in EGA trunking				
83	Supply wire from the D/B with 1,5mm 3 core surflex 8 x 4FT TPA splash proof double fluorescent luminaries complete with T4 switch gear OSRAM tubes connected to a day and night switch all wires to be in EGA trunking	1	Job		
84	Geyser: Supply wire and install a 30Amp single phase c/b wired with 4mm 3 core surflex and controlled with a 30Amp industrial isolator & cradle all exposed wires in EGA trunking	1	Job		
			EL&P	TOTAL	R
A		GROSS TOTAL R _____ 14% V.A.T. R _____ AMOUNT DUE R _____			

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SCHEDULE OF WORK AND PRICES					
	2014 – 2015 Piet Retief Renovate Mess & Ablution 02AH086A	Qty	Unit	Unit Price	Total Price
1	Paint G.I. roof primer NS4 and two coats white heat reflective paint	84	M ²		
2	Paint facias and barge boards one coat universal undercoat and one coat high gloss enamel white	35	M		
3	Paint purlins one coat universal undercoat and one coat high gloss enamel white	33	M		
4	Paint sprockets one coat universal undercoat and one coat high gloss enamel white	18	Ea		
5	Paint window frames one coat universal undercoat and two coat dulux pearl glo lockness coad 3L1/5	17	Ea		
6	Paint windows sills one coat dura 65 white and two coats weatherguard barely beige code 3H1/1	34	M		
7	Paint B/bars one coat universal undercoat and two coat dulux pearl glo lockness coad 3L1/5	15	Ea		
8	Paint walls ext. one coat Dura 65 white .two coats Weatherguard Barely Beige code 3H1/1	3	M ²		
9	Paint all pipes one coat universal undercoat and one coat high gloss enamel white	1	Job		
10	Seal roof with flash harry	10	M ²		
11	Remove and replace loose roofing screws 53mm posy drive screws	300	Ea		
12	Paint doors and frames one coat universal undercoat and two coat dulux pearl glo lockness coad 3L1/5	6	Ea		
13	Paint security gates one coat universal undercoat and two coat dulux pearl glo lockness coad 3L1/5	3	Ea		
14	Paint ceilings one coat universal undercoat and two coats pva white code M3701600	55	M ²		
15	Paint walls int. one coat universal undercoat and one coat eggshell enamel barely beige code 3H1/1 at meyser room	48	M ²		
16	Supply and fit new mirror 500x500mm	2	Ea		
17	Remove and replace glass clear and obscure	88			
18	Remove and replace wall tiles white 200x300mm complete with white grouting and protection covers at edge at toilets and kit	188	M ²		
19	Supply and fit seamless gutters 125mmx100mm color white	24	M		
20	Supply and fit seamless down pipes color white 100mm x 75mm	4	Ea		
21	Remove old gutters	1	Job		
22	Strip and remove floor covering chip floor apply pro grip to floor fit new porcelain floor tiles 300x300mm code THEMIS JOHNSON complete with dove grey grouting and 100mm tile skirting and protection cover at doors and skirting and steps	60	M ²		
23	Remove and replace W/H/B. complete with hot& cold water	1	Ea		

24	Supply and fit steel toilet paper holders two rolls	2	Ea		
25	Supply and fit towel rail	1	Ea		
26	Remove all old shower complete	1	Job		
27	Supply and fit new shower door aluminum pivot obscure safety glass	2	Ea		
28	Supply and fit mosaic shower tiles as floor tiles	3	M ²		
29	Supply and fit showers complete with cobra taps and rose with hot and cold water 15mm copper pipe	2	Ea		
30	Supply and fit soap dish	2	Ea		
31	All water pipes fit in wall	1	Job		
32	Remove and replace toilet complete	1	Ea		
33	Remove and replace urinal complete with bottle trap and flush master	1	Ea		
34	Supply and fit asst. no. 02AH086A	1	Ea		
35	Supply and fit vertical blinds to windows colour plain fawn Drop 1. 22m x 0. 97m wide (inside recesses) Contractor to take their own measurements	7	Ea		
36	Supply and fit floor unit with white melamine interior and red oak ext. and with granite top color moss grey and back splash 100mm complete with locks 1.50m long and single sink with mixer complete hot & cold water	1	Ea		
37	Supply and fit wall unit with white melamine interior and red oak ext. 1.50m long	1	Ea		
38	Supply and fit toilet men and women sign	2	Ea		
39	Remove old sink	1	job		
40	Remove and replace peck screws at windows	16	Ea		
41	Remove and replace brass window cats handles	30	Ea		
42	Remove old urinal make wall and floor good	1	job		
43	Remove and Replace FL/B marante doors complete with lock	6	Ea		
44	Remove and Replace 150 l/t geyser complete	1	job		
45	Supply and fit new W/H/B complete with cobra taps hot & cold	1	Ea		
46	Supply and fit new toilets complete and connect to sewerage & vent valve	1	Ea		
47	Build 114mm brick wall plaster both sides new toilet , shower and door opening	10	m ²		
48	Remove steel window Build in steel door frame 110mm complete	1	Ea		
49	Remove and Replace steel door frame complete	4	Ea		
50	Build in steel door frame 110mm complete	1	Ea		
51	Remove and replace ceiling with 4mm netec board complete with trap door	30	M ²		
52	Remove door and doorframe make wall and floor good at shower	1	Job		
53	Remove old B\bars	1	Job		
54	Supply and fit new security gate in frame (2.71m wide x 2.72m high) with lock complete with	1	Job		

	25mm x 25mm tube see sects				
55	Supply and fit new security B/bars in windows 25mm x25mm tube see sects 1.02m wide x 0.65m high 1.02m wide x 0.65m high	8 7	Ea Ea		
56	Clean sewerage	1	Job		
57	Supply and fit new granite top color moss grey on steel support legs 5m long x 0.60 m wide	1	job		
58	Repair crack	10	M		
59	Build in new steel window frame complete Type NE7 Type D2FH	1 1	Ea ea		
60	Remove and replace window tile sills	30	M		
61	Remove and replace wooden purlins	11	M		
62	Supply water to building use 22mm polycop pipe complete	1	Job		
			CIVIL	TOTAL	R
	ELECTRICAL				
62	From building 02AH085A in the new meter box supply and install a new 60Amp single pole circuit breaker for the new supply	1	Job		
63	Dig a trench 60m x 500mm deep for the supply cable and install a 10mm 3 core SWA cable complete with accessories to the new D/board and compact ground	1	Job		
64	Supply and wire to SABS specs a 11 way steel distribution board surface mount white with lock and all bridge pieces to be copper strips not wires mark all circuits and supply a C.O.C on completion	1	Job		
65	KITCHEN: Supply wire with 1,5mm 3core surflex and install 2 x 4FT TPA double open channel luminaries complete with OSRAM tubes and a CRABTREE double lever light switch complete with cover and 2x4 steel extension box all exposed wires to be in EGA trunking	1	Job		
66	Supply wire with 2,5 mm 3 core surflex and install 2 x double CRABTREE double socket outlets complete with cover and 4x4 steel extension box all exposed wires to be in EGA trunking	1	Job		
67	GEYSER ROOM: Supply wire with 1,5mm 3core surflex and install 1 x round REEFLITE 2xPL9 OSRAM tubes and a CRABTREE single lever light switch complete with cover and 2x4 steel extension box all exposed wires to be in EGA trunking	1	Job		
68	VARANDA: Supply wire with 1,5mm 3core surflex and install 1 x round REEFLITE 2xPL9 OSRAM tubes and to switch from the kitchen complete with cover and 2x4 steel extension box all exposed wires to be in EGA trunking	1	Job		
69	NEW LADIES TOILET: Supply wire with 1,5mm 3core surflex and install 2 x 4FT splash proof double open channel luminaries complete with	1	Job		

	OSRAM tubes and a CRABTREE single lever light switch complete with cover and 2x4 steel extension box all exposed wires to be in EGA trunking										
70	MENS TOILET: Supply wire with 1,5mm 3core surflex and install 3 x 4FT splash proof double open channel luminaries complete with OSRAM tubes and a CRABTREE single lever light switch complete with cover and 2x4 steel extension box all exposed wires to be in EGA trunking	1	Job								
71	Geyser: Supply wire and install a 30Amp single phase c/b wired with 4mm 3 core surflex and controlled with a 30Amp industrial isolator & cradle all exposed wires in EGA trunking	1	Job								
				EL&P TOTAL	R						
B		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">GROSS TOTAL</td> <td style="width: 50%; text-align: right;">R _____</td> </tr> <tr> <td>14 % V.A.T.</td> <td style="text-align: right;">R _____</td> </tr> <tr> <td>AMOUNT DUE</td> <td style="text-align: right;">R _____</td> </tr> </table>				GROSS TOTAL	R _____	14 % V.A.T.	R _____	AMOUNT DUE	R _____
GROSS TOTAL	R _____										
14 % V.A.T.	R _____										
AMOUNT DUE	R _____										

SUMMARY OF ALL TOTALS

SUB-TOTAL (A)	
SUB-TOTAL (B)	
SUB-TOTALS (A) + B	
VAT 14%	
GRAND TOTAL	

Delivery Period or 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.

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Section 3

STANDARD TERMS AND CONDITIONS FOR THE SUPPLY OF GOODS OR SERVICES TO TRANSNET

A Supplier/Service Provider shall be obliged to adhere to the Standard Terms and Conditions for the Supply of Goods and Services to Transnet as expressed hereunder. Should the Respondent find any condition(s) unacceptable, it should indicate which condition(s) is/are unacceptable and offer an alternative(s). A Quotation submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by Transnet's Legal Counsel, prior to consideration for an award of business.

1 SOLE AGREEMENT

Unless otherwise agreed in writing, these terms [Terms and each Term] and Transnet's purchase order(s) [Order or Orders] represent the only conditions upon which Transnet SOC Ltd [Transnet] procures goods [the Goods] or services [the Services] specified in the Order from the person to whom the Order is addressed [the Supplier/Service Provider]. Transnet does not accept any other conditions which the Supplier/Service Provider may specify, unless otherwise agreed to by Transnet in writing. In the event of any inconsistency between these Terms and any Order, these Terms shall take precedence.

2 CONFORMITY WITH ORDER

Goods/Services shall conform strictly with the Order. The Supplier/Service Provider shall not vary the quantities specified and/or the specification, if any, stipulated in the Order, without the prior written consent of Transnet. The Supplier/Service Provider warrants that the Goods/Services shall be fit for their purpose and of satisfactory quality.

3 DELIVERY AND TITLE

3.1 The delivery dates and addresses are those in the Order. Time shall be of the essence in respect of the Supplier's/Service Provider's obligations under the Order.

3.2 The Supplier/Service Provider will not be excused for delay in delivery or performance except due to circumstances outside its control and then only subject to the Supplier/Service Provider having notified Transnet in writing on becoming aware of such circumstances. Transnet may terminate an Order, in whole or in part, without incurring any liability to the Supplier/Service Provider if such a delay becomes, in Transnet's absolute opinion, significant.

3.3 If on delivery, the Goods/Services do not conform to the Order, Transnet may reject the Goods/Services and the Supplier/Service Provider shall promptly rectify any defects or in Transnet's opinion, supply appropriate replacement Goods/Services at the Supplier's/Service Provider's expense within the specified delivery times, without any liability due by Transnet.

4 PRICE AND PAYMENT

4.1 Prices specified in an Order cannot be increased. Payment for the Goods/Services shall be made by Transnet against an original undisputed invoice(s) [a Tax Invoice], supporting documentation and month-end statement from the Supplier/Service Provider. Tax Invoices plus supporting documentation shall be posted to the address shown in the Order.

4.2 Payment of the Supplier's/Service Provider's valid Tax Invoice(s) will be made by Transnet in the South African currency and on the terms stated in the Order, the standard payment terms being 30 [thirty] days from date of receipt by Transnet of a month-end statement, unless otherwise agreed to in writing. Transnet shall arrange for payment of such Tax Invoices and any pre-authorised additional expenses incurred, provided that the authorised expenses are supported by acceptable documentary proof of expenditure incurred [where this is available]. Any amounts due in terms of these Terms shall be paid to the Supplier/Service Provider, taking into account any deduction or set-off and bank charges.

5 PROPRIETARY RIGHTS LIABILITY

If any allegations should be made or any claim asserted against Transnet that ownership of, or any act or omission by Transnet in relation to Goods/Services or any written material provided to Transnet relating to any Goods/Services or pursuant to an Order being a violation or infringement of any third party's contractual, industrial, commercial or intellectual property rights including but not limited to any patent, registered design, design right, trade mark, copyright or service mark on any application thereof, the Supplier/Service Provider hereby indemnifies Transnet against and hold it harmless from and all losses, liabilities, costs, claims, damages and expenses [including any legal fees] arising directly or indirectly from such allegation or claim provided that this indemnity shall not apply where the allegation or claim arises solely as a result of the Supplier/Service Provider following a design or process originated and furnished by Transnet. The Supplier/Service Provider shall either

- a) procure for Transnet the right to continue using the infringing Goods; or
- b) modify or replace the Goods/Services so that they become non-infringing,

provided that in both cases the Goods/Services shall continue to meet Transnet's requirements and any specifications stipulated in the Order. Should neither option be possible, the Supplier/Service Provider may remove, with Transnet's prior written consent, such Goods/Services and will pay to Transnet a sum equivalent to the purchase price. If Transnet refuses to give such consent, the Supplier/Service Provider shall have no liability in respect of any continued use of the infringing Goods/Services after Supplier's/Service Provider's prior written request to remove the same.

6 PROPRIETARY INFORMATION

All information which Transnet has divulged or may divulge to the Supplier/Service Provider and any information relating to Transnet's business which may have come into the Supplier's/Service Provider's possession whilst carrying out an Order, and the existence of the Order, shall be treated by the Supplier/Service Provider as confidential information and shall not, without Transnet's prior written consent, be disclosed to any third party, or be used or copied for any purposes other than to perform the Order. This clause does not apply to information which is public knowledge or available from other sources other than by breach of this Term. Upon request by Transnet, the Supplier/Service Provider shall return all materials issued pursuant to the Order and, pending this, shall protect Transnet's rights in any such materials. Such confidential information shall at all material times be the property of Transnet.

7 PUBLICITY

The Supplier/Service Provider shall not name Transnet or use its trademarks, service marks [whether registered or not] or Goods in connection with any publicity without Transnet's prior written consent.

8 TERMINATION OF ORDER

- 8.1 Transnet may cancel an Order in whole or in part at any time upon at least 7 [seven] days' written notice to the Supplier/Service Provider, or when there is a change in control of the Supplier/Service Provider or the Supplier/Service Provider commits any serious breach or any repeated or continued material breach of its obligations under these Terms and/or Order or shall have been guilty of conduct tending to bring itself into disrepute, on written notice to the Supplier/Service Provider when such work on the Order shall stop.
- 8.2 Transnet shall pay the Supplier/Service Provider a fair and reasonable price for justified work in progress, where such price reflects only those costs not otherwise recoverable by the Supplier/Service Provider, at the time of termination, and the Supplier/Service Provider shall give Transnet full assistance to check the extent of such work in progress. Payment of such price shall be in full and final satisfaction of any claims arising out of such termination, and upon such payment the Supplier/Service Provider shall deliver to Transnet all work, including any materials, completed or in progress. The sum payable to the Supplier/Service Provider under this clause will not in any event exceed the total amount that would have been payable to the Supplier/Service Provider had the Order not been terminated.
- 8.3 In the event of termination the Supplier/Service Provider must submit all claims within 2 [two] months of termination after which time claims will only be met in what Transnet considers exceptional circumstances.
- 8.4 If the Goods or Services are not provided in accordance with an Order, the Order shall be deemed terminated and the Supplier/Service Provider shall compensate Transnet for any costs incurred in obtaining substitute Goods or any damage caused due to the failure or delay in the delivery.

9 ACCESS

The Supplier/Service Provider shall be liable for the acts, omissions and defaults of its personnel or agents who, for the purposes of the Order, shall be treated as if they are the Supplier's/Service Provider's employees. The Supplier/Service Provider shall ensure that any such personnel or agents, whilst on Transnet's premises, shall comply with Transnet's health and safety, security and system security rules and procedures as and where required.

10 WARRANTY

The Supplier/Service Provider warrants that it is competent to supply the Goods/Services in accordance with these Terms to the reasonable satisfaction of Transnet and that all Goods/Services delivered under the Order: (a) conform and comply in all relevant legislation, standards, directives and orders related to *[inter alia]* the Goods/Services in force at the time of delivery, and to any specifications referred to in the Order; (b) will not cause any deterioration in the functionality of any Transnet equipment; and (c) do not infringe any third party rights of any kind. The Supplier/Service Provider hereby indemnifies Transnet against all losses, liabilities, costs, claims, damages, expenses and awards of any kinds incurred or made against Transnet in connection with any breach of this warranty.

11 INSOLVENCY

If the Supplier/Service Provider shall have a receiver, manager, administrator, liquidator or like person appointed over all or any part of its assets or if the Supplier/Service Provider compounds with its creditors or

passes a resolution for the writing up or administration of the Supplier/Service Provider, Transnet is at liberty to terminate the Order or Orders forthwith, or at its option, to seek performance by any such appointed person.

12 ASSIGNMENT

The Supplier/Service Provider shall not assign its obligations under an Order without Transnet's prior written consent, which consent shall not be unreasonably withheld or delayed.

13 NOTICES

Notices under these Terms shall be delivered by hand to the relevant addresses of the parties in the Order or may be served by facsimile or by email, in which event notice shall be deemed served on acknowledgement of receipt by the recipient.

14 LAW

Orders shall be governed by and interpreted in accordance with South African law and any disputes arising herein shall be subject to South African arbitration under the rules of the Arbitration Foundation of South Africa, which rules are deemed incorporated by reference in this clause. The reference to arbitration shall not prevent Transnet referring the matter to any South African courts, having jurisdiction, to which the Supplier/Service Provider hereby irrevocably submits but without prejudice to Transnet's right to take proceedings against the Supplier/Service Provider in other jurisdictions and/or obtaining interim relief on an urgent basis from a court of competent jurisdiction pending the decision in other courts or from instituting in any court of competent jurisdiction any proceedings for an interdict or any other injunctive relief. If the Supplier/Service Provider does not have a registered office in the South Africa it will at all times maintain an agent for service of process in South Africa and shall give Transnet the name and address of such agent as such may be amended, in writing, from time to time.

15 GENERAL

Completion or termination of an Order shall be without prejudice to any Term herein which by its nature would be deemed to continue after completion or termination. Headings are included herein for convenience only. If any Term herein be held illegal or unenforceable, the validity or enforceability of the remaining Terms shall not be affected. No failure or delay by Transnet to enforce any rights under these Terms will operate as a waiver thereof by Transnet. All rights and remedies available to either party under these Terms shall be in addition to, not to the exclusion of, rights otherwise available at law.

16 COUNTERPARTS

These Terms and conditions may be signed in any number of counterparts, all of which taken together shall constitute one and the same instrument. Any party may enter into this agreement by signing any such counterpart.

By signing this RFQ document, the Respondent is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with all the conditions governing this RFQ, including those contained in any printed form stated to form part hereof and Transnet SOC Ltd will recognise no claim for relief based on an allegation that the Respondent overlooked any such condition or failed to properly take it into account for the purpose of calculating quoted prices or otherwise.

SIGNED at _____ on this ____ day of _____ 20__

SIGNATURE OF RESPONDENT'S AUTHORISED REPRESENTATIVE

NAME: _____

DESIGNATION: _____

REGISTERED NAME OF COMPANY: _____

PHYSICAL ADDRESS: _____

Respondent's contact person: *[Please complete]*

Name	:	
Designation	:	
Telephone	:	
Cell Phone	:	
Facsimile	:	
Email	:	
Website	:	

**Transnet urges its clients, suppliers and the general public
to report any fraud or corruption to
TIP-OFFS ANONYMOUS: 0800 003 056**

Section 4
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** copy of Certificate of Incorporation, CM29 / CM9 [name change]
4. **Certified** copy of Share Certificates [CK1/CK2 if CC]
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. **Certified copy** of valid Company Registration Certificate [if applicable]
9. A signed letter from your auditor or accountant confirming most recent annual turnover figures

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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						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	
Does your company have a B-BBEE certificate		Yes		No	
What is your B-BBEE status [Level 1 to 9 / Unknown]					
How many personnel does the firm employ		Permanent		Part time	

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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	

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**RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT
Section 6: SIGNING POWER – RESOLUTION OF BOARD OF DIRECTORS**

NAME OF ENTITY: _____

It was resolved at a meeting of the Board of Directors held on _____ that

FULL NAME(S)	CAPACITY	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

in his/her capacity as indicated above s/are hereby authorised to enter into, sign, execute and complete any documents relating to Quotations and/or Agreements for the supply of Services.

FULL NAME _____

SIGNATURE CHAIRMAN

FULL NAME _____

SIGNATURE SECRETARY

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RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT)
Section 7: CERTIFICATE OF ACQUAINTANCE WITH RFQ DOCUMENTS

NAME OF ENTITY:

I/We _____
do hereby certify that I/we acquainted myself/ourselves with all the documentation comprising this RFQ and all conditions contained therein, as laid down by Transnet SOC Ltd for the carrying out of the proposed supply/service/works for which I/we submitted my/our response.

I/We furthermore agree that Transnet SOC Ltd shall recognise no claim from me/us for relief based on an allegation that I/we overlooked any RFQ/contract condition or failed to take it into account for the purpose of calculating my/our offered prices or otherwise.

SIGNED at _____ on this _____ day of _____ 2014

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

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**RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER
THE JURISDICTION OF REAL ESTATE MANAGEMENT**

Section 8: GENERAL BID CONDITIONS - SERVICES

Refer General Bid Conditions attached hereto

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**RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER
THE JURISDICTION OF REAL ESTATE MANAGEMENT**

**Section 9: STANDARD TERMS AND CONDITIONS OF CONTRACT
FOR THE PROVISION OF SERVICES TO TRANSNET**

Refer Form ST&C attached hereto

**Respondents should note the obligations as set out in
clause 20 [Terms and Conditions of Bid]
of the General Bid Conditions [RFQ Section 3] which reads as follows:**

"The Service Provider shall adhere to the Standard Terms and Conditions of Contract as set out in Form ST&C – Services, a copy of which is attached hereto. Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer alternatives. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be."

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**RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT
Section 10: RFQ DECLARATION 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 bid clarification purposes;
2. we have received all information we deemed necessary for the completion of this Request for Quotation [RFQ];
3. 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;
4. 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
5. 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.

If such a relationship exists, 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 may lead to the disqualification of a response and may preclude a Respondent from doing future business with Transnet]

6. 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.
7. We accept that any dispute pertaining to this bid will be resolved through the Ombudsman process and will be subject to the Terms of Reference of the Ombudsman. The Ombudsman process must first be exhausted before judicial review of a decision is sought. *[Refer "Important Notice to Respondents" overleaf].*
8. We further accept that Transnet reserves the right to reverse an award of business or decision based on the recommendations of the Ombudsman without having to follow a formal court process to have such award or decision set aside.

SIGNED at _____ on this _____ day of _____ 2014

For and on behalf of _____ duly authorised hereto	AS WITNESS:
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	
Place:	

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IMPORTANT NOTICE TO RESPONDENTS

- Transnet has appointed a Procurement Ombudsman to investigate any material complaint in respect of RFQs exceeding R5, 000,000.00 [five million S.A. Rand] in value. Should a Respondent have any material concern regarding an RFQ process which meets this value threshold, a complaint may be lodged with Transnet's Procurement Ombudsman for further investigation.
- It is incumbent on the Respondent to familiarise himself/herself with the Terms of Reference for the Transnet Procurement Ombudsman, details of which are available for review at Transnet's website www.transnet.net.
- An official complaint form may be downloaded from this website and submitted, together with any supporting documentation, within the prescribed period, to procurement.ombud@transnet.net
- For transactions below the R5,000,000.00 [five million S.A. Rand] threshold, a complaint may be lodged with the Chief Procurement Officer of the relevant Transnet Operating Division.
- All Respondents should note that a complaint must be made in good faith. If a complaint is made in bad faith, Transnet reserves the right to place such a bidder on its List of Excluded Bidders.

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**RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT
Section 11: BREACH OF LAW**

NAME OF ENTITY: _____

I/We _____

do hereby certify that *I/we have/have not been* 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.

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__

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT

Section 13: SERVICE PROVIDER CODE OF CONDUCT

Transnet aims to achieve the best value for money when buying or selling Services and obtaining services. This however must be done in an open and fair manner that supports and drives a competitive economy. Underpinning our process are several acts and policies that any Service Provider dealing with Transnet must understand and support. These are:

- The Transnet Procurement Procedures Manual [PPM];
- Section 217 of the Constitution - the five pillars of Public PSCM [Procurement and Supply Chain Management]: fair, equitable, transparent, competitive and cost effective;
- The Public Finance Management Act [PFMA];
- The Broad Based Black Economic Empowerment Act [B-BBEE]; and
- The Prevention and Combating of Corrupt Activities Act

This Code of Conduct has been included in this RQ to formally appraise prospective Transnet Service Providers of Transnet's expectations regarding behaviour and conduct of its Service Providers.

Prohibition of Bribes, Kickbacks, Inlawful Payments, and Other Corrupt Practices

Transnet is in the process of transforming itself into a self-sustaining State Owned Company [SOC], actively competing in the logistics industry. Our aim is to become a world class, profitable, logistics organisation. As such, our transformation is focused on adopting a performance culture and to adopt behaviours that will enable this transformation.

1. Transnet will not participate in corrupt practices and therefore expects its Service Providers to act in a similar manner.

Transnet and its employees will follow the laws of this country and keep accurate business records that reflect actual transactions with and payments to our Service Providers.

Employees must not accept or request money or anything of value, directly or indirectly, to:

- illegally influence their judgement or conduct or to ensure the desired outcome of a sourcing activity;
- win or retain business or to influence any act or decision of any decision stakeholders involved in sourcing decisions; or
- gain an improper advantage.

There may be times when a Service Provider is confronted with fraudulent or corrupt behaviour of Transnet employees. We expect our Service Providers to use our "Tip-offs Anonymous" Hot line to report these acts [0800 003 056].

2. *Transnet is firmly committed to the ideas of free and competitive enterprise.*

Service Providers are expected to comply with all applicable laws and regulations regarding fair competition and antitrust.

Transnet does not engage with non-value adding agents or representatives solely for the purpose of increasing B-BBEE spend [fronting].

3. *Transnet's relationship with Service Providers requires us to clearly define requirements, exchange information and share mutual benefits.*

Generally, Service Providers have their own business standards and regulations. Although Transnet cannot control the actions of our Service Providers, we will not tolerate any illegal activities. These include, but are not limited to:

- misrepresentation of their product [e.g. origin of manufacture, specifications, intellectual property rights];
- collusion;
- failure to disclose accurate information required during the sourcing activity [e.g. ownership, financial situation, B-BBEE status];
- corrupt activities listed above; and
- harassment, intimidation or other aggressive actions towards Transnet employees.

Service Providers must be evaluated and approved before any materials, components, products or services are purchased from them. Rigorous due diligence is conducted and the Service Provider is expected to participate in an honest and straight forward manner.

Service providers must record and report facts accurately, honestly and objectively. Financial records must be accurate in all material respects.

Conflicts of Interest

A conflict of interest arises when personal interests or activities influence [or appear to influence] the ability to act in the best interests of Transnet.

Doing business with family members

Having a financial interest in another company in our industry

RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT
Section 14: CERTIFICATE OF ATTENDANCE OF SITE MEETING / RFQ BRIEFING

It is hereby certified that –

2. _____

3. _____

Representative(s) of _____ [name of entity]

attended the site meeting / RFQ briefing in respect of the proposed services to be supplied in terms of this RFQ on _____ 2014

TRANSNET'S REPRESENTATIVE

RESPONDENT'S REPRESENTATIVE

DATE _____

DATE _____

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SECTION 15: NON-DISCLOSURE AGREEMENT [NDA]

Complete and sign the Non-Disclosure Agreement attached hereto

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Section 17: E4B – MINIMUM COMMUNAL HEALTH REQUIREMENTS

MINIMUM COMMUNAL HEALTH REQUIREMENTS IN AREAS OUTSIDE THE JURISDICTION OF A LOCAL AUTHORITY: TEMPORARY FACILITIES FOR CONTRACTOR'S PERSONNEL

1. CAMPS

- 1.1 Prior to the erection of any camp, the Contractor shall submit to the Technical Officer, for his approval, details of his Quotations as to the site, water supply, sanitation, and size and type of buildings. Where the site is on private land, the Contractor shall submit the written approval for the use of the site of the relevant statutory authority and of the landowner and occupier of the land (as applicable).
- 1.2 Camps must not be erected on land infested with field rodents.
- 1.3 Adequate drainage shall be provided to carry off storm and waste water.
- 1.4 Buildings shall be built to a neat and orderly pattern.
- 1.5 All buildings shall have smooth, hard, impervious floors, graded to provide effective drainage and to permit washing.
- 1.6 Camps shall be maintained by the Contractor at his own expense in a clean and tidy condition. The Contractor shall take such steps as the Technical Officer and landowner/occupier may demand to prevent the creation of a nuisance.
- 1.7 When so instructed by the Technical Officer, the Contractor shall, at his own expense, erect suitable screens between the camp and any public road, thoroughfare or railway line.
- 1.8 After removal of a camp, the Contractor shall, at his own expense, restore the site to its original condition to the satisfaction of the Technical Officer and of the landowner and occupier where the site is on private land.

2. HOUSING

- 2.1 Every living room shall have cross ventilation, both constant and occasional. Where only one window is provided, it shall not be in the same wall as the door.
- 2.2 Dimensions of living rooms shall be sufficient to allow 3.5 square metres of floor area and 11 cubic metres of air space for each person over the age of 10 years. The floor area of any living room shall not be less than 7,8 square metres.
- 2.3 Flat-roofed quarters shall have a minimum roof height of 3 metres above floor level. For quarters with pitched roofs, the wall height shall be not less than 2,6 metres above the floor with a minimum height above floor of 3 metres at the top of the pitch.
- 2.4 Doors shall not be less than 2m x 0,75m and must be halved.
- 2.5 Windows of each living room shall have an area not less than one twelfth of the floor area and shall be capable of opening to at least half their full area.
- 2.6 In areas where malaria is prevalent, doors and windows must be fitted with gauze screens.

- 2.7 Cooking shelters shall comprise roofed structures, three sides of which shall be enclosed by a weatherproof material, approved by the Technical Officer to a height of at least **1m** above ground level.
- 2.7.1 Sleeping quarters shall not accommodate more than 8 persons per room.
- 2.7.2 Pegboards shall be carried on metal or concrete supports and shall be separated by partitions not less than 0,4 metres high extending to within 150mm of the end of the bunk. Pegboards shall be removable for cleaning.

3. **WATER SUPPLY AND ABLUTION FACILITIES**

- 3.1 The Contractor shall ensure that an adequate and conveniently situated supply of potable water is provided.
- 3.2 Separate buildings for ablution facilities shall be provided. Where approval has been obtained for the housing of males and females, separate facilities for each sex shall be provided. The proportion shall be 1 cubicle for 20 persons.
- 3.3 Waste water shall be hygienically disposed of.

4. **SANITATION**

- 4.1 Separate buildings for latrine facilities shall be provided. Where housing is provided for males and females, separate facilities for each sex shall be provided. The proportions shall be at least one squatting seat for every 15 persons or less in the case of pit latrines, or one for every 10 persons or less in case of pit latrines.
Latrines shall be fly proof and sited at least 10 metres from any other building, and shall not face on any public road, thoroughfare, railway line or residential property. Pits shall not be less than 2,5 metres deep and sited not less than 120 metres from nearest underground water source.
- 4.2 Latrines shall be so constructed, situated and maintained, and night soil so disposed of as to prevent access by animals, breeding of flies, pollution of streams and domestic water supplies, and other nuisances. Where a night soil removal service is operated by a competent authority, use of such service shall be obligatory, and the use of pit latrines and atria pits will not be permitted.
- 4.3 At least one refuse bin of adequate size with close fitting lid shall be provided for each building. Refuse bins shall be emptied and cleaned out daily.
- 4.4 Labour shall be employed on camp sanitation duties on the following basis:-
 - 4.4.1 Where the number of persons living at the camp is 20 or less - one unit.
 - 4.4.2 For additional numbers over 20 living at the camp - one unit per 100 or part thereof.
- 4.5 Unless refuse is removed by a competent authority, it shall be disposed of in pits and covered over daily with a layer of earth or ash of sufficient thickness to prevent depredations by rodents and the breeding of flies.
- 4.6 Adequate measures shall be taken against all vermin and insects responsible for the spread of disease. Any instructions of a competent health authority shall be carried out promptly and implicitly.

- 4.7 Buildings and bedboards shall be treated whenever necessary with an approved insecticide.
- 4.8 The Contractor shall permit and facilitate inspection of the camp and structures on the site by the staff of Transnet or any other competent authority, and shall comply with any reasonable request by such staff or any other competent authority to eliminate any unsanitary condition.
- 4.9 Any outbreak of infectious disease shall immediately be reported telephonically and confirmed in writing to the Technical Officer.
- 4.10 The keeping of animals of any sort is not permitted.
- 4.11 The Contractor shall have on hand at the camp the necessary tools, disinfectants and cleaning materials to maintain and clean the sanitary facilities.

5. **RATIONS**

Rations, where supplied by the Contractor, shall be stored in a suitable and rodent proof building with sufficient shelving.

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**RFQ FOR PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER
THE JURISDICTION OF REAL ESTATE MANAGEMENT**

**Section 18: E4E – SAFETY ARRANGEMENTS AND PROCEDURAL COMPLIANCE
(ACT 85 OF 1993) AND APPLICABLE REGULATIONS**

1. General

- 1.1 The Contractor and Transnet Limited (hereinafter referred to as "Transnet") are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (the Act) and applicable Regulations.
- 1.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. He shall, before commencement with the execution of the contract work, comply with the provisions set out in the Act, and shall implement and maintain a Health and Safety Plan as described in the Construction Regulations, 2003 and as approved by Transnet, in the Site and place of work for the duration of the Contract.
- 1.3 The Contractor accepts his obligation to complying fully with the Act and applicable Regulations notwithstanding the omission of some of the provisions of the Act and the Regulations from this document.
- 1.4 Transnet accepts, in terms of the Act, its obligations as an employer of its own employees working on or associated with the Site or place of work, and the Contractor and Technical Officer or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the Works.
- 1.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

2. Definitions

- 2.1 In this Specification any word or expression to which a meaning has been assigned in the Construction Regulations, shall have the meaning so assigned to it, unless the context otherwise indicates: -
- 2.2 The work included in this Contract shall for the purposes of compliance with the Act be deemed to be "**Construction Work**", which, in terms of the Construction Regulations, 2003 means any work in connection with: -
- (a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
 - (b) the installation, erection, dismantling or maintenance of fixed plant where such work includes the risk of a person falling;

- (c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- (d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;
- 2.3 **"competent person"** in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered as per the South African Qualifications Authority Act, 1995 these qualifications and training shall be deemed to be the required qualifications and training;
- 2.4 **"Contractor"** means principal contractor and "subcontractor" means contractor as defined by the Construction Regulations, 2003.
- 2.5 **"fall protection plan"** means a documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods applied to eliminate the risk;
- 2.6 **"health and safety file"** means a file, or other record in permanent form, containing the information required to be kept on site in accordance with the Act and applicable Regulations;
- 2.7 **"Health and Safety Plan "** means a documented plan which addresses the hazards identified and include safe work procedures to mitigate, reduce or control the hazards identified;
- 2.8 **"Risk Assessment"** means a programme to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 2.9 **"the Act"** means the Occupational Health and Safety Act No. 85 of 1993.

3. Procedural Compliance

- 3.1 The Contractor who intends to carry out any construction work shall, before carrying out such work, notify the Provincial Director in writing if the construction work:-
- (a) includes the demolition of a structure exceeding a height of 3 metres; or
- (b) includes the use of explosives to perform construction work; or
- (c) includes the dismantling of fixed plant at a height greater than 3m,
- and shall also notify the Provincial Director in writing when the construction work exceeds 30 days or will involve more than 300 person days of construction work and if the construction work:-
- (a) includes excavation work deeper than 1m; or
- (b) includes working at a height greater than 3 metres above ground or a landing.
- 3.2 The notification to the Provincial Director shall be on a form similar to Annexure A of the Construction Regulations, 2003, also shown in Annexure 1 of this Specification. The Contractor shall ensure that a copy of the completed notification form is kept on site for inspection by an inspector, Technical Officer or employee.
- 3.3 The Contractor shall, in accordance with the Act and applicable Regulations, make all the necessary appointments of competent persons in writing on a form similar to Annexure 2 of this Specification and deliver copies thereof to the Technical Officer. Copies should also be retained on the health and safety file.
- 3.4 Subcontractors shall also make the above written appointments and the Contractor shall deliver copies

thereof to the Technical Officer.

3.5 In the case of a self-employed Contractor or any subcontractor who has the appropriate competencies and supervises the work himself, the appointment of a construction supervisor in terms of regulation 6.1 of the Construction Regulations, 2003 will not be necessary. The Contractor shall in such a case execute and sign a declaration, as in Annexure 3, by which he personally undertakes the duties and obligations of the "Chief Executive Officer" in terms of section 16(1) of the Act.

3.6 The Contractor shall, before commencing any work, obtain from the Technical Officer an access certificate as in Annexure 4 executed and signed by him, permitting and limiting access to the designated site or place of work by the Contractor and any subcontractors under his control.

3.7 Procedural compliance with Act and Regulations, as above, shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the Technical Officer with full particulars of such subcontractors and shall ensure that they comply with the Act and Regulations and Transnet's safety requirements and procedures.

4. Special Permits

Where special permits are required before work may be carried out such as for hot work, isolation permits, work permits and occupations, the Contractor shall apply to the Technical Officer or the relevant authority for such permits to be issued. The Contractor shall strictly comply with the conditions and requirements pertaining to the issue of such permits.

5. Health and Safety Programme

5.1 The Tenderer shall, with his tender, submit a Health and Safety Programme setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the Act and Regulations and particularly in respect of: -

(i) the provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees and subcontractors in terms of section 8 of the Act;

(ii) the execution of the contract work in such a manner as to ensure in terms of section 9 of the Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;

(iii) ensuring, as far as is reasonably practical, in terms of section 37 of the Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.

5.2 The Contractor's Health and Safety Programme shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.

5.3 The Contractor shall cause a risk assessment contemplated in clause 5.2 above to be performed by a competent person, appointed in writing, before commencement of any Construction Work and reviewed

during construction. The Risk Assessments shall form part of the Health and Safety programme to be applied on the site and shall include at least the following:

- (a) The identification of the risks and hazards that persons may be exposed to;
- (b) the analysis and evaluation of the hazards identified;
- (c) a documented Health and Safety Plan, including safe work procedures to mitigate, reduce or control the risks identified;
- (d) a monitoring and review plan.

5.4 The Health and Safety Plan shall include full particulars in respect of: -

- (a) The safety management structure to be instituted on site or place of work and the names of the Contractor's health and safety representatives and members of safety committees where applicable;
- (b) the safe working methods and procedures to be implemented to ensure the work is performed in compliance with the Act and Regulations;
- (c) the safety equipment, devices and clothing to be made available by the Contractor to his employees;
- (d) the site access control measures pertaining to health and safety to be implemented;
- (e) the arrangements in respect of communication of health and safety related matters and incidents between the Contractor, his employees, subcontractors and the Technical Officer with particular reference to the reporting of incidents in compliance with Section 24 and General Administrative Regulation 6 of the Act and with the pertinent clause of the General Conditions of Contract forming part of the Contract and
- (f) the introduction of control measures for ensuring that the Safety Plan is maintained and monitored for the duration of the Contract.

5.4.1 The Health and Safety programme shall be subject to the Technical Officer's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothes be issued which, in the Technical Officer's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the Act and Regulations. The Technical Officer or his deputy shall be allowed to attend meetings of the Contractor's safety committee as an observer.

5.5 The Contractor shall take reasonable steps to ensure that each subcontractor's Health and Safety Plan is implemented and maintained on the construction site: Provided that the steps taken, shall include periodic audits at intervals mutually agreed to between the them, but at least once every month.

5.6 The Contractor shall stop any subcontractor from executing any construction work, which is not in accordance with the Contractor's, and/or subcontractor's Health and Safety Plan for the site or which poses a threat to the health and safety of persons.

- 5.7 The Contractor shall ensure that a copy of the Health and Safety Plan is available on site for inspection by an inspector, Technical Officer, agent, subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.
- 5.8 The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the Risk Assessment.
- 5.9 The Contractor shall ensure that all employees under his control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.10 The Contractor shall ensure that all subcontractors are informed regarding any hazard as stipulated in the Risk Assessment before any work commences, and thereafter at such times as may be determined in the Risk Assessment.
- 5.11 The Contractor shall ensure that all visitors to a construction site undergoes health and safety induction pertaining to the hazards prevalent on the site and shall be provided with the necessary personal protective equipment.

6. Fall Protection Plan

- 6.1 In the event of the risk and hazard identification, as required in terms of clause 5.3 of this Specification, revealing risks relating to working from an elevated position the contractor shall cause the designation of a competent person, responsible for the preparation of a fall protection plan;
- 6.2 The Contractor shall implement, maintain and monitor the fall protection plan for the duration of Contract. The Contractor shall also take such steps to ensure the continued adherence to the fall protection plan.
- 6.3 The fall protection plan shall include:-
- (a) a Risk Assessment of all work carried out from an elevated position;
 - (b) the procedures and methods to address all the identified risks per location;
 - (c) the evaluation of the employees physical and psychological fitness necessary to work at elevated positions;
 - (d) the training of employees working from elevated positions; and
 - (e) the procedure addressing the inspection, testing and maintenance of all fall protection equipment.

7. Hazards and Potential Hazardous Situations

The Contractor and the Technical Officer shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the Contract by the Contractor or any subcontractor and, in particular, of such hazards as may be caused by the design, execution and/or location and any other aspect pertaining to the contract work.

8. Health and Safety File

- 8.1 The Contractor shall ensure that a health and safety file is opened and kept on site and shall include all documentation required as per the Act and applicable regulations, and made available to an inspector, the Technical Officer, or subcontractor upon request.

- 8.2 The Contractor shall ensure that a copy of the both his Health and Safety Plan as well as any subcontractor's Health and Safety Plan is available on request to an employee, inspector, contractor or the Technical Officer.
- 8.3 The Contractor shall hand over a consolidated health and safety file to the Technical Officer upon completion of the Construction Work and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure.

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ANNEXURE 1

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
Regulation 3(1) of the Construction Regulations
NOTIFICATION OF CONSTRUCTION WORK

-
-
1. (a) Name and postal address of principal contractor:

 - (b) Name and tel. no of principal contractor's contact person:

 2. Principal contractor's compensation registration number: _____
 3. (a) Name and postal address of client:

 - (b) Name and tel no of client's contact person or agent:

 4. (a) Name and postal address of designer(s) for the project:

 - (b) Name and tel no of designer(s) contact person:

 5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 6(1). _____
 6. Name/s of principal contractor's construction sub-ordinate supervisors on site appointed in terms of regulation 6(2): _____
 7. Exact physical address of the construction site or site office:

 8. Nature of the construction work:

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9. Expected commencement date: _____

10. Expected completion date: _____

11. Estimated maximum number of persons on the construction site: _____

12. Planned number of contractors on the construction site accountable to the principle contractor:

13. Name(s) of contractors already chosen.

1.1 Principal Contractor

Date

1.2 Client

Date

* THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE.

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ALL PRINCIPAL CONTRACTORS THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.

ANNEXURE 2

(COMPANY LETTER HEAD)

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993) :

SECTION/REGULATION: _____

REQUIRED COMPETENCY: _____

In terms of

_____, I,

representing the Employer) do hereby appoint

As the Competent Person on the
premises at

(physical address) to assist in compliance with the Act and the applicable Regulations.

Your designated area/s is/are as follows :-

Date : _____

Signature :- _____

Designation : _____

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ACCEPTANCE OF DESIGNATION

*do hereby accept this Designation and
acknowledge that I*

understand the requirements of this appointment.

Date : _____

Signature :- _____

Designation :- _____

ANNEXURE 3

(COMPANY LETTER HEAD)

OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 85 OF 1993) :

DECLARATION

In terms of the above Act I,

am personally assuming
the duties

and obligations as Chief Executive Officer, defined in Section 1 of the Act and in terms of Section 16(1), I will, as far as is reasonably practicable, ensure that the duties and obligations of the Employer as contemplated in the above Act are properly discharged.

Signature :- _____

Date : _____

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ANNEXURE 4

(LETTER HEAD OF BUSINESS DIVISION OR UNIT OF TRANSNET LIMITED)

SITE ACCESS CERTIFICATE

Access to : _____ (Area)
Name of Contractor/Builder :- _____
Contract/Order No.: _____

The contract works site/area described above are made available to you for the carrying out of associated works

In terms of your contract/order with
(company) _____

Kindly note that you are at all times responsible for the control and safety of the Works Site, and for persons under your control having access to the site.

As from the date hereof you will be responsible for compliance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended, and all conditions of the Contract pertaining to the site of the works as defined and demarcated in the contract documents including the plans of the site or work area forming part thereof.

Signed : _____ **Date :** _____

TECHNICAL OFFICER

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ACKNOWLEDGEMENT OF RECEIPT

Name _____ **of** _____
Contractor/Builder :- _____

*do hereby acknowledge and accept
the duties*

*and obligations in respect of the Safety of the site/area of Work in terms of the Occupational
Health and Safety Act; Act 85 of 1993.*

Name : _____ **Designation :** _____

Signature : _____ **Date :** _____

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**Section 19: BBD8210 VERSION 1 – E7/1 – SPECIFICATION TO GENERAL WORK AND
WORKS ON, OVER, UNDER OR ADJACENT TO RAILWAY LINES AND NEAR HIGH VOLTAGE
EQUIPMENT**

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Refer to attached form hereto

**RFQ FOR THE PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A
UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT**

Section: 20 - SCHEDULE OF PLANT AND EQUIPMENT

Schedule of major plant and equipment to be used in the execution of this contract in terms of the Contract Conditions and specifications. The respondent must state which plant is immediately available and which will have to be acquired.

(i) Plant immediately available for work tendered for:

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

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

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RFQ FOR PROVISION TO RENOVATE OFFICES AT PIET RETIEF (02AH085A & 02AH086A UNDER THE JURISDICTION OF REAL ESTATE MANAGEMENT

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;
- 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 **"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;
- 2.15 **"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;
- 2.16 **"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;
- 2.17 **"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
- 2.18 **"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.

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

4.1 In terms of Regulation 5(2) and 6(2) 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 10]
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Note: Refer to Section 1 of this RFQ document for further information in terms of B-BBEE ratings.

4.3 Bidders who qualify as EMEs in terms of the B-BBEE Act 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 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.

4.5 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.

4.6 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.

4.7 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.

4.8 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.

4.9 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.

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 an Accounting Officer as contemplated in the Close Corporation Act.

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

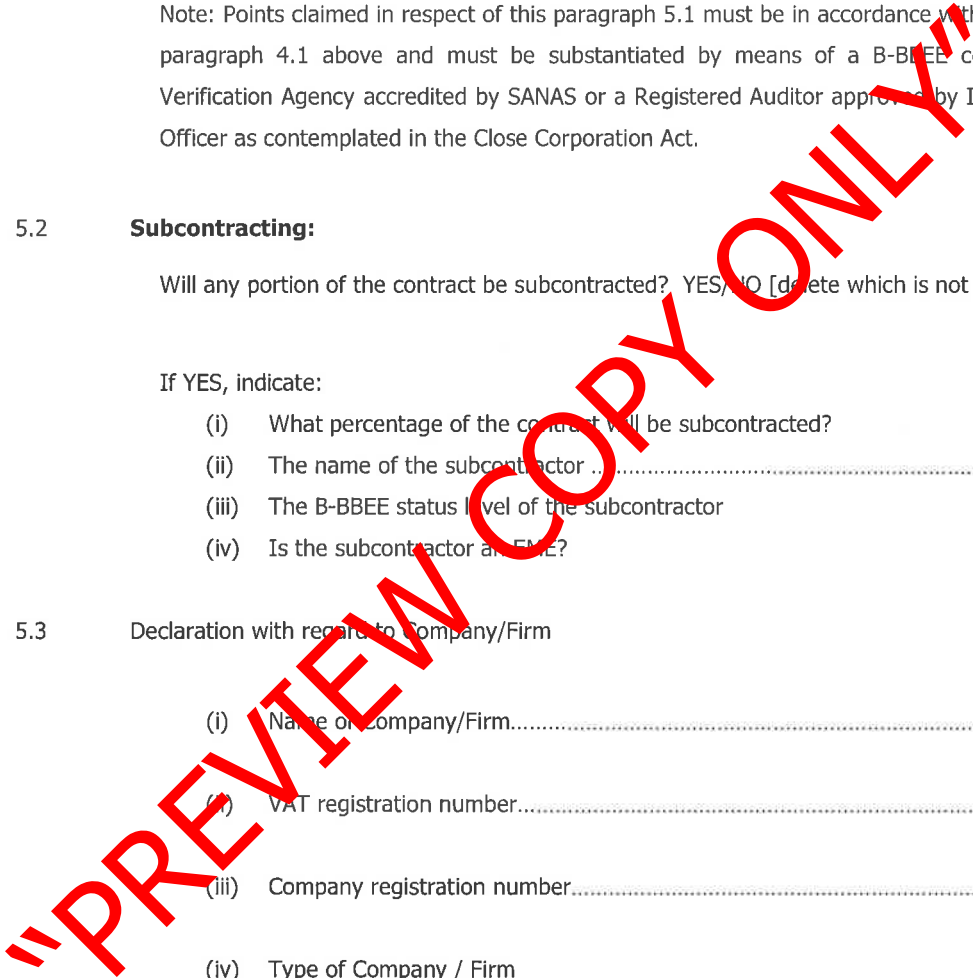
5.3 Declaration with regard to Company/Firm

- (i) Name of Company/Firm.....
- (ii) VAT registration number.....
- (iii) Company registration number.....

- (iv) Type of Company / Firm
 - Partnership/Joint Venture/Consortium
 - One person business/sole propriety
 - Close Corporations
 - Company (Pty) Ltd[TICK APPLICABLE BOX]

(v) Describe Principal Business Activities
.....
.....
.....
.....

(vi) Company Classification



- Manufacturer
 - Supplier
 - Professional Service Provider
 - Other Service Providers, e.g. Transporter, etc.
- [TICK APPLICABLE BOX]

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

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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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Appendix (i)

GENERAL BID CONDITIONS - SERVICES

[January 2014]

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2 DEFINITIONS

Where the following words or phrases are used in this Agreement, such words or phrases shall have the meaning assigned thereto in this clause, except where the context clearly requires otherwise:

- 2.1 **Bid** shall mean a Respondent's tendered response / proposal to a Transnet RFP or RFQ;
- 2.2 **Bid Document(s)** shall mean a reference to a Request for Proposal or Request for Quotation;
- 2.3 **Day** shall mean any day other than a Saturday, Sunday or public holiday;
- 2.4 **Respondent(s)** shall mean a respondent/bidder to a Bid Document;
- 2.5 **RFP** shall mean Request for Proposal;
- 2.6 **RFQ** shall mean Request for Quotation;
- 2.7 **RFX** shall mean RFP or RFQ, as the case may be;
- 2.8 **Services** shall mean the services required by Transnet as specified in its Bid Document;
- 2.9 **Service Provider** shall mean the successful Respondent;
- 2.10 **Tax Invoice** shall mean the document as required by Section 20 of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time;
- 2.11 **Transnet** shall mean Transnet SOC Ltd, a State Owned Company; and
- 2.12 **VAT** shall mean Value-Added Tax in terms of the Value-Added Tax Act, 89 of 1991, as may be amended from time to time.

3 GENERAL

All Bid Documents and subsequent contracts and orders shall be subject to the following general conditions as laid down by Transnet and are to be strictly adhered to by any Respondent to this RFX.

4 SUBMISSION OF BID DOCUMENTS

- 4.1 A Bid, which shall hereinafter include reference to an RFP or RFQ, shall be submitted to Transnet no later than the closing date and time specified in accordance with the directions issued in the Bid Documents. Late Bids will not be considered.
- 4.2 Bids shall be delivered in a sealed envelope in accordance with the instructions indicated in the Bid Documents with the Bid number and subject marked on the front of the envelope.
- 4.3 The Respondent's return address must be stated on the reverse side of the sealed envelope.

5 USE OF BID FORMS

- 5.1 Where special forms are issued by Transnet for the submission of Bids, Respondents are required to submit their Bids by completion of the appropriate sections on such official forms and not in other forms or documents bearing their own terms and conditions of contract. Non-compliance with this condition may result in the rejection of a Bid.
- 5.2 Respondents must note that the original Bid forms must be completed for submission and not a reprocessed copy thereof.
- 5.3 Only if insufficient space has been allocated for a particular response may a Respondent submit additional information under separate cover using its company's letterhead. This must be duly cross-referenced in the RFX.

6 BID FEES

- 6.1 A non-refundable fee may be charged for Bid Documents, depending on the administrative cost of preparing and issuing such Bid Documents.
- 6.2 Only Respondents that have paid the Bid fee and provided proof of payment when submitting their Bid will be considered.

7 VALIDITY PERIOD

- 7.1 Respondents must hold their Bid valid for acceptance by Transnet at any time within the requested validity period after the closing date of the RFX.
- 7.2 Respondents may be requested to extend their validity period for a specified additional period. In such instances, Respondents will not be allowed to change any aspect of their Bid, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of Transnet's extension of the validity period.

8 SITE VISIT / BRIEFING SESSION

Respondents may be requested to attend (i) a site visit where it is considered necessary to view the site prior to the preparation of Bids, or (ii) an RFX briefing session when Transnet deems it necessary to provide Respondents with additional information relevant to the compilation of their Bids. When such visits or sessions are indicated as compulsory in the Bid Document, Respondents are obliged to attend these meetings as failure to do so will result in their disqualification.

9 CLARIFICATION BEFORE THE CLOSING DATE

Should clarification be required on any aspect of the RFX before the closing date, the Respondent must direct such queries to the contact person identified in the Bid Document.

10 COMMUNICATION AFTER THE CLOSING DATE

After the closing date of a Bid [i.e. during the evaluation period] the Respondent may only communicate with the Secretary of the relevant Acquisition Council.

11 UNAUTHORISED COMMUNICATION ABOUT BIDS

When Bids are submitted to the Secretary of an Acquisition Council, Respondents may at any time communicate with the Secretary on any matter relating to its Bid but, in the absence of written authority from the Secretary, no communication on a question affecting the subject of a Bid shall take place between Respondents or other potential service providers or any member of the Acquisition Council or official of Transnet during the period between the closing date for the receipt of the Bid and the date of the notification of the successful Respondent(s). A Bid, in respect of which any such unauthorised communication has occurred, could be disqualified.

12 RETURNABLE DOCUMENTS

All returnable documents listed in the RFX Documents must be submitted with Respondent's Bid. Failure to submit mandatory returnable schedules / documents will result in disqualification. Failure to submit other schedules / documents may result in disqualification.

13 DEFAULTS BY RESPONDENTS

13.1 If the Respondent, after it has been notified of the acceptance of its Bid fails to:

- a) enter into a formal contract when called upon to do so within such period as Transnet may specify; or
- b) accept an order in terms of the Bid;
- c) furnish satisfactory security when called upon to do so for the fulfilment of the contract; or
- d) comply with any condition imposed by Transnet,

Transnet may, in any such case, without prejudice to any other legal remedy which it may have, proceed to accept any other Bid or, if it is necessary to do so, call for Bids afresh, and may recover from the defaulting Respondent any additional expense incurred by Transnet in calling for new offers or in accepting a less favourable offer.

13.2 If any Respondent, who has submitted a Bid and/or concluded a contract with Transnet [hereinafter referred to as the **Service Provider**], or in the capacity of agent or subcontractor who has been associated with such Bid or contract:

- a) has withdrawn such Bid after the advertised date and hour for the receipt of Bids; or
- b) has, after having been notified of the acceptance of its Bid, failed or refused to sign a contract when called upon to do so in terms of any condition forming part of the Bid Documents; or
- c) has carried out any contract resulting from such Bid in an unsatisfactory manner or has breached any condition of such contract; or
- d) has offered, promised or given a bribe in relation to the obtaining or the execution of such contract; or
- e) has acted in a fraudulent or improper manner or in bad faith towards Transnet or any government department or towards any public body, company or person; or
- f) has made any misleading or incorrect statement either
 - (i) in the affidavit or certificate referred to in clause 19 [*Notice to Unsuccessful Respondents*]; or
 - (ii) in any other document submitted as part of its Bid submissionand is unable to prove to the satisfaction of Transnet that
 - it made the statement in good faith honestly believing it to be correct; and
 - before making such statement, it took all reasonable steps to satisfy itself of its correctness; or
- g) caused Transnet damage, or to incur costs in order to meet the Service Provider's requirements which could not be recovered from the Service Provider;
- h) has litigated against Transnet in bad faith;
- i) has been found guilty by a court of law, tribunal or other administrative body of a serious breach of any law, during the preceding 5 [five] years;
- j) has been included as a company or person prohibited from doing business with the public sector on National Treasury's database of Restricted Suppliers or Register of Bid Defaulters;

then a Bid from any such Respondent shall be disqualified and the person, enterprise or company [including any directors] shall, subject to clause 13.3 below, be disqualified from bidding for any Transnet business through its "blacklisting" process.

13.3 Any person or enterprise or company against whom a decision to blacklist has been taken, may make representations to the Chief Financial Officer of Transnet SOC Ltd, whose decision shall be final.

13.4 Any disqualification [**Blacklisting**] imposed upon any person or enterprise or company, may also apply to any other enterprise under the same or different names of disqualified persons or enterprise or company [or associates thereof] and may also be applied to any agent or employee of the person or enterprise or company concerned.

14 CURRENCY

All monetary amounts referred to in a Bid response must be in Rand, the currency of the Republic of South Africa [**ZAR**], save to the extent specifically permitted in the RFX.

15 PRICES SUBJECT TO CONFIRMATION

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

15.2 Firm prices quoted for the duration of any resulting order and/or contract will receive precedence over prices which are subject to fluctuation if this is in Transnet's best interests.

16 ALTERATIONS MADE BY THE RESPONDENT TO BID PRICES

All alterations made by the Respondent to its Bid price(s) prior to the submission of its Bid Documents must be done by deleting the incorrect figures and words where required and by inserting the correct figures and words against the items concerned. All such alterations must be initialled by the person who signs the Bid Documents. Failure to observe this requirement may result in the particular item(s) concerned being excluded in the matter of the award of the business.

17 EXCHANGE AND REMITTANCE

17.1 The Respondent should note that where the whole or a portion of the contract or order value is to be paid overseas, Transnet shall, if requested to do so by the Service Provider, effect payment overseas directly to the foreign principal of such percentage of the contract or order value as may be stipulated by the Respondent in its Bid Documents.

17.2 It is Transnet's preference to enter into Rand-based agreements. Transnet would request, therefore, that the Respondent give favourable consideration to obtaining forward exchange cover on the foreign currency portion of the Agreement at a cost that is acceptable to Transnet to protect itself against any currency rate fluctuation risks for the duration of any resulting contract or order.

17.3 The Respondent who desires to avail itself of the aforementioned facility must at the time of bidding furnish the information called for in the *Exchange and Remittance* section of the Bid Documents and also furnish full details of the principals to whom payment is to be made.

17.4 The South African Reserve Bank's approval is required before any foreign currency payments can be made to or on behalf of Respondents.

17.5 Transnet will not recognise any claim for adjustment of the order and/or contract price if the increase in price arises after the date on which agreement on an overall Rand contract has been reached.

16.6 Transnet reserves the right to request a pro-forma invoice/tax invoice in order to ensure compliance with the contract and Value-Added Tax Act no. 89 of 1991 [**VAT Act**].

18 ACCEPTANCE OF BID

18.1 Transnet does not bind itself to accept the lowest priced or any Bid.

18.2 Transnet reserves the right to accept any Bid in whole or in part.

18.3 Upon the acceptance of a Bid by Transnet, the parties shall be bound by these General Bid Conditions and any contractual terms and/or any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.

18.4 Where the Respondent has been informed by Transnet per fax message or email of the acceptance of its Bid, the acknowledgement of receipt transmitted shall be regarded as proof of delivery to the Respondent.

19 NOTICE TO UNSUCCESSFUL RESPONDENTS

Unsuccessful Respondents shall be advised in writing that their bids have not been accepted as soon as possible after the closing date of the Bid. On award of business to the successful Respondent all unsuccessful Respondents shall be informed of the name of the successful Respondent and of the reason as to why their Bids have not been successful.

20 TERMS AND CONDITIONS OF CONTRACT

20.1 The Service Provider shall adhere to the Terms and Conditions of Contract issued with the Bid Documents, together with any schedule of "Special Conditions" or otherwise which form part of the Bid Documents.

20.2 Should the Respondent find any conditions unacceptable, it should indicate which conditions are unacceptable and offer amendments/ alternatives by written submission on its company letterhead. Any such submission shall be subject to review by Transnet's Legal Counsel who shall determine whether the proposed amendments/ alternative(s) are acceptable or otherwise, as the case may be.

21 CONTRACT DOCUMENTS

21.1 The contract documents will comprise these General Bid Conditions, the Terms and Conditions of Contract and any schedule of "Special Conditions" which form part of the Bid Documents.

21.2 The abovementioned documents together with the Respondent's Bid response will constitute the contract between the parties upon receipt by the Respondent of Transnet's letter of award / intent, subject to all additional amendments and/or special conditions thereto as agreed to by the parties.

21.3 Should Transnet inform the Respondent that a formal contract will be signed, the abovementioned documents together with the Respondent's Bid response [and, if any, its covering letter and any subsequent exchange of correspondence] as well as Transnet's Letter of Acceptance/Intent, shall constitute a binding contract until the final contract is signed.

22 LAW GOVERNING CONTRACT

The law of the Republic of South Africa shall govern the contract created by the acceptance of a Bid. The *domicilium citandi et executandi* shall be a place in the Republic of South Africa to be specified by the Respondent in its Bid at which all legal documents may be served on the Respondent who shall agree to submit to the jurisdiction of the courts of the Republic of South Africa. A foreign Respondent shall,

therefore, state in its Bid the name of its authorised representative in the Republic of South Africa who is empowered to sign any contract which may be entered into in the event of its Bid being accepted and to act on its behalf in all matters relating to the contract.

23 IDENTIFICATION

If the Respondent is a company, the full names of the directors shall be stated in the Bid. If the Respondent is a close corporation, the full names of the members shall be stated in the Bid. If the Respondent is a partnership or an individual trading under a trade name, the full names of the partners or of such individual, as the case may be, shall be furnished.

24 CONTRACTUAL SECURITIES

24.1 The successful Respondent, when called upon to do so, shall provide security to the satisfaction of Transnet for the due fulfilment of a contract or order. Such security shall be in the form of an advanced payment guarantee [APG] and/or a performance bond [Performance Bond], as the case may be, to be furnished by an approved bank, building society, insurance or guarantee corporation carrying on business in South Africa.

24.2 The security may be applied in whole or part at the discretion of Transnet to make good any loss or damage which Transnet may incur in consequence of a breach of the contract or any part thereof.

24.3 Such security, if required, shall be an amount which will be stipulated in the Bid Documents.

24.4 The successful Respondent shall be required to submit to Transnet or Transnet's designated official the specified security document(s) within 30 [thirty] Days from the date of signature of the contract. Failure to return the securities within the prescribed time shall, save where prior extension has been granted, entitle Transnet without notice to the Service Provider to cancel the contract with immediate effect.

24.5 Additional costs incurred by Transnet necessitated by reason of default on the part of the Service Provider in relation to the conditions of this clause 24 will be for the account of the Service Provider.

25 DELETION OF ITEMS TO BE EXCLUDED FROM BID

The Respondent must delete items for which it does not wish to tender.

26 VALUE-ADDED TAX

26.1 In respect of local Services, i.e. Services to be rendered in the Republic of South Africa, the prices quoted by the Respondent are to be exclusive of VAT which must be shown separately at the standard rate on the Tax Invoice.

26.2 In respect of foreign Services rendered:

- a) the invoicing by a South African Service Provider on behalf of its foreign principal rendering such Service represents a Service rendered by the principal; and
- b) the Service Provider's Tax Invoice(s) for the local portion only [i.e. the "commission" for the Services rendered locally] must show the VAT separately.

27 IMPORTANT NOTICE TO RESPONDENTS REGARDING PAYMENT

27.1 Method of Payment

- a) The attention of the Respondent is directed to the Terms and Conditions of Contract which set out the conditions of payment on which Bid price(s) shall be based.
- b) However, in addition to the foregoing the Respondent is invited to submit offers based on alternative methods of payment and/or financing proposals.
- c) The Respondent is required to give full particulars of the terms that will be applicable to its alternative offer(s) and the financial merits thereof will be evaluated and taken into consideration when the Bid is adjudicated.
- d) The Respondent must, therefore, in the first instance, tender strictly in accordance with clause 27.1a) above. Failure to comply with clause 27.1a) above may preclude a Bid from further consideration.

NOTE: The successful Respondent [the **Service Provider**] where applicable, shall be required to furnish a guarantee covering any advance payments, as set out in clause 24 above [*Contractual Securities*].

27.2 Conditional Discount

Respondents offering prices which are subject to a conditional discount applicable for payment within a specific period are to note that the conditional period will be calculated from the date of receipt by Transnet of the Service Provider's monthly statement reflecting the relevant Tax Invoice(s) for payment purposes, provided the conditions of the order or contract have been fulfilled and the Tax Invoice is correct in all respects in terms of the contract or order. Incomplete and/or incorrect Tax Invoices shall be returned and the conditional discount period will be recalculated from the date of receipt of the correct documentation.

28 DELIVERY REQUIREMENTS

28.1 Period Contracts

It will be a condition of any resulting contract/order that the delivery period embodied therein will be governed by the provisions of the Terms and Conditions of Contract.

28.2 Progress Reports

The Service Provider may be required to submit periodical progress reports with regard to the delivery of the Services.

28.3 Emergency Demands as and when required

If, due to unforeseen circumstances, the rendering of the Services covered by the Bid are required at short notice for immediate delivery, the Service Provider will be given first right of refusal for such business. If it is unable to meet the desired critical delivery period, Transnet reserves the right to purchase such services as may be required to meet the emergency outside the contract if immediate delivery can be offered from any other source. The "*Total or Partial Failure to Perform the Scope of Services*" section in the Terms and Conditions of Contract will not be applicable in these circumstances.

29 SPECIFICATIONS AND COPYRIGHT

29.1 Specifications

The Respondent should note that, unless notified to the contrary by Transnet or a designated official by means of an official amendment to the Bid Documents, it is required to tender for the Services strictly in accordance with the specifications supplied by Transnet.

29.2 Copyright

Copyright in plans, drawings, diagrams, specifications and documents compiled by the Service Provider for the purpose of contract work shall be governed by the *Intellectual Property Rights* section in the Terms and Conditions of Contract.

30 BIDS BY OR ON BEHALF OF FOREIGN RESPONDENTS

- 30.1 Bids submitted by foreign principals may be forwarded directly by the principals or by its South African representative or agent to the Secretary of the Acquisition Council or to a designated official of Transnet according to whichever officer is specified in the Bid Documents.
- 30.2 In the case of a representative or agent, written proof must be submitted to the effect that such representative or agent has been duly authorised to act in that capacity by the principal. Failure to submit such authorisation by the representative or agent shall disqualify the Bid.
- 30.3 When legally authorised to prepare and submit Bids on behalf of their principals not domiciled in the Republic of South Africa, representatives or agents must compile the Bids in the names of such principals and sign them on behalf of the latter.
- 30.4 South African representatives or agents of a successful foreign Respondent must when so required enter into a formal contract in the name of their principals and must sign such contract on behalf of the latter. In every such case a legal Power of Attorney from their principals must be furnished to Transnet by the South African representative or agents authorising them to enter into and sign such contract.
- Such Power of Attorney must comply with Rule 63 [Authentication of documents executed outside the Republic for use within the Republic] of the Uniform Rules of Court: Rules regulating the conduct of the proceedings of the several provincial and local divisions of the Supreme Court of South Africa.
 - The Power of Attorney must be signed by the principal under the same title as used in the Bid Documents.
 - If a Power of Attorney held by the South African representative or agent includes matters of a general nature besides provision for the entering into and signing of a contract with Transnet, a certified copy thereof should be furnished.
 - The Power of Attorney must authorise the South African representative or agent to choose the *domicilium citandi et executandi* as provided for in the Terms and Conditions of Contract.
- 30.5 If payment is to be made in South Africa, the foreign Service Provider [i.e. the principal, or its South African agent or representative], must notify Transnet in writing whether, for payment by electronic funds transfer [EFT]:
- funds are to be transferred to the credit of the foreign Service Provider's account at a bank in South Africa, in which case the name and branch of such bank shall be furnished; or
 - funds are to be transferred to the credit of its South African agent or representative, in which case the name and branch of such bank shall be furnished.

31 CONFLICT WITH BID DOCUMENT

Should a conflict arise between these General Bid Conditions and the Bid Document issued, the conditions stated in the Bid Document shall prevail.

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Appendix (v)

NON-DISCLOSURE AGREEMENT - SERVICES

[January 2014]

THIS AGREEMENT is made between

Transnet SOC Ltd [Transnet] [Registration No. 1990/000900/30]

whose registered office is at 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg 2001,

and

the Company as indicated in the RFP bid response hereto

WHEREAS

Transnet and the Company wish to exchange Information [as defined below] and it is envisaged that each party may from time to time receive Information relating to the other in respect hereof. In consideration of each party making available to the other such Information, the parties jointly agree that any dealings between them shall be subject to the terms and conditions of this Agreement which themselves will be subject to the parameters of the Bid Document.

IT IS HEREBY AGREED

1. INTERPRETATION

In this Agreement:

1.1 **Agents** mean directors, officers, employees, agents, professional advisers, contractors or sub-contractors, or any group member;

1.2 **Bid or Bid Document** means Transnet's Request for Information [RFI] Request for Proposal [RFP] or Request for Quotation [RFQ], as the case may be;

1.3 **Confidential Information** means any information or other data relating to one party [the Disclosing Party] and/or the business carried on or proposed or intended to be carried on by that party and which is made available for the purposes of the Bid to the other party [the Receiving Party] or its Agents by the Disclosing Party or its Agents or recorded in agreed minutes following oral disclosure and any other information otherwise made available by the Disclosing Party or its Agents to the Receiving Party or its Agents, whether before, on or after the date of this Agreement, and whether in writing or otherwise, including any information, analysis or specifications derived from, containing or reflecting such information but excluding information which:

- a) is publicly available at the time of its disclosure or becomes publicly available [other than as a result of disclosure by the Receiving Party or any of its Agents contrary to the terms of this Agreement]; or
- b) was lawfully in the possession of the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] free of any restriction as to its use or disclosure prior to its being so disclosed; or
- c) following such disclosure, becomes available to the Receiving Party or its Agents [as can be demonstrated by its written records or other reasonable evidence] from a source other than the Disclosing Party or its Agents, which source is not bound by any duty of

confidentiality owed, directly or indirectly, to the Disclosing Party in relation to such information;

1.4 **Group** means any subsidiary, any holding company and any subsidiary of any holding company of either party; and

1.5 **Information** means all information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs whether in writing, conveyed orally or by machine-readable medium.

2. CONFIDENTIAL INFORMATION

2.1 All Confidential Information given by one party to this Agreement [the Disclosing Party] to the other party [the Receiving Party] will be treated by the Receiving Party as secret and confidential and will not, without the Disclosing Party's written consent, directly or indirectly communicate or disclose [whether in writing or orally or in any other manner] Confidential Information to any other person other than in accordance with the terms of this Agreement.

2.2 The Receiving Party will only use the Confidential Information for the sole purpose of technical and commercial discussions between the parties in relation to the Bid or for the subsequent performance of any contract between the parties in relation to the Bid.

2.3 Notwithstanding clause 2.1 above, the Receiving Party may disclose Confidential Information:

- a) to those of its Agents who strictly need to know the Confidential Information for the sole purpose set out in clause 2.2 above, provided that the Receiving Party shall ensure that such Agents are made aware prior to the disclosure of any part of the Confidential Information that the same is confidential and that they owe a duty of confidence to the Disclosing Party. The Receiving Party shall at all times remain liable for any actions of such Agents that would constitute a breach of this Agreement; or
- b) to the extent required by law or the rules of any applicable regulatory authority, subject to clause 2.4 below.

2.4 In the event that the Receiving Party is required to disclose any Confidential Information in accordance with clause 2.3 b) above, it shall promptly notify the Disclosing Party and cooperate with the Disclosing Party regarding the form, nature, content and purpose of such disclosure or any action which the Disclosing Party may reasonably take to challenge the validity of such requirement.

2.5 In the event that any Confidential Information shall be copied, disclosed or used otherwise than as permitted under this Agreement then, upon becoming aware of the same, without prejudice to any rights or remedies of the Disclosing Party, the Receiving Party shall as soon as practicable notify the Disclosing Party of such event and if requested take such steps [including the institution of legal proceedings] as shall be necessary to remedy [if capable of remedy] the default and/or to prevent further unauthorised copying, disclosure or use.

2.6 All Confidential Information shall remain the property of the Disclosing Party and its disclosure shall not confer on the Receiving Party any rights, including intellectual property rights over the Confidential Information whatsoever, beyond those contained in this Agreement.

3. RECORDS AND RETURN OF INFORMATION

3.1 The Receiving Party agrees to ensure proper and secure storage of all Information and any copies thereof.

3.2 The Receiving Party shall keep a written record, to be supplied to the Disclosing Party upon request, of the Confidential Information provided and any copies made thereof and, so far as is reasonably practicable, of the location of such Confidential Information and any copies thereof.

3.3 The Company shall, within 7 [seven] days of receipt of a written demand from Transnet:

- a) return all written Confidential Information [including all copies]; and
- b) expunge or destroy any Confidential Information from any computer, word processor or other device whatsoever into which it was copied, read or programmed by the Company or on its behalf.

3.4 The Company shall on request supply a certificate signed by a director a) to its full compliance with the requirements of clause 3.3 b) above.

4. ANNOUNCEMENTS

4.1 Neither party will make or permit to be made any announcement or disclosure of its prospective interest in the Bid without the prior written consent of the other party.

4.2 Neither party shall make use of the other party's name or any information acquired through its dealings with the other party for publicity or marketing purposes without the prior written consent of the other party.

5. DURATION

The obligations of each party and its Agents under this Agreement shall survive the termination of any discussions or negotiations between the parties regarding the Bid and continue thereafter for a period of 5 [five] years.

6. PRINCIPAL

Each party confirms that it is acting as principal and not as nominee, agent or broker for any other person and that it will be responsible for any costs incurred by it or its advisers in considering or pursuing the Bid and in complying with the terms of this Agreement.

7. ADEQUACY OF DAMAGES

Nothing contained in this Agreement shall be construed as prohibiting the Disclosing Party from pursuing any other remedies available to it, either at law or in equity, for any such threatened or actual breach of this Agreement, including specific performance, recovery of damages or otherwise.

8. PRIVACY AND DATA PROTECTION

8.1 The Receiving Party undertakes to comply with South Africa's general privacy protection in terms Section 14 of the Bill of Rights in connection with this Bid and shall procure that its personnel shall observe the provisions of such Act [as applicable] or any amendments and re-enactments thereof and any regulations made pursuant thereto.

8.2 The Receiving Party warrants that it and its Agents have the appropriate technical and organisational measures in place against unauthorised or unlawful processing of data relating to the Bid and against accidental loss or destruction of, or damage to such data held or processed by them.

9. GENERAL

- 9.1 Neither party may assign the benefit of this Agreement, or any interest hereunder, except with the prior written consent of the other, save that Transnet may assign this Agreement at any time to any member of the Transnet Group.
- 9.2 No failure or delay in exercising any right, power or privilege under this Agreement will operate as a waiver of it, nor will any single or partial exercise of it preclude any further exercise or the exercise of any right, power or privilege under this Agreement or otherwise.
- 9.3 The provisions of this Agreement shall be severable in the event that any of its provisions are held by a court of competent jurisdiction or other applicable authority to be invalid, void or otherwise unenforceable, and the remaining provisions shall remain enforceable to the fullest extent permitted by law.
- 9.4 This Agreement may only be modified by a written agreement duly signed by persons authorised on behalf of each party.
- 9.5 Nothing in this Agreement shall constitute the creation of a partnership, joint venture or agency between the parties.
- 9.6 This Agreement will be governed by and construed in accordance with South African law and the parties irrevocably submit to the exclusive jurisdiction of the South African courts.

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MAINTENANCE STANDARDS PROPERTY MANAGEMENT TECHNICAL

Item	Material description
CIVIL	
Paint ceiling	Two coats DURA 65 WHITE,
Paint cornices and cover strips	Two coats DURA 65 WHITE,
Suspended ceiling	Don Shield SUSPENDED ceiling,
Acoustic tiles	SUPPLIED ON SPECIAL REQUEST.
Wall paint (inside) *	Paint walls two coats Dulux Wash N Wear Silk, Barely Beige code - 3H1-1 paint windows one coat white universal under coat and two coats Dulux Pearlglø Lockness code - 3L1-5 Paint door frames one coat white Du Lux universal under coat and two coats Dulux Pearlglø Lockness code - 3L1-5 (windows int. and ext., door frames and doors included) (Wash walls with heavy duty detergent. Use 100Grid to sand paper walls, dust thoroughly, and apply crack filler, sand paper again. Dust walls) Paint windows
Wall Tiles (inside)	300 x 300mm ceramic wall tiles from Ferreira's code -arc 0162 JC colour-white with 3mm spacing and white grouting.
Wall Tiles	Johnson's GWC-4 200 x 200mm Gloss white wall tiles available from Tile Africa fixed with TAL professional adhesive and flush pointed with TAL Super white fine grout.
Wall paint (inside)	Painted surface (ENAMEL) - Two coats Dura 65 white. Two coats Dulux eggshell enamel, Barely Beige code 3H1-1. (Wash walls with heavy duty detergent. Use 100Grid to sand paper walls, dust thoroughly, and apply crack filler, sand paper again. Dust walls)
Wall paint(external)(Painted)	Painted surface (PVA or ENAMEL)-One coat Dura 65 white. Two coats WEATHERGUARD, Barely Beige code (Wash walls with heavy duty detergent. Use 100Grid to sand paper walls, dust Thoroughly, and apply crack filler, sand paper again. Dust walls) 3H1-1. (Wash walls with heavy duty detergent. Use 100Grid to sand paper walls, dust thoroughly, and apply crack filler, sand paper again. Dust walls)

Wall paint(external) (raw walls)	Raw walls. One coat Dura 65 white .Two coats WEATHERGUARD, Barely Beige code 3HI-1
Wall paint (external) face brick	Two coats clear brick dressing.
Wall paper (inside)	WALLPAPER.DESIGN SYNDICATE (DS)PAPER RANGE.MORANO.REF NR.MW5210 or similar
Floor tiles	Lay 600x600mm, LS (LX) Super White Nano porcelain floor tiles. Apply super bond adhesive progrid (EZAD103) with progrid water proof grout (EZGR559) and 100mm tiled skirting (similar to floor tiles) with plastic edge cover strip to match floor tile. Tiles obtainable at CTM store.
Carpets	FINISH A --NEXUS CARPET RANGE WESTMINSTER. colour.COAL CITY.FINISH B-- NEXUS CARPET.RANGE WESTMINSTER. Colour BLACK CITY. FINISH C --NEXUS CARPET.RANGE; WESTMINSTER. colour BERRY.
Carpets	FINISH A --BERBERPOINT 920 NexBac colour CHARCOAL size.500x500mm FINISH B -- BERBERPOINT 920 NexBac colour. SENEGAL size.500 x 500mm FINISH C --BERBERPOINT 920 NexBac colour. LAVA size.500 x 500mm.
Paint Floor	Paint Floor one coat APOXY floor paint; colour; DARK GREY.
Wood skirting's (painted)	Skirting sanded, One coat Pink primer, Two coats Dulux code 3H1-1 colour Barley Beige.
Tiled skirting's	100mm tiled skirting (similar to floor tiles) with white plastic edge cover strip
Skirting-	75mm ANODIZED ALUMINIUM SKIRTING AROUND COLUMNS AND ON NEW DRYWALL PARTITIONING.
Door to toilet cubicle.	Indicator lock to door (chrome finish)
Skirting (wood)	19 x 75mm maranti skirting .Sand and apply two coats Dulux Woodgard timber varnish
Toilet (Low water volume and pressure areas)	Low level Vaal Pottery pan with separate porcelain cistern
Toilet (High water volume and pressure areas)	Low level Vaal Pottery pan with Flush Master
Toilet seat	White heavy duty plastic Econo B2
Toilet paper holder	Three roll lockable toilet paper dispenser attached to wall/partition.
Shower taps	Cobra under tile stopcock- star type
Shower rose	Cobra, chrome swivel with swan neck extension
Shower door	Aluminium Pivot obscure safety glass
Shower P - trap	Brass deep seal with chrome grid
WHB	450 x 530mm Vaal porcelain on wall mounted fixing brackets, with chrome outlet, plug and chain. Cobra heavy duty pillar taps star type.
WHB	420 x 340 x 185 mm Oval A basin from FRANKE - FSA Code - 357456, with chrome outlet, plugs and chain.
Mirror	450 x 600mm silver mirror, mounted flush with tiles using double sided tape above wash hand basins at eye level.
WHB taps	Cobra pillar, push button self closing taps

WHB P - trap	Anti vac plastic bottle trap
Urinal (wall mounted)	Flat back Lavetera with Flush Master
Urinal (wall mounted)	305 X 245 X 420 mm Barron Bowl urinal Model TE top entry flush - FSA CODE- 333250
Bathroom extractor fan	300mm Expel air
Kitchen Cabinet complete	1200mm steel cabinet unit with hinged doors and s/s sink.
Kitchen Cabinet complete	Kombo1800. Above full length of sink provide two rows of 300 X 300mm ceramic wall tiles from Ferreira's code- ARC 0162 JC colour - white as splash-back. (Seal unit to tiles with clear silicon sealant.
Kitchen cupboards and sink	Cherry wood melamine with drop- in -sink and grey/pink granite post form top. Bottom skirting to be manufactured from a waterproof material.
Taps kitchen	Cobra mixer-- star type
Wall tiles above sink	150 x 150mm white Johnson with 3mm spacing, white grout filling
Sink P - trap	PVC bottle trap
Pressure control valve	Cobra 600Kpa with close off valve
Waste pipes	Dia 40mm to 50mm PVC colour WHITE.
Sewer pipes	Dia 100mm PVC above ground, heavy duty coloured underground
Fit new gutters and down pipes	Fit white Chromadek continuous gutters 125x80mm. Fit white chromadek down pipes 100x75mm
Paint purling/rafters/sprocket ends	Painted surface - Dulux universal white undercoat. Primer on wood/steel - Pink primer (wood) NS4 (steel). Two coats White Dulux high gloss
Fascias, gutters /down pipes and barge boards.	ONE Coat primer suitable for surfaces where applicable One coat universal undercoat and Two coats high gloss enamel -colour white. Fascia boards two coats Dulux Dura 65
Painting new gutters/down pipes.	Wash with "Spick and Span gal. Iron cleaner (GIP) and then rinse with clean water, One coat Galvogrip Metal primer(GIP), left for 24-72 hours to dry. Finish- One coat universal undercoat and Two coats high gloss enamel-colour white.
Roof	Primer - NS4 grey (GI roofs only) Two coats cottage white heat reflective paint Du Lux Roof Guard
Window sills and plinths	Painted surface - Two coats Dura 65 white. Two coats Weather guard, Barely Beige code3H1-1.
Veranda floor paint	Dulux stoop red
Window frames inside/outside	(Painted) One coat white universal under coat and two coats Dulux Pearl glo Lockness code - 3L1-5 Paint burglar bars One coat universal undercoat, one coat Dulux high gloss enamel. Colour -white
Door frames inside/outside	Paint door frames one coat white Du Lux universal under coat and Two coats Dulux Pearl glo Lockness code - 3L1-5
Door frames(wood finish)	Sand frame, Two coats clear varnish (satin) finish
Doors (wood finish)	Sand door, Two coats clear varnish (satin) finish
Doors(inside)	Paint doors two sides, One coat white universal under coat and two coats Dulux Pearl glo Lockness code - 3L1-5
Doors(outside)	Paint doors two sides, One coat white universal under coat and two coats Dulux Pearl glo Lockness

	code - 3L1-5
Outside pipes paint all dia.	One coat white universal undercoat and two coats Dulux Pearlglø Lockness code - 3L1-5
Door closer	Dorma TS68 (silver finish.)
Door locks	4 lever vertical type lockset, satin chrome finish, with two keys
Steel burglar bars/ security gates	One Coat primer suitable for steel surfaces, One coat undercoat, Two coats Dulux high gloss enamel. Colour -white.
Wood cupboards/shelves	Two coats clear varnish (satin) finish.
Window panes	Reflective film to fixed and opening window sections
Vertical Blinds	Colour-- Plain Fawn with aluminium top rail. Blinds inside window recesses
Water pipes (external)	Pipes to be lagged in cold areas
Washing line(inside court yard)	2m Dia Wendy DRY (Galvanised or powder coated white) with 7mm nylon cord wash- line.
Court yard	4m x 4m x 1.8m high precast wall (unpainted) court yard for washing line and rubbish bin
Gravel (25mm)	One metre wide strip around building
Paving	One metre wide strip around building, colour grey (concrete)
Pathways. concrete slabs	One metre wide strip around building
Vegetation: 10 m strip	Cut grass and vegetation. Remove trees closer than 2 m to building
Symbolic signage	Standard symbolic safety signs to be fitted/displayed.eg smoking areas,male/female toilets,reception,boardrooms,escape routes, fire fighting equipment fire hydrants etc.
Plant trees	Plant trees suitable to area, 3 m away from building. One tree per building
ELECTRICAL	
Wall plugs.	Crabtree Flush/Surface mounted 16A three pin
Light switches.	Crabtree Flush/Surface mounted 5A three pin
Isolators	Crabtree Flush/Surface mounted 30A & 60A Triple & Double Pole
Fluorescent Light Fittings	Semi Decorative Fit. 1.5m Double Tube Thorn Tech. Electronic
Fluorescent Light Fittings	Anti-corrosive Fit. 1.5m Double Tube Thorn Tech. Electronic
Fluorescent Light Fittings	Industrial Type Fit. 600mm & 1.5m Double Tube Thorn Tech. Electronic
Fluorescent Light Fittings	Recess Decorative Fit. 1.5m Four & Triple Tube Thorn Tech. Electronic
Light Fittings	2D / 16W Energy Saving Luminaries Slim line PVC
Light Fittings	2D / 16W Energy Saving Luminaries Industrial Type
Light Fittings	Ceiling Mount Double Round Tube Decorative Fit. (Electronic)
Lamps	Osram & Phillips Fluorescent Type 36W, 40W, 58W & 65W
Lamps	Osram & Phillips Fluorescent Type 2D / 16W, 20W & 48W
Lamps	ES & BC Energy Saving lamps
Lamps	50W / 12V Dicrobic (Closed)

Hydro boil	Kwik Boil from Kwikot 7.5 litre Hydro boil placed over sink with own isolator
Heaters	Wall mounted with 2 hour timers with epoxy coated finish
electrical geyser horizontal/vertical	150 litres, 600 kpa Kwikot, with drip tray, outlet and blanket. Provide vacuum breakers and close off valve. Provide earthing strap to geyser and earthing spike.
Air conditioners	LG Split Unit / Window (Heating & Cooling)
Air conditioners	LG Gazette / Under Ceiling (Heating & Cooling)
Distribution Boards	Heinemann MCB's, E/L Relays, Isolators, Lightning Arresters, Timers, etc.

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